



REQUEST FOR PROPOSAL

RFP No. : ASDMA/61/2010/Pt/108

RFP on : GIS Mapping of Utilities and Infrastructures for Assam

ISSUED BY : Assam State Disaster Management Authority

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Submission

Contact Person: Chief Executive Officer
Assam State Disaster Management Authority
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Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from firms/agencies for collecting the latitude and longitude of utilities and infrastructures using GPS devices and to create a GIS database from the collected data for all the 27 districts of Assam.

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1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

“Applicant” means a party that submits, or intends to submit, a Proposal;

- a) “Work Order” means the written order resulting from this RFP issued by the Authority ;
- b) “The Authority” or ASDMA means the Assam State Disaster Management Authority;
- c) “Must”, or “mandatory” means a requirement that must be met in order for a Proposal to receive consideration;
- d) “Proposal” means a proposal submitted in response to this RFP;
- e) “RFP” means this Request for Proposal; and
- f) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of RFP.

2. EXECUTIVE SUMMARY

Background /

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 and its Secretariat has become functional from the year 2009. The Assam State Disaster Management Authority has been established as per the mandate of the Disaster Management Act 2005 which redefines the shift in approach to the concept of disaster management. The government is now committed to a holistic approach to disaster management encompassing all phases - Prevention, Mitigation and Preparedness as well as Response, Relief & Rehabilitation.

For carrying out the various activities of Mitigation & Preparedness as well as Response, Relief & Rehabilitation, modern tools like Remote Sensing and GIS integrated with GPS has been playing an important role.

All phases of emergency management depends on data from a variety of sources. Most of the data requirements for emergency management are of a spatial nature and can be located on a map. Therefore, appropriate data has to be gathered, organised and displayed logically to start emergency management planning. During an actual emergency it is critical to have the right data, at the right time, displayed logically, to respond and take appropriate actions.

Realizing the importance of GIS and GPS technology in disaster management strategy, Assam State Disaster Management Authority intends to build its GIS database to develop a Emergency Management Information System for Assam.

The task ahead is to:

1. Collect the latitude and longitude of utilities and infrastructures i.e Hospitals, Police Stations, Govt. Buildings, Educational Institutions, Community Halls, Raised Platforms, Veterinary Hospitals, Ferry Ghats, Bus Stations, Water Supply Sources, Water Supply Sources, Petrol and Diesel Stations, Places of Public Congregation, Vital installations, LPG Godowns of Refineries, PWD Bridges, Flyovers and Railway Stations in all the Blocks/Circles/Sub Division/Districts of Assam using GPS devices.
2. To create the GIS data base for all the collected field data.

3. TERMS OF REFERENCE

- i. To collect the latitude and longitude of utilities and infrastructures in all the Blocks/Circles/Sub Division/Districts of Assam as per the list given in the Table below.

SI No.	Utilities
1)	Private Hospitals and Nursing Home
2)	Police Stations and Outpost
3)	Important Govt. Buildings
	i)DC Office
	ii)SP Office
	iii)SDO (Civil)
	iv)SDP Office
	v)Block Development Office
	vi)Circle Office
4)	Educational Institutions
	i) Govt. and Private Engineering Colleges, Universities
	ii) Schools and Colleges which can be used as shelter places during disasters
5)	Community Halls
6)	Raised Platforms
7)	Veterinary Hospitals, Dispensaries and Sub Centres
8)	Ferry Ghats
9)	ASTC Bus Stations
10)	Water Supply Sources (PHED)
11)	Petrol and Diesel Stations
12)	Places of Public Congregation
	i)Cinema halls/Multiplexes
	ii)Shopping Malls
	iii)Stadium
	iv)Important Places of worship
13)	Vital Installations
	i) Major Industries
	ii) Power Plants
	iii) Oil Refineries
14)	LPG Godowns of refineries
15)	PWD Bridges located in National Highway & State Highway

16)	Flyovers located in National Highway and State Highway
17)	Railway Station
18)	Grounds which can be used as Helipads during disasters

The approximate number of utilities district wise is given below.

