



GOVERNMENT OF SIKKIM
LAND REVENUE & DISASTER MANAGEMENT DEPARTMENT
(DILRMP, E-GOV & GIS cell, SITCO building, Deorali, Gangtok, Sikkim-737102))

No: 61/DILRMP/LR&DMD

Date: 14/8/2019

NOTICE INVITING TENDER

I. INTRODUCTION

The Sikkim Geo-Tech Society under Land Revenue & Disaster Management Department, Government of Sikkim intends to implement a Web Based Application for online Land Records, Registration and Mutation process, under Digital India Land Records Modernization Programme (DILRMP).

Therefore, proposals are invited from reputed and experienced Information Technology firms to participate in competitive bidding process to design, develop & implement the web application for online Land Records, Registration and Mutation process.

II. RFP AVAILABILITY , PROPOSAL DUE DATE & QUERIES

Interested firms may download Tender Document/Request For Proposal (RFP) from the official website of the Department www.sikkimlrmd.gov.in and www.sikkim.gov.in of the Government of Sikkim. The last date for submission of proposals/bids is **6th September 2019 till 4 p.m.** No proposals /bids shall be accepted after the due date and time. Query if any can be sent to the Deputy Director at spo-lr-sik@nic.in till 2nd September 2019.

Sd/-

Programme Director,
DILRMP, E-GOV & GIS cell, LR&DMD
SITCO complex, Deorali,
Gangtok, Sikkim.

Request for Proposal (RFP)

Ref No. : 62 /DILRMP/LR&DMD

SELECTION OF FIRM FOR DEVELOPMENT OF WEB APPLICATION FOR LAND RECORDS, REGISTRATION AND MUTATION PROCESS

**SIKKIM GEO-TECH SOCIETY
Department of Land Revenue & Disaster Management
Government of Sikkim**

DILRMP, E-GOV & GIS cell,
LRD&MD,
Government of Sikkim,
SITCO building, Deorali
Gangtok, Sikkim
Ph No: 03592-280044

DISCLAIMER

This Request for Proposal (**RFP**) is issued by the Programme Director on behalf of the Sikkim Geo-Tech Society, an autonomous body under Land Revenue & Disaster Management Department. Whilst the information in this RFP has been prepared in good faith; it is not and does not purport to be comprehensive or to have been independently verified. Neither Sikkim Geo-Tech Society nor Land Revenue & Disaster Management Department nor any of its officers or employees, nor any of the advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed e-governance project, or makes any representation or warranty, expressed or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisors and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Sikkim Geo-Tech Society. It does not and does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Neither Sikkim Geo-Tech Society nor Land Revenue & Disaster Management Department nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any party with access to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into this proposed e-Governance Project, the regulatory regime which applies thereto and by and all matters pertinent to this project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to this project.

This RFP includes certain statements, estimates, projections, targets and forecasts with respect to this e-Governance Project. Such statements, estimates, projections, targets and forecasts reflect various assumptions made by the management, officers and employees of the Department which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

Sikkim Geo-Tech Society shall be the sole and final authority with respect to qualifying a panel of consultants through this RFP. The decision of the Society in qualifying a respondent into the panel of consultants who may bid in States/UTs shall be final and the Society reserves the right to reject any or all the bids without assigning any reason. The Sikkim Geo-Tech Society further reserves the right to negotiate with the qualifying agencies to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.

