



Request For Proposal (RFP)

For

Selection of an IT Agency for Design & Development of Property Management System, EMD Management System with Android App for Bhadohi Industrial Development Authority (BIDA)

Date: 12/11/2024

Issued By:



**Bhadohi Industrial Development Authority (BIDA)
Near Rajpura Chauraha, District Bhadohi- 221401, Uttar Pradesh
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Disclaimer

This Request for Proposal (RFP) document for “Selection of an IT Agency for Design & Development of Property Management System, EMD Management System with Mobile App for Bhadohi Industrial Development Authority (BIDA)” contains brief information about the scope of work & qualification process for being a successful applicant. RFP is intended to provide general information to interested parties (herein referred to as bidder/bidder(s)) and is neither an agreement nor an offer/invitation to any party by BIDA.

The information contained in this RFP document is to assist the bidder(s) in formulation of their proposal(s). This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for BIDA to consider the objectives, technical expertise and particular needs of each Bidder. The assumptions, assessments, statements and information contained in the Bid document, may not be complete, accurate, adequate or correct. Each Bidder must therefore conduct its own analysis of the information contained in this RFP and to seek its own professional advice from appropriate sources.

BIDA reserves the right of discretion to change, modify, add or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever which will be made accessible to all the Bidders through corrigendum/addendum on website of e-Tender (etender.up.nic.in). Any information contained in this RFP document will be superseded by any later written information on the same subject made available/accessible to Bidder(s) by BIDA. BIDA reserves the right to reject any or all the Bids received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of BIDA shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the bidding process.

Instructions For Online Bid Submission

1. The Bidders shall submit the bids online through the Public Procurement Portal for e Procurement at <https://etender.up.nic.in>
2. Possession of valid Digital Signature Certificate (DSC) and enrollment / registration of the contractors / bidders on the e-Procurement / e-tender portal are prerequisite for e- tendering.
3. Bidder should register for the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
4. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
5. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/e-Mudra or any other Certifying Authority recognized by Controller of Certifying Authorities (CCA) India on e- Token/SmartCard, should be registered.
6. The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
7. Contractor/Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
8. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
9. Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.

10. Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e- Token/Smartcard to access DSC.
11. Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
12. From my tender folder, he may select the tender to view all the details uploaded there.
13. It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
14. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
15. While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
16. The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments. Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the instrument should be uploaded as part of technical bid for online submission.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Very act of using DSC for

downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception

18. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
19. If the price bid format is provided in a spreadsheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced- bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
20. The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
21. After the bid submission (i.e., after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.

Notice Inviting Tender (NIT)

NIT No.:

Date:

In the process of digitization of the Bhadohi Industrial Development Authority (BIDA), The Chief Executive Officer BIDA invites an online tender for the work of- **“Selection of an IT Agency for Design & Development of Property Management System, EMD Management System with Mobile App for Bhadohi Industrial Development Authority (BIDA)”** as per details given below: -

1	Name of the Work	:	Design & Development of Property Management System, EMD Management System with Mobile App for Bhadohi Industrial Development Authority (BIDA)
2	Method of Selection	:	Quality cum Cost Based Selection (QCBS 70:30)
3	Bid Submission start date	:	12/11/2024
4	Cost of Bid	:	Non-refundable fee of Rs. 4000/- +18% GST= Rs. 4720/-
5	Earnest Money Deposit (EMD)	:	Refundable amount of Rs. 285000/-
6	Performance Security	:	10% of Contract value
7	Last date of submission of tender (Online)	:	30/11/2024 till 12:00 noon

8	Proposal Validity Period	:	90 Days from Proposal Due Date
9	Date and Time for Online Technical Bid opening	:	30/11/2024, 13:00
10	Date of Opening of Financial Bids	:	To be Communicated through etender.up.nic.in
11	Bank Account Details for submission of EMD and Bid document fee	:	A/C - B.I.D.A. A/C No. - 303702011402427 IFSC Code - UBIN0558559 Bank - Union Bank of India, BIDA Bhadohi
12	Contact Details	:	9118711511, 9415443562

RFP document shall be available on website: <https://etender.up.nic.in>

For Queries & Clarifications, send e-mail to:
bidabhadohi@rediffmail.com

Amendments to RFP, if any, would be published on the e-tender website as above.