SI No	District	Approximate No. of Utilities
1	Dhubri	428
2	Karimganj	311
3	Darrang	615
4	Hailakandi	399
5	Lakhimpur	713
6	Sonitpur	778
7	Kokrajhar	720
8	Karbi Anglong	370
9	Bongaigaon	253
10	Goalpara	957
11	Morigaon	332
12	Udalguri	392
13	Nagaon	775
14	Cachar	766
15	Baksa	450
16	Barpeta	551
17	Dibrugarh	630
18	Nalbari	245
19	Dhemaji	363
20	Chirang	552
21	Sivasagar	294
22	Golaghat	664
23	Kamrup (R)	828
24	Kamrup (M)	1000
25	Jorhat	367
26	Tinsukia	405
27	NC Hills	500

- Please note that these figures are provided to give an indication of the scope of work. The actual figures may vary.

- ii. The Agency will have to collect the list of all the utilities and infrastructures listed above from the Deputy Commissioners Office of the districts.
- iii. The Agency while collecting the GPS points will liaise closely with Deputy Commissioners office and also with the District Project Officers (Disaster Management).
- iv. The Agency will process the collected data for preparation of requisite maps and should submit the completed work in GIS compatible (arc coverage & shapefile) digital format on DVD-ROM and also in hard copy.
- v. The successful Agency will have to complete the work within 3 months from the date of issue of the work order.
- vi. The Agency will have to submit a detailed work plan to the Authority.
- vii. The Agency should also detail the number of technical persons that will be deployed for the above work.
- viii. The Agency will acquaint themselves with all the local conditions and factors which would have any effect on the performance of the contract.
- ix. It is the responsibility of the Tenderer that all factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Purchaser on account of failure of the Tenderer to apprise themselves of local laws / conditions.

4. ELIGIBILITY CRITERIA

- i) The Agency must primarily be in the business of providing GIS based GPS solutions for the last three years.
- ii) Average Annual Financial Turnover during the last 3 years, ending 31st March 2010, should be Rs 20 lakh.
- iii) The Agency should have experience in carrying out minimum three projects in the field of GIS and GPS with one completed assignment.
- iv) The Agency should not have been barred by any PSU/Govt. Dept. in doing projects with them.
- v) The Agency should have atleast 2 GIS Experts and minimum 10 back up staff on their payroll.

The technical bid of only those Agencies who qualifies the above eligibility criteria will be analyzed and evaluated.

Note: Agency must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

5. RFP PROCESS

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.
- v) Neither the RFP document nor any other related document shall constitute a contract or agreement with Authority.
- vi) The Authority reserves the right to disqualify any applicant who provides information which later proves to be incorrect, or which does not supply the information required by this RFP.
- vii) The Authority will not be liable for any cost of any applicant participating in this RFP.
- viii) The submission of a response to this RFP by any applicant or potential applicant confirms the applicant or potential applicant's acceptance of all terms and conditions of this RFP.
- ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. Any clarifications and all information will be via e-mail only to asdmaghy@gmail.com

6. INSTRUCTIONS TO APPLICANT

A. General Requirements

- i) The response to RFP is required to address all technical requirements contained within this RFP.
- ii) Only proposals submitted strictly in accordance with the RFP Documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iii) The RFP is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.
- iv) All information supplied by the Authority in connection with this RFP shall be treated as confidential.

B. Timetable

The RFP timetable is given below. The Authority retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	2 nd March,2012
Deadline for Proposal submission	22 nd March,2012 4.00 PM
Opening of Eligibility Criteria	22 nd March,2012 4.30 PM
Opening of Technical Bid	Will be notified later
Opening of Financial Bid	Will be notified later

C. Submission of RFP

- i) Potential Applicant must complete and sign the Undertaking at **Annexure- A**.
- ii) Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- iii) Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word. The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.
- iv) The proposal submitted must be without any overwriting, corrections, double typing, etc.