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I. SCHEDULE OF EVENTS

The following table provides information regarding the important dates of the bid process:

a) Project	Web Application for Land Records, Registration and Mutation process
b) Bid inviting authority	Sikkim Geo-Tech Society, Land Revenue & Disaster Management Department ,Government of Sikkim , SITCO complex, Deorali, Gangtok, Sikkim-737102
c) Reference No. and publishing date of bid document	62 /DILRMP/LR&DMD, 19th August 2019
d) Contact person	Program Director, DILRMP, E-GOV & GIS cell, Land Revenue & Disaster Management Dept, Government of Sikkim , SITCO building, Deorali, Gangtok, Sikkim-737102
e) Last date for submission of written queries for clarifications on bid document	2nd September 2019
f) Publication of corrigendum/ addendum/ amendment if any, on the website www.sikkimlrdm.gov.in	4th September 2019
g) Last date & time for submission of bids	6th September 2019
h) Cost of tender document -Non-refundable	₹5,000 (Five thousand only) in the form of Bank Demand Draft from a Nationalized Bank or Scheduled Bank registered with Reserve Bank of India (RBI) in favour of “Programme Director, DILRMP”, payable at Gangtok. The Bid Document Fee is non-refundable.

i)	Earnest Money Deposit (EMD)- Refundable	<p>₹1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft from a Nationalized Bank or Scheduled Bank registered with RBI in favour of “Programme Director, DILRMP” and payable at Gangtok.</p> <p>The validity of EMD is 90 days .The EMD will be refunded to the unsuccessful bidder after the completion of the bid process and will be retained of the successful bidder. Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD.</p>
j)	Security Deposit	5% pro rata basis
k)	Opening of Technical & Financial Bid	16th September 2019
l)	Bid validity	30 days from the date of opening of Technical Bid
m)	Venue for opening of bid	DILRMP, E-GOV & GIS cell, Land Revenue & Disaster Management Dept, Government of Sikkim , SITCO building, Deorali, Gangtok, Sikkim-737102

II. INTRODUCTION:

Purpose:

The Sikkim Geo-tech Society is seeking for services from an experienced and reliable software agency for providing a web based solution to bring the Land Records in public domain and also to provide various services to the public as well as the Government for efficient decision making.

Background:

The Sikkim Geo-tech Society, an autonomous body under the Land Revenue & Disaster Management Department was established in the year 2011 for implementation of the Digital India Land Records Modernization Programme in Sikkim.

The aim of the Digital India Land Records Modernization Programme, an ambitious programme of the Govt. of India, is to modernize management of land records, minimize scope of land/property disputes and enhance transparency in the land records maintenance system moving eventually towards guaranteed conclusive titles of immovable properties in the country.

Project goals:

The objective of this project is to bring transparency in the Land Administration System of Sikkim and minimize visit of public to the DC/SDM offices for inquiry of the ongoing transactions in relation to properties etc. The intent is also to provide an assessment tool to the Government and thereby expedite decision making especially for the welfare of the public.

III.SCOPE OF WORK

1. The agency should conduct a detail study of existing system, services and resources and propose a suitable solution to address the requirements.
2. The agency should give a presentation to the Department on the proposed solution and also explain the security aspect of the system before starting the project.
3. The agency should design, develop, test, implement and maintain a highly secured Web Application to facilitate easy management and retrieval of Land Records and should comply with the requirements mentioned in Section – “Functional Requirements”.
4. The agency should provide various facilities in the system for the public like SMS service etc. in regards to Land Records, Registration and Mutation.
5. The agency should provide online payment services in the proposed system for its users through integration with the payment gateway authorized by the Government of Sikkim. The system should support card payments using all the popular debit and credit cards (Visa, Master card etc.) and Net Banking. The online payment services should provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through the system.

6. The agency should provide the facility in the system to seed Aadhaar Number and link it with the Land Records. The users should also be able to seed Aadhaar No. through SMS. The Aadhar Number should be seeded on authentication by using one of the modes of authentication of the Unique Identification Authority of India (UIDAI). However, this service will be optional for the public to use.
7. The agency should carry out the security audit of the web application from one of the agencies empanelled by the Government of India before hosting.
8. The agency shall host the application in the State Data Centre of the Government of Sikkim.
9. The agency should make sure that the Web Application can be easily accessed by differently abled person and complies with GIGW and w3c standards.
10. The agency shall accept responsibility for the successful implementation, operation and maintenance of the system for a period of 2 years on completion of Phase II mentioned in section “Timeline”.
11. The agency should give presentation from time to time on the ongoing work to the Officers and Programmers of the DILRMP cell, LR&DMD and involve the Programmers of the Department during development of the software. The agency should handover the entire source code and its documentation to the Department on completion of the project.
12. The agency should provide training to the Programmers of the Department on the technologies used and its usage in the project.
13. The agency should provide training on the use of Web Application to the identified users of the Department as and when required, during the 2 years of maintenance period. The agency shall also be responsible for re-training/refresher training the employees / agencies whenever major changes are made in the system.