General Instruction to Bidders

1. Detailed description of the objectives, Scope of Work, Technical Specification, reference Drawings and other requirements relating to the Work are specified in this RFP. In case a bidding firm possesses the requisite experience and capabilities required for undertaking the work, it may participate in the Bidding Process individually (as the “Sole Firm”). The term bidder (the “Bidder”) shall mean, based on the context it appears in, the sole entity or single firm bidding for this RFP.
2. Bidders are advised that the selection of Agency shall be on the basis of an evaluation by BIDA through the Bidding Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Bidding Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.
3. The Bidder shall submit its Bid in the form and manner specified in this RFP. The Technical Bid shall be submitted in the form at Bidding Forms – A (Technical Bid) and the Financial Bid shall be submitted in the form at Bidding Forms – B (Financial Bid). Upon selection, the Bidder shall be required to enter into an agreement with BIDA as specified in this RFP.
4. The Statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of work and obligations of the Contractor set forth in the Agreement or BIDA's rights to amend, alter, change, supplement or clarify the scope of work, the work to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions

in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by BIDA.

5. Bidders are advised to examine the Project in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Bids for award of the contract including implementation of the Project.
6. Bids are invited for the Project on the basis of the technical and financial price quoted by a Bidder for implementing the Project (the "Bid Price"). The total time allowed for completion of Design, Development and Implementation under the Agreement (the "Implementation Period") and the period during which the Contractor shall be liable for Operation & Maintenance of the Project after completion of the Implementation Period (including the "Defects Liability Period") shall be pre-determined, and is as specified in this RFP forming part of the Bidding Documents. In this RFP, the term "Highest Preferred Bidder" shall mean the Bidder who is scoring highest combined total score.
7. Generally, the Highest Preferred Bidder shall be the H1 Preferred Applicant/Bidder. The remaining Bidders shall be kept in reserve and may, in accordance with the process specified in the RFP, be invited to match the proposal submitted by the Highest Preferred Bidder in case such Highest Preferred Bidder withdraws or is not selected for any reason. In the event that none of the other Bidders match the Bid of the Highest Preferred Bidder, BIDA may, in its discretion, invite fresh Bids from the remaining Bidders or annul the Bidding Process, as the case may be.

About Bhadohi & Bhadohi Industrial Development Authority (BIDA)

Bhadohi is a district of Uttar Pradesh state in northern India. The district is popularly known for the carpet weaving as it is one of the largest centers of carpet industries in India, hence known as “Carpet City of India” Bhadohi has huge geographical significance due to its position attached to two culturally important and rich heritage cities of Prayagraj and Varanasi.

Bhadohi Industrial Development Authority (BIDA) has been established through notification dated 25 August 1981 under the U.P. Industrial Area Development Act 1976 for Industrial and Urban planned development of Bhadohi Carpet area, providing basic facilities to carpet weavers, solving infrastructure problems and promoting export of Carpet. The Jurisdiction of the authority includes Bhadohi Town and the area falling within a radius of eight kilometres, area of 318 square km, which includes a total of 340 revenue villages.

Detailed Scope of Work

Objective:

In line with the state government's vision, BIDA is digitizing its services to provide greater convenience to the public. Citizens will now be able to access BIDA's offerings remotely, eliminating the need for physical visits. In continuation to this process of digitization, BIDA intends to develop following solutions which would ensure improvement in quality, transparency & accuracy of BIDA services & effective management of authority's daily operations:

- A. Property Management System (PMS)
- B. EMD Management System portal
- C. Android App for BIDA.
- D. A Senior Project Coordinator with Technical Support Engineer for operations & management of BIDA related portal

PMS portal is envisioned to develop for effectively managing the property allocated by BIDA under various schemes/ programs after the establishment of authority. Through this portal payment gateway will also be integrated for online collection of services charges, late fine fees & other types of collection as applicable on properties in various schemes & categories of property.