- v) Applicant will submit their proposal in three parts. The first part will contain the documents relating to Eligibility Criteria and the second part will contain the documents relating to Technical Proposal. The third part will contain the Financial Proposal.
- vi) The documents containing Eligibility Criteria, Technical Proposal and Financial Proposal should be submitted in three separate sealed envelope marked "**Eligibility Criteria**", "**Technical Proposal**" and "**Financial Proposal**".
- vii) The three sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings "**Do not open**" and this envelope should be clearly marked "**Request for Proposal for GIS Mapping of Utilities and Infrastructures for Assam**".
- viii) The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- ix) The Eligibility Criteria, Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- x) The sealed envelop containing the proposal must be received in the office of the Chief Executive Officer on or before **22nd March, 2012** on any working day up to **4.00PM**. Envelopes /documents received after the stated time and date will be rejected.

D) Preparation of RFP Document

1) Eligibility Criteria

The proposal for Eligibility Criteria should contain

- i) Details regarding the year of establishment of the Agency.
- ii) Details of the Average Annual Financial Turnover during the last 3 years.
- iii) Details of three GIS and GPS projects carried out by the Agency along with details of the completed assignment.
- iv) Self declaration certificate that the Agency have not been barred by any PSU/Govt. Dept. in doing projects with them.
- v) Details of the 2 GIS Experts and 10 back up staff on the payroll of the Agency.

2) Technical Bid

The technical bid should contain

- i) Details of the Work Plan for spatial data collection and data processing for completing the work.
- ii) Number of personnel to be deployed and the team structure for carrying out the work.
- iii) Past experience of the firm/agency in carrying out similar work.

Forms for Technical Bid is given at Annexures B, C, & D.

3) Financial Bid

- i) The Financial bid will be the cost of the project as per the Scope of Work as laid down in the Terms of Reference.
- ii) Tenderer should provide all prices as per the prescribed format under this Form. Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
- iii) All the prices are to be entered in Indian Rupees INR (%age values are not allowed).
- iv) It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- v) The final Financial Bid of the Tenderer shall be inclusive of all Taxes, Duties and Levies including Service Tax, etc.
- vi) Authority shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.

The Financial Bid Summary Form is given at Annexure E

E) Period of Validity

Proposals must remain open for acceptance for a minimum of 90 days.

7. EVALUATION OF PROPOSAL

Tenders will be evaluated based on the following phases:

Phase I: Evaluation of Eligibility Criteria

Phase I: Evaluation of Technical Bid

Phase II: Evaluation of Financial Bid

Phase I: Evaluation of Eligibility Criteria

In this part the Agency will be evaluated for the fulfillment of the conditions specified in the **Eligibility Criteria** under Clause 4.

Phase II: Evaluation of Technical Bid

In this part the technical bid of only those agencies who have qualified the Phase I i.e Eligibility Criteria will be evaluated.

The technical bid will be analyzed and evaluated on

- i) The Work Plan for spatial data collection and data processing for completion of the work.
- ii) Number of personnel to be deployed and the team structure for carrying out the project.
- iii) Past experience in carrying out similar work.

SI No.	Bid Element	Total Marks	Minimum Qualification Marks
1	Work Plan for completion of the work	40	20
2	Number of personnel to be deployed and the team structure for carrying out the project	30	15
3	Experience in carrying out similar works	30	15

- iv) Each element criterion will have Minimum Qualification Score as mentioned above. Technical Bids receiving marks greater than the Minimum Qualification Score in each element criterion and greater than 60% on an aggregate basis will be opened.

Phase III: Evaluation of Financial Bid

- i) In this phase, the Financial Bids of the Agencies who are technically qualified in Phase II shall be opened.
- ii) The financial bids will be ranked as per their quotes and the lowest quoted fee of the tenderer will be considered as L1 (Lowest bidder).
- iii) The bid of the tenderer who has been declared as Lowest bidder (L1) will then be awarded the work.