IV. FUNCTIONAL REQUIREMENT

The web application should have the following tentative functionality and is subject to change during the preparation of SRS and also during UAT:

ONLINE APPLICATION SUBMISSION

1. Provide the facility to submit the application online for registration and for mutation on payment of requisite fee by the applicant. The application details should also be updated in the ILRMS database at the respective Sub-Division.
2. Provide the facility to track applications online and also through SMS by the applicants.
3. Provide a module to maintain schedule/calendar for field visit of the Revenue Surveyor (RS). The RS should be given a time frame of not more than 10 days to complete the field visit against every application. SMS intimating the date and time of field visit and the details of RS with mobile number should be sent to the buyer and seller as soon as the schedule is fixed and updated.

4. SMS should be sent to the parties intimating the date and time for their presence at the Registrar/Sub-Registrar's office for photo capture, signature of the witness etc. during sale deed registration. Optional choice of date can be provided to the user in the web application and fix the appointment himself/herself.
5. A monitoring system to check the backlogs etc. of the field visit by the RS should be provided for the authorities to view so as to minimize the delay in the process.

ONLINE LAND RECORDS AND REGISTRATION INFORMATION SYSTEM

1. Make Record of Rights (ROR) available online to check ownership. The ROR should be made available using Plot No. and other relevant details.
2. Provide history of ownership of land from a significant year.
3. Generate reports on Land Records and Property Registration. The reports should be downloadable in .pdf, excel format etc. There should also be provision to filter the data according to the requirement.
4. Provide secured accessibility and roles to generate reports.
5. Information on Khazana to be paid should be made available on providing the plot details.SMS facility also to be integrated and provide similar information.
6. Digitally signed ROR to be produced on payment of ROR fee.

ONLINE PAYMENT SYSTEM

1. Integrate payment gateway and use highly secured approach to accept online payment of Government Revenue/Fees.
The payments that can be made are as follows:
 - (i) Sport verification fee
 - (ii) Registration fee
 - (iii) Stamp duty
 - (iv) Mutation fee
 - (v) ROR/Parcha fee
 - (vi) Khazana
 - (vii) Other fees.
2. On successful payment a receipt with unique reference number should be generated from the system.
3. Provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through the system.

AADHAAR SEEDING

1. Provide SMS facility to seed Aadhaar number against Khatiyani No., on authentication from the UID database of GoI. The aadhaar seeding facility should be integrated in the web application also.
2. The Aadhaar number stored in the ILRMS database at various SDM offices should be updated in the centralized database at SDC and vice versa.

GENERAL

1. The web application should have responsive layout.
2. Data Integrity
 - a. The updated database of ILRMS hosted in various sub-divisions of the State should be pushed and updated in the centralized database at SDC and vice versa.
 - b. The system should provide reports of database synchronization (databases of all 16 Sub-Divisions and the centralized database at the SDC) and also of backup from external storage device (if done).
 - c. The system should also provide email alerts to the administrator or upon sign-in, if the LR databases are not updated/ synced for long.
3. Provide administrative panel
 - a. Provide all the rights to the administrator
 - b. Create new user and assign new roles
 - c. Edit and disable user accounts
4. User accounts
 - a. User accounts should be password protected
 - b. Roles should be assigned to all the users
 - c. Forgot password and resets should be handled by the system