EMD Management System portal will track & manage the EMD amount collection from various bidder(s) for tenders published by organization. It will also effectively manage the vendor participating in bid(s) along with auto refund process of EMD amount for unsuccessful bidder(s) on one-click basis.

Android App for BIDA will provide a convenient and user-friendly method to interact with BIDA. Apart from an informative section of app where all updates related to BIDA will be available along with tenders & notices, the app will have various functionalities such as registering online grievances, online payment of services charges, tender fees, EMD etc.

Scope of Work:

Project scope for the implementation agency would include the following activities to be performed:

A. Requirement Gathering

The implementation agency would be required to visit the BIDA office on-site for detailed assessment of solution requirements. Based on the assessment, the implementing agency should finalize the System Requirement Specifications (SRS). The implementing agency shall:

- (a) Conduct requirement gathering
- (b) Follow standardized template for requirements capturing

B. Design & Development

The implementation agency needs to design the app screens, wireframe diagram or the solution architecture including all components/modules and specifications for meeting the requirements of BIDA. The implementing agency should get the required approvals from various stakeholders in user department & get the systems requirements signed-off before proceeding to the development stage of portal.

In development stage, the implementation agency needs to develop a user-friendly portal & an android app covering all aspects of requirements from BIDA. The implementation agency should maintain the coding standard and select an appropriate scripting language, frameworks tools based on the system's requirement. Development should proceed in agile methodology as per the requirements signed off by the various stakeholders of BIDA.

Required Solution:

Property Management System

- a) Portal should have a robust user-administration & master data management for managing the permissions for user & data.
- b) BIDA should be able to record property details under the various

schemes of BIDA & portal should create a repository of properties where the department can easily edit/delete/view the property details for easy management in future.

- c) Portal should have the facility to perform auto-calculation of charges on various types of properties under different schemes and EMI as per the terms & conditions of property sold by BIDA.
- d) Portal should have a Payment Gateway integrated in the system where user can perform transaction of yearly service charge & EMI as applicable on property.
- e) Portal should have an attractive & informative dashboard where various data visualization technique including all basic and advanced chart types as well as additional representations like maps and timeline should be implemented.
- f) Advanced robust search and filtering system should be implemented in the system for tracking the properties of BIDA on a single click.
- g) Portal should be customizable as per the BIDA needs and requirements within 1 year of issuing of work order & also it should have the facility of 3rd party integration as per need and requirement of BIDA.

EMD Management System

- a) Creating OTP based login for user using their mobile no. and a secured admin login for the official handling the portal.
- b) Portal will have a simple form to fill by the user for participating in the bid process.
- c) Portal should be capable to list all the firms participated in the tender process of organization and should display which organization has submitted tender fees and EMD.
- d) Portal should be capable to select the successful bidder out of all the bidders participated in the tender process.
- e) Portal should have payment gateway integrated with the system to receive tender fees amount and EMD amount.

- f) Portal should also have the facility to auto-return the EMD amount of unsuccessful bidders once the winner of tender is announced.
- g) Portal should maintain the log of all the activities conducted during the tender process.
- h) Portal should have the facility to cancel the tender as and when required by the user department.
- i) Portal should be customizable as per the requirement of the user department as and when required.
- j) Portal should have an interactive dashboard which should display tender financial & status details on one-click basis.
- k) Portal is customized to generate newly updated reports as per the requirements of user department.
- l) Portal should have the facility for multiple level of approvals in maker & checker basis for tender approvals & EMD refund procedure through receiver & approver login.
- m) Portal should be customizable & should be able to integrate 3rd party software as and when required.