8. Right to Vary Scope of work at the time of Award:

The Authority may at any time, by a written order given to the Tenderer, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Tenderer's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Tenderer for adjustment under this Clause must be asserted

within thirty (30) days from the date of the Tenderer's receipt of the Authority's changed order.

9. Right to accept any Bid and to reject any or all Bids:

The Authority reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Tenderer or Tenderer or any obligation to inform the affected Tenderer or Tenderer of the grounds for the Authority's action.

10. Notification of Award:

Prior to the expiration of the period of bid validity, the Authority will notify the successful Tenderer by e-mail or in writing, by registered letter that its bid has been accepted.

11. Issuing the Work Order:

At the same time as the Authority notifies the successful Tenderer that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful Tenderer shall sign and date the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

12. Performance Bank Guarantee (PBG):

Along with the signed copy of the Work Order the successful Tenderer is also required to submit a **Performance Bank Guarantee for 10%** of the total work order value in the form of Account Payee Demand Draft or a Bank Guarantee from a Nationalized Commercial Bank in an acceptable form. The Performance Bank Guarantee should remain valid till the completion of the work.

13. Confidentiality of the Document:

This Tender is confidential and anything contained in this Tender shall not be disclosed in any manner, whatsoever.

14. Rejection Criteria:

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

- i) Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Tenderer.

- ii) Bids providing information that are found to be incorrect/ misleading at any stage / time during the Tendering Process.
- iii) Technical Bid containing financial details.
- iv) Bids that reveal prices in any form or by any reason before opening the Financial Bid
- v) Bids not submitted in Two Bid systems in separate envelopes.
- vi) Bids in which the total lump sum price quoted by the Tenderer is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- vii) Bids made through Telex /Telegraphic / Fax/E. Mail.
- viii) Bids which do not confirm unconditional validity of the bid for 90 days from the date of opening of bid.
- ix) Bids where prices are not firm during the entire duration of the contract and / or with any qualifications.
- x) Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender.
- xi) Bids in which the Tenderer seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

15. General

- i) Tenderer shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Tenderer will not be considered.
- ii) If at any stage of Tendering process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Tenderer.
- iii) The Tenderer shall be deemed to have complied with all clauses in the Tender under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.

v) Other important Information

- a) The Authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.

- b) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- c) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organisation/Institute and the Authority.

UNDERTAKING

TO: The Chief Executive Officer
Assam State Disaster Management Authority
Assam State Secretariat
Dispur, Guwahati

I/We _____

Of (insert business address)

Hereby submit our proposal in response to the Request for Proposal (RFP) for providing services for the **GIS Mapping of Utilities and Infrastructures for Assam** and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

This RFP shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 90 days from _____

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature

Name in full :

Agency Name

Title

Date



TECHNICAL BID
Proposal for GIS Mapping of Utilities and Infrastructures for Assam

1. **Technical Bid - Detailed Work Plan for completion of the Work.**

B

2. Technical Bid – Number of Personnel to be deployed and Team Structure for carrying out the Work.

B

3. Technical Bid – Experience in Carrying out Similar Works

Brief of Relevant Experience

SI No	Name of the Organization	Coverage & Scope of the assignment	Duration of completion of the assignment	Proof of the Work or Assignment order

Financial Bid
Proposal for "GIS Mapping of Utilities and Infrastructures for Assam"

Sl.No.	Description	Value in INR
1	Professional Fees	
2	Taxes on Professional Fee	
	a. _____ Tax @ __%	
	b. _____ Tax @ __%	
3	Miscellaneous Expenses 1 Miscellaneous Expenses 2 Miscellaneous Expenses 3 Miscellaneous Expenses ...	
4	Taxes if any on Miscellaneous Expenses	
	_____ Tax @ __%	
	_____ Tax @ __%	
	Total Financial Bid (In Figures)	
	Total Financial Bid (In Words)	