V. TIMELINE

The proposed work is to be carried out as per the following timelines. “T” referred to in the table is treated as the date of award of work which shall work concurrently to the selected vendor:

Sl. No.	Stage	Timeline (Months)
1.	Preparation of Software Requirement Specification (SRS), User Acceptance Test (UAT)document etc.	T + 0.5
2.	Back up and sync all the ILRMS database running locally in 16 Sub-divisions of the State and create a centralized database in one of the testing servers	T + 1
3.	Phase I: Online Land Records & Registration Information System and Online payment System <ul style="list-style-type: none">• Complete development of Online Land Records & Registration Information• Complete online payment system• Security auditing• Hosting at SDC•	T + 5
4.	Phase II: Online application submission and Aadhaar seeding <ul style="list-style-type: none">• Complete online application system• Security auditing• Hosting at SDC	T + 7
5.	Training to the concerned officers and staffs of the Department on use of the web application and training to the Programmers on the technologies used.	T + 8

VI. SUBMISSION OF BIDS

1. The bidder will submit the response to the present RFP in a single packet which should contain the following envelopes:

ENVELOPE-I: Pre-qualification of Bidder – With Bidders response, in an envelope duly super-scribed as ‘Pre-qualification of Bidder’ and clearly marked **“PRE QUALIFICATION FOR SELECTION OF FIRM FOR DEVELOPMENT OF WEB APPLICATION FOR LAND RECORDS REGISTRATION AND MUTATION PROCESS”** along-with Reference Number, Due Date and with the wordings **“DO NOT OPEN BEFORE DUE DATE”** .

ENVELOPE-II: Technical Bid – Technical offer (Hardcopy =1 original + 1 copy) (1 Soft copy CD or DVD) + EMD + RFP fee of Rs.5000 (if not already deposited) should be put in single sealed envelope clearly marked **“TECHNICAL BID FOR SELECTION OF FIRM FOR DEVELOPMENT OF WEB APPLICATION FOR LAND RECORDS REGISTRATION AND MUTATION PROCESS”** along-with Reference Number, Due Date and with the wordings **“DO NOT OPEN BEFORE DUE DATE”**.

ENVELOPE-III: Commercial Bid

The cover containing financial offer should be put in single sealed envelope clearly marked **“COMMERCIAL BID FOR SELECTION OF FIRM FOR DEVELOPMENT OF WEB APPLICATION FOR LAND RECORDS REGISTRATION AND MUTATION PROCESS”** along-with Reference Number, Due Date and with the wordings **“DO NOT OPEN BEFORE DUE DATE”**:

2. CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Table 1- Check List of eligibility and pre-qualification documents to be submitted in the Technical Bid in a separate envelope.

Sl. No.	Bidder Eligibility & Prequalification criteria	Supporting Documents to be submitted	Whether submitted (Yes/No)
1.	Tender Fee : Non refundable	Original in the form of Demand draft	
2.	Earnest Money Deposit	Original in the form of Demand draft	
3.	General Information of the bidder	Signed and Scanned Copy of the format given in Annexure I.	

4.	Bidder should have presence in Sikkim & firm registered and operational at least for the last 3 years in the state of Sikkim.	Signed and stamped copy of Firm registration & valid trade license	
5.	Bidder should have a valid license issued from Govt. of Sikkim to render ICT services	Signed and stamped copy of valid trade license	
6.	Average Annual Financial turnover of the bidder as per the audited financial statement of the last 3 years, ending 31st March 2019. The turnover should be at least Rs 1 crore in development of IT applications/software services, consultancy and IT hardware supplies.	Audited financial statement	
7.	Bidder should not be blacklisted / banned by any Government/ Semi- Government Authority in India for supply of materials / carrying out operations and maintenance work / application development.	Letter of Undertaking	
8.	Bidder should have a GST registration	GST registration certificate	
9.	The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid	Declaration in this regard needs to be submitted	