Android Mobile App

- a) App should have an informative page displaying authentic informational content for BIDA with few fascinating images on slider related to BIDA recent activities which should be regularly updated with latest news, events & activities.
- b) Creating OTP based login for user using their mobile no. and a secured admin login with robust user-administration for officials handling the App.
- c) App should have the facility of online grievance registration & user transaction for various types of services provided by BIDA.
- d) App should have the facility to view/download tender published by BIDA, also the end-user should be able to make payment related to tender such as tender fee or EMD on App.
- e) App should have other informational resources on Infrastructure,

Policies, Incentives, Citizen Charter and Right to Information as per the requirement of user department.

C. Testing

The implementation agency is required to perform certain testing of solution developed as per the approved requirements of BIDA. The testing must be performed both off-site & on-site environment- User Acceptance Testing (UAT) where implementation agency should ensure that various issue raised by stakeholders from BIDA is addressed, closed & signed-off before go-live of application. Various testing includes:

- a) Unit testing
- b) Functional testing
- c) Product Integration Testing
- d) Load Testing
- e) Performance Testing

D. Deployment & Go-Live

The implementation agency should deploy the application over the hardware or cloud infrastructure provided by BIDA. The implementation agency needs to perform detailed assessment of envisaged solution requirements and assess the infrastructure requirements including Servers, Storage and Security, etc. for operationalization & maintenance of developed solution. Also, the implementation agency will be responsible for end-to-end management of hosting & deployment of application which should be as per the DR policy of cloud infrastructure.

E. Resources Deployment

The implementation agency should be responsible for effective management & operations of all portals related to BIDA. The implementing agency shall provide one Senior Project Coordinator & one Technical Support Engineer for operational & technical support. The qualification & professional knowledge of the resources should be

sufficient for providing support & making requisite modification if any as per the requirements of BIDA. The resource will be required to perform their specified task (as mentioned below) at BIDA office premises:

Roles & Responsibilities

Senior Project Coordinator

- a) Coordination with various stakeholders at BIDA offices for IT operations of BIDA.
- b) Acting as bridge between the technical support engineer & stakeholders from BIDA.
- c) Reporting of IT operations to senior authorities like CEO & ACEO as & when required.

Technical Support Engineer

- a) Performing all portal & app modifications related task as per requirement of BIDA.
- b) Extending all necessary support related to IT operations to BIDA which includes technical training & support as needed for BIDA resources.
- c) Managing system support related task which includes the cloud infrastructure management, database management, load balancing.

Qualifications

- a) Senior Project Coordinator must have any certification related to project management.
- b) Technical Support Engineer must be a technical person having B.tech/MCA degree.

Eligibility Criteria

Pre-Qualification eligibility criteria for bidders

The Bidders must carefully examine the eligibility criteria provided herein. Each of the conditions mentioned under Eligibility criteria in this RFP is mandatory. In any case the bidder does not meet any one of the conditions mentioned below, the bidder's bid shall deem to be rejected.

S. No.	Basic Requirements	Mandatory Qualification Criteria
1.	Legal Entity	The Bidder must be registered under the Indian Companies Act 1956/2013. Documentary Proof to be Submitted: Certificate of Incorporation of organization.
2.	GST Registration	The Bidder must have registration in GST & Income Tax. Documentary Proof to be Submitted: GST Certificate & PAN Card of organization.
3.	Turnover of Implementation Agency	Average Turnover must be Rs. 1 Crores during last 3 financial years Documentary Proof to be Submitted: CA Certificate/Audited Balance Sheet of Last 3 Financial Years
4.	Blacklisting	The bidder must not be debarred/blacklisted from any government organization/statutory authority Documentary Proof to be Submitted: Declaration of Blacklisting to be submitted on Letter-Head of the organization as per given format (Appendix-3)
5.	Firm's Experience	The Bidder must possess work order detailing relevant work experience of Portal/App Development/Providing Technical Support Unit to government organization for order not less than 25 lacs during last 5 years.