Table 2- Technical bid documents

Sl. No.	Technical proposal documents	Whether submitted (Yes/No)
1	Technical proposal (Project Requirements understanding, methodology , implementation and support strategy)	
2	List of Project Manager & field coordinators for overall coordination, support and fault escalation. Details of contact person (Name. Designation, address, landline and mobile no. to be given)	

Table -3- Financial proposal

Sl. No.	Financial proposal documents	Whether submitted (Yes/No)
1	Commercial Bid covering letter Annexure II	
2	Commercial bid as per Annexure III	

VII. BID EVALUATION

1. Technical bid evaluation

Technical evaluation will be carried out by an Evaluation Committee (EC), duly constituted by the Competent Authority. Evaluation will be carried out in two stages as detailed below:

Stage 1: Eligibility and pre-qualification criteria

- EC will examine all the bid(s) to determine whether the bidder qualifies the essential eligibility and pre-qualification criteria. All the supporting documents submitted will be examined to determine whether they are complying with the eligibility criteria of Technical Bid. Bids of only qualified bidders will be taken up for further evaluation.
- Bidders who do not qualify Stage-1 shall be summarily rejected and no correspondence will be entertained.

Stage 2: Technical proposal evaluation

- During the evaluation of the Technical Bids, compliance of the bidder solution with the tender conditions will be evaluated with necessary documentary evidence. Evaluation criteria will include fulfillment of all specifications mentioned in the bid. Any deviation from the RFP requirements, terms and conditions, delivery schedule, project completion time, etc shall be clearly mentioned with the proposed alternatives which comply with the project requirements. The Department reserves all the right to accept or reject the proposed alternatives without assigning any reason whatsoever thereof. Non-compliance of any of the technical requirements will lead to rejection of the bid. Partial compliance shall be treated as Non-compliance.
- Any falsification, suppression of facts would lead to rejection of the bid.

- During the technical evaluation, the responses provided in pre-qualification proposal and technical proposal will be evaluated out of 50 marks. The bidder will have to score at least 35 marks to be declared as technically qualified. Any proposal not achieving this score will be treated as “Not Technically Qualifying the Requirements” and will not be considered further.
- The bidder needs to score at least 35 marks or above out of a total of 50 marks to be able to qualify for commercial/financial bid opening.

Table 1 : Technical bid marks sheet (TM)

Sl. No.	Clause	Evaluation documents	Total Marks
1	Project Requirements understanding, methodology, implementation and support strategy.	Technical proposal (Presentation if required)	20 marks
2	The bidder’s Average Annual Turnover (Minimum ₹1.00 Crore in the last three financial years ; 2016-17, 2017-18 and 2018-19 in the field of IT services and supplies, Consultancy and Development of IT application software). Note: The turnover refers to the bidder’s firm and not the composite turnover of its subsidiaries/sister concerns etc.	Audited financial statement	1 crores & above = 10 marks. Below 1 crores = 0 marks.
3	The bidder should have provided and successfully executed at least two (2) IT/software based services (excluding hardware & networking components) to Government of Sikkim during the last three financial years.	Copy of work order & Project completion certificate	2 and above =15 marks Below 2 = 0 marks
5	Promotion of Local Representation	Sikkim Subject or Certificate Of Identification	5 marks

2. Commercial Bid evaluation

The Commercial Bids of only those bidders short listed from the Technical Bids by the evaluation committee will be opened.

For financial evaluation, the total cost indicated in the Commercial Bid including all Taxes will be considered. The lowest financial bid will be allotted a financial mark of 100 marks. The financial marks of other bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$\text{Financial Mark (FM)} = \frac{\text{Lowest Commercial Bid}}{\text{Bidders actual commercial bid amount}} \times 100$$

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of Commercial bid, till final decision is conveyed to the successful bidder.