Technical Qualification eligibility criteria for bidders

Bids of those bidders who satisfy the pre-qualification or mandatory eligibility criteria will be considered for the further evaluation. Evaluation of bids will be done as per the criteria specified below in points/ sub-points & as per the documentary proof submitted in support of each specified criteria:

S. No.	Basic Requirements	Maximum Marks	Document to be Submitted
1	Average Sales Turnover must be Rs. 1 Crores in the last three financial years ending in March 2023 > 1 Cr. to <1.5 Cr: 5 Marks > 1.5 Cr to <2.5 Cr:10 Marks > 2.5 Cr: 15 Marks	15 Marks	CA Certified Certificate/ CA Audited Profit & Loss Sheet of Last 3 Financial Years ending March 2023
2	The bidder must have increasing net profit during last 3 financial years ending in March 2023	5 Marks	CA Certified Certificate
3	The bidder should have experience in implementation of projects covering portal development for any government/ statutory body with minimum order value of Rs. 25 lacs during last 5 Financial years 1 Project: 5 Marks Additional 5 Marks for each project maximum up to 20 Marks	20 Marks	Work Order Certificates/ Completion certificate
4	The bidder should have experience in implementation of projects covering Social Media Promotion/ Branding & Event Management/ Public Relation for any government/ statutory body during last 5 Financial Years	10 Marks	Work Order Certificate/ Completion Certificate

5	The bidder must have technical resources in its payroll as on date of submission of bid >5 but <10 Resources: 5 Marks 10 or > 10 Resources: 10 Marks	10 Marks	Self-Attested declaration on letter-head of organization with resume of professionals working in organization
6	The bidder must have at least 1 MBA personnel with experience of more than 5 years	5 Marks	Self-Attested declaration on letter-head of organization with resume
7	Technical Proposal & Presentation <ul style="list-style-type: none"> ✓ Bidders understanding of the project (5 Marks) ✓ Curriculum Vitae of Resources planning & distribution of roles & responsibilities (10 Marks) ✓ Project Approach & Implementation Methodology (20 Marks) 	35 Marks	Detailed Presentation of Project

Evaluation Criteria & Selection of Successful Bidder

Bidders who score **more than 70 marks** in technical evaluation will be qualified for further evaluation. The **Bid score(B)** will be calculated based on **Quality cum Cost Based (QCBS)** selection method. The **“Quality (Technical Evaluation)”** parameter will have **70% weightage** whereas the **“Quoted(Financial Evaluation)”** price will have a weightage of **30%**. The evaluation committee will be calculating the Bid Score using the following formula:

$$B = (C_{\text{low}}/C) * 100 * X + (T/T_{\text{high}}) * 100 * Y$$

where,

B = Bid Score

C = Evaluated bid price by bidder (evaluation of bid will take in account price quoted for all services including applicable GST)

C_{low} = Lowest of evaluated bid price

T = Total Marks obtained by bidder in “Quality” criteria

T_{high} = The highest marks scored in “Quality” criteria

X = 0.3 (The weightage of “Quoted Price” is 30%)

Y = 0.7 (The weightage of “Quality” is 70%)

Note: In the event of two or more bids having same highest Bid Score (B), the bid scoring the highest marks in experience of implementing maximum no. of projects of portal & app development will be recommended for award of contract.

BIDA reserves the right to reject any Bid, without assigning any reason & any liability and no request for alteration, modification, substitution or withdrawal shall be entertained by BIDA in respect of such Bids. BIDA shall subsequently examine and evaluate Bids in accordance with the Bidding Process specified in this RFP and as the criteria set out in General & Technical Eligibility Criteria. No other evaluation criteria or methodologies shall be permitted.