3. Combined Final Evaluation

The composite mark is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 60:40 respectively. The Composite Mark will be derived using the following formula:

$$\text{Composite Mark} = (\text{TM} \times 0.6 + \text{FM} \times 0.4)$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula. The highest-ranking bidder as per the composite mark will be selected in this tender.

VIII. TENDER REJECTION CRITERIA

The tenders are subject to be disqualified if:

1. The solution presented to the Department is not found satisfactory; the Department has the right to cancel the bid.
2. Misleading or false representations are made in the forms, statements and attachments submitted as proof of the qualification requirements; and/or
3. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. is found.
4. Any change in the structure or formation of the bidder is made after qualifying the bid. The same will be considered as a breach and the bidder shall be disqualified and rejected without any further notice.
5. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority. A Self-declaration Certificate should be enclosed. The bidders should submit all the above information in their prequalification proposals, so as to get eligible for technical evaluation.

IX. DISPUTE RESOLUTION

1. If during the subsistence and award of work or thereafter, any dispute between the LR&DM Department & Implementing Agency hereto arising out of or in connection with the validity, interpretation, implementation, material breach or any alleged material breach of any provision of any contractual agreement or regarding any question, including as to whether the termination of contractual agreement by one party hereto has been legitimate, the Department & Implementing Agency shall endeavour to settle such dispute amicably and/or by conciliation to be governed by the Arbitration and Conciliation Act, 1996 or as may be agreed to between the Department & the Implementing Agency. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts; which attempt shall continue for not less than thirty (30) days, gives thirty (30) days notice to refer the dispute to arbitration to the other Party in writing.
2. In case of such failure as is referred to above, the dispute shall be referred to an authority chosen by the two parties by mutual agreement for the purpose of the above clause who shall act as the sole Arbitrator for settlement of such dispute.
3. The Arbitration and Conciliation Act, 1996, shall govern the arbitration proceedings.
4. The Arbitration proceedings shall be held in Gangtok, Sikkim, India.
5. The substantive laws of India and the State shall govern the arbitration proceeding.
6. The proceedings of arbitration shall be in English Language.
7. Continuance of the agreement notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the respective contracts.

X. PAYMENT TERMS

Sl. No	Milestone	Payment
1.	Submission of preliminary reports/documents	20 % of the project value
2.	Completion of successful development, testing, deployment and Go Live of the following components of the web application <ul style="list-style-type: none">• Online Land Records and Registration Information System• Online payment System	40 % of the project value
3.	Completion of successful development, testing, deployment and Go Live of Online Application Submission System component of the web application and aadhaar seeding	30 % of the project value
4.	Completion of capacity building & training to end users and Programmers of the Department.	10 % of the project value
5.	Admissible taxes	To be deducted in every bill.

XI. GENERAL TERMS AND CONDITIONS

- a. Sealed bid documents should be submitted to the Office of The Programme Director, DILRMP cell, Govt. of Sikkim, SITCO building, Deorali -737102, East Sikkim.
- b. The bidder shall quote the rates inclusive of all taxes, duties and other charges, including installation, security audit, and maintenance for 2 years etc. Any changes in the tax structure shall only be honored only if the tax/levy components are clearly specified in the bid.
- c. On completion of 2 years of maintenance, the IA may apply for renewal of annual maintenance of the system as may be mutually agreed upon.
- d. The Department will notify and issue the work order to the successful bidder in writing by letter or by email.
- e. The bidder should give in writing the Letter of Acceptance within seven days of receiving the work order.
- f. The Department reserves all the rights to modify or cancel the tender at any time during the process without assigning any reasons thereof.
- g. The scope of work is subject to change during the development phase. The IA is expected to comply with the change without any financial implications.
- h. If any information provided by the bidder is found to be inaccurate at any stage of the bid evaluation process, the Department may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.
- i. Bidder shall contact the Department in writing for any clarification regarding the technical requirement before the last date of clarification of queries.
- j. The offer prepared by the bidder and all correspondence and documents relating to the bid shall be written in English.
- k. Bidder shall quote in Indian Rupees only.
- l. If any of the above terms are not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. The Department however reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- m. Force Majeure: The Department may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event

of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of state / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder's premises or any other act beyond control of the bidder.

- n. Pre-closure of Service: The Department reserves the right to terminate contract by one month notice, in case of failure of Bidder to meet the SLA conditions specified for three consecutive months.

FOR TECHNICAL BID SUBMISSION

Annexure I: General information about the bidder

(In Company's Letter Head)

Sl. No.	Particulars	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Constitution of the bidder	
4	Certificate of Incorporation	
5	Telephone No.	
6	Website	
7	Correspondence Address Name, Designation, Address, E-mail, contact no.	
8	GST registration no. (Copy of GST registration to be attached)	
9	Income Tax registration details (Copy of PAN)	

Authorized Signatory.
(Signature of the Bidder, with Official Seal)

FOR COMMERCIAL BID SUBMISSION

Annexure II: Commercial Bid covering letter

(In Company's Letter Head)

To:

Date:

The Programme Director
DILRMP , E-GOV & GIS cell,
LRD&MD, Govt of Sikkim,
SITCO building, Deorali
Sikkim -737102

Dear Sir,

1. Having examined Request For Proposal (RFP) number ----- dated ----- the receipt of which is hereby acknowledged, we, the undersigned, offer development of web application for Land Records, Registration and Mutation process , in full conformity with the said RFP, for a total project cost per state as given below.
2. The above amount is in accordance with the Price Schedules herewith made part of this bid as per the Commercial bid template.
3. We declare that we have studied RFP and are making this proposal with a stipulation that you shall award us contract for development of web application for Land Records, Registration and Mutation process, identifying separately including all other services specified in the contract documents.
4. We have read the provisions of RFP and confirm that these are acceptable to us.
5. We further declare that additional conditions, variations, deviations if any, found in the proposal other than those listed in attachment pertaining to any rebates offered, shall not be given effect to.
6. We undertake, if our bid is accepted, to commence the work on the project immediately upon your Notification of Award to us, and to achieve completion within the time stated in the bidding documents.
7. If our bid is accepted, we undertake to execute all contractual documents and provide all securities & guarantees as required in the bid document.

8. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act".
9. We agree to abide by this bid, consisting of this letter, Technical bid and Commercial bid, for a period of bid validity from the date fixed for submission of bids as stipulated in the RFP, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Dated this [insert : number] day of [insert : month] , [insert: year]

In the Capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of the Bidder]

Address:

Authorized Signatory.
(Signature of the Bidder, with Official Seal)

Annexure III : Commercial Bid

(In Company's Letter Head)

M/s _____ offer the following price

No.	Item	GST rate	GST amount	Total including GST
1	Development of web application for Land Records, Registration and Mutation process			

Note:

1. The amount quoted shall be inclusive of all taxes and fees
2. The rates quoted by the bidder shall be firm throughout the contract
3. Any revision in the rates of taxes or introduction of new taxes/duties/levies by government shall be honoured.

Dated this [insert : number] day of [insert : month] , [insert: year]

In the Capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of the Bidder]

Authorized Signatory.
(Signature of the Bidder, with Official Seal)

Annexure IV: Tender Acceptance Letter

(In Company's Letter Head)

To:

Date:

Programme Director
DILRMP, E-GOV & GIS cell
LRD&MD, Govt of Sikkim,
SITCO building, Deorali
Sikkim -737102

SUB: Acceptance of Terms & Conditions of Tender. Tender Reference No:
Name of Tender / Work:

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: sikkimlrmd.gov.in as per your NIT / advertisement, given in the above mentioned website.
2. I/We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that I / We have read and understood the entire requirement laid down in the tender document and has prepared the technical bid in compliance with the technical requirements specified in the document.
6. I / We certify that all information furnished by us is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

Authorized Signatory.
(Signature of the Bidder, with Official Seal)