Milestone/Deliverable wise Payment Structure

Sl No.	Milestone	Deliverables	Timeline	Payment Terms
1.	Contract Signing between BIDA & Selected Contractor		T0	
2.	Requirement Analysis & Designs	SRS submission	T1= T0+ 7 Days	15% of the CAPEX Amount
3.	Application Development [Web Application & Android App]	UAT Compliance Report	T2 = T1+75 Days	60% of the CAPEX Amount
4.	Application Deployment & Go-Live	Go-live Certificate	T3 = T2 + 8 Days	25% of the CAPEX Amount
5.	Operation & Maintenance	Monthly Progress	End of Month	Monthly Resource Cost (OPEX Amount)

Other Instructions for Bidders

Indemnity

The Agency shall, subject to the provisions of the Agreement, indemnify BIDA, for any amount exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in work quality by Agency appointed.

Award of Work

After selection, a Letter of Intent/Letter of Award (the “LOI/LOA”) shall be issued, in duplicate, by BIDA to the Highest Preferred Bidder and the Highest Preferred Bidder shall, within 10 (Ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOI/LOA in acknowledgement thereof. In the event the duplicate copy of the LOI/LOA duly signed by the Highest Preferred Bidder is not received by the stipulated date, BIDA may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by BIDA on account of failure of the Highest Preferred Bidder to acknowledge the LOI/LOA, and the next highest- ranking Bidder may be considered.

Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Highest Preferred Bidder, it shall execute the Agreement within 05 working days. Highest Preferred Bidder shall not be entitled to seek any deviation in the Agreement.

Conflict of Interest

An Applicant shall not have a conflict of interest that may affect the Bidding Process or the work (the “Conflict of Interest”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of

disqualification, the Authority shall forfeit and appropriate the EMD as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Bid, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:

- a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- b) receives or has received any direct or indirect subsidy from another Bidder; or
- c) has the same legal representative as another Bidder; or
- d) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Employer regarding this bidding process; or
- e) any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the Bid; or
- f) any of its affiliates has been hired (or is proposed to be hired) by the Employer or Borrower as Project Manager for the Contract implementation; would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the RFP that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm;
- g) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the bidding document or

specifications of the contract, and/or the Bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the procurement process and execution of the contract

Site Visit & Verification of Information

The Bidder at its own responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works. The cost of visiting the Site shall be at the Bidder's own expense.

The Bidder and any of its personnel or agents will be granted permission by BIDA to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the Bidder, its personnel, and agents will release and indemnify BIDA and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

Data Protection, Confidentiality & Record Keeping

- The bidder should comply with all legislations, GOI norms related to data protection & confidentiality as applicable.
- Service Provider must ensure and advice all its staff on importance of maintaining confidentiality of data and would implement procedures which ensures that these affairs are only discussed with relevant people and appropriate authorities when and wherever asked to do so.
- Failing to comply the above-mentioned protocols/breach in any case of data confidentiality will imply to cancellation of contract and

legal actions to be taken as established by law governing agencies in India.

Fraud & Corrupt Practices

The bidder & their respective officials & employees shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained in this RFP, BIDA shall reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Bidding Process. In such an event, BIDA shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre- estimated compensation and damages payable to BIDA for, inter alia, time, cost and effort of BIDA, in regard to the RFP, including consideration and evaluation of such Bidders’ Bids.

Force Majeure

Notwithstanding anything contained in the scope of work, the agency shall not be liable for liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failures to perform its obligations under the agreement is the result of an event of force majeure. For purposes of this clause “force majeure” means an event beyond the control of the agency and not involving the agency’s fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of BIDA regarding force majeure shall be final and binding on the agency.

Resolution of Disputes

Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Court in Bhadohi which BIDA has its headquarters shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

Miscellaneous

- a) BIDA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - i. suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - ii. consult with any Bidder in order to receive clarification or further information;
 - iii. retain any information and/or evidence submitted to BIDA by, on behalf of and/or in relation to any Bidder; and/or
 - iv. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- b) All documents and other information supplied by BIDA or submitted by a Bidder shall remain or become, as the case may be, the property of BIDA. BIDA will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
- c) BIDA reserves the right to make inquiries with any of the clients listed by the Bidder in their previous experience record.

Appendix-1

Technical Format of Bid Submission

(To be submitted on Letter-head of organization)

Date of Bid submission:

Request for Bid No:

To,

**The Chief Executive Officer
Bhadohi Industrial Development Authority
Near Rajpura Chauraha
Bhadohi, U.P**

Dear Sir,

We, the undersigned, hereby submit our bid in, two parts, namely:

- a. Technical Part
- b. Financial Part

In submission of our bid, we hereby declare that all information and details furnished by us in the Bid are true and correct to the best of our knowledge and belief, and all documents accompanying such Bid are true copies of their respective originals. We fully understand and agree to comply that on verification, if any of the information provided in our bid is found to be misleading the Bidding Process, we are liable to be dismissed from the Bidding Process or termination of the contract during the project, if selected to do so. We have also submitted the EMD & Tender fee as specified in the NIT & have submitted only one bid as individual firm.

Name of the Bidder

Name & Title of person signing the Bid

Signature & Seal Stamp of Organisation

Appendix-2
Bidder Information

(To be submitted on Letter-head of organization)

S. No.	Particulars	Description
1	Name of the Bidder	
2	Legal Status of Bidder (Company, Pvt. Ltd., Ltd./State owned)	
3	Date & Year of Incorporation	
4	Registered Office Address	
5	GST Registration No	
6	PAN Details	
7	Primary Contact Person (Name, Designation, Address, Mobile Number, Email)	
8	Secondary Contact Person (Name, Designation, Address, Mobile Number, Email)	
9	Has the Bidder been barred by the (Central/ State) Government/statutory bodies from participating in any project (Yes / No)	
10	Updated details of on- going process of blacklisting if so, under any contract with Authority / Government on the Bidder.	

Name of the Bidder

Name & Title of person signing the Bid

Signature & Seal Stamp of Organization

Appendix-3

Declaration of Blacklisting

(To be submitted on Letter-head of organization)

Date of Bid submission:

Request for Bid No:

To,

**The Chief Executive Officer
Bhadohi Industrial Development Authority
Near Rajpura Chauraha
Bhadohi, U.P**

**Subject: Self Declaration of not been blacklisted in response to the
Request for Proposal**

Dear Sir,

We confirm that our company or firm, is currently not blacklisted in any manner whatsoever by any of the State or UT and or Central Government/Statutory body in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Name of the Bidder

Name & Title of person signing the Bid

Signature & Seal Stamp of Organization

Place

Appendix-4

Financial Bid Submission Format

(To be submitted on Letter-head of organization)

A. CAPEX

S. No.	Item	Qty.	Unit	Total Cost
1	Design & Development of Property Management System	1	Nos.	
2	Design & Development of EMD Management System	1	Nos.	
3	Design & Development of Android Mobile App	1	Nos.	

B. OPEX

S. No.	Name of the Services	Qty.	Duration	Total Cost
1	Senior Project Coordinator	1	12 Months	
2	Technical Support Engineer	1	12 Months	

Total Quoted Prices

Particulars	Total Cost (Rs. In figures)	Total Cost (Rs. In Words)
CAPEX (A)		
OPEX (B)		
Total Project Cost (A+B)		

Note: Financial Proposal/ Price Bid should not be submitted in the Technical Bid as part of it. Financial/ Price Bid enclosed with the same document as part of technical bid shall be liable for straightaway rejection.

Name of the Bidder

Name & Title of person signing the Bid

Signature & Seal Stamp of Organization

Appendix-5

Format of Particular for Resources Deployed

(To be submitted on Letter-head of organization)

Bidder should provide the names & details of the suitable qualified senior project coordinator & technical support engineer to perform the contract. Following is the format provided for furnishing the resources details:

1	Title of Position: Senior Project Coordinator	
	Name of Candidate:	
	Duration of Appointment	
	Time commencement for this position	
	Key Skills	

2	Title of Position: Technical Support Engineer	
	Name of Candidate:	
	Duration of Appointment	
	Time commencement for this position	
	Key Skills	

Name of the Bidder

Name & Title of person signing the Bid

Signature & Seal Stamp of Organization