

**OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS**

Office: 12, Biplabi Kanai Bhattacharya Sarani, Alipore, Kolkata - 700 027
Phone: 033-2449 9944 / 2479 1694, **Fax:** 033-2448 7871
Email: dm.south24parganas@gmail.com, dm-ali@nic.in



Memo No: 01/IT/GS Mela-2022

Dated: 14-09-2021

NOTICE INVITING OFF LINE EXPRESION OF INTEREST

NAME OF THE WORK: DESIGN & DEVELOPMENT OF SOFTWARE FOR CONDUCTED TOUR MANAGEMENT SYSTEM FOR VIPs DURING GS MELA 2022.

For and on behalf of the District Magistrate, South 24 Parganas, the Additional District Magistrate(IT), South 24 Parganas invites offline EOI through **TWO BID SYSTEM** from reliable, resourceful, bonafide and experienced firms / companies / individual contractors having requisite financial capability and sufficient experience in web application design & development.

SCOPE OF WORK:

In Ganga Sagar Mela generally thousand of VIP & VVIP personnel visit every year. The local administration has to arrange the logistic support and vehicle for their movement by road, launch etc. for crossing Muriganga and again vehicles at the Sagar Island. There are several places from where the VIPs start their journey for example from their respective residences, Howrah/Sealdah station, airport etc. and they follow multiple routes in the mainland area. After reporting at lot 8 point, the contact person of the said VIP meets them and facilitates the VIPs and their companions towards their further journey. Similarly the person in charge at Kachuberia will receive the VIP team as and when they reached there and provide vehicles for their journey towards Mela ground. The officer present there at Mela ground receives the VIP and his team and make arrangement for their accommodation, fooding, purna snan and puja accordingly as per their expectation. The entire movement of VIP including their arrival at Sagar island fooding, lodging, returning journey through vehicles and launch etc. has to be managed very meticulously.

Scope of the work includes design and development of a web portal along with a mobile application and a SMS based system which will facilitate the tracking of the movement of VIPs & VVIPs and tagging liaison officer with VIPs during gangasagar Mela 2022 and informing the details of the contact persons at several points and for several purposes like their accommodation & other facilities during their stay at Sagar Island in an efficient manner. Through this software, necessary information of VIPs will be sent to the duty officials as well as communication will be made to VIPs regarding their protocol, accommodation, liaison officer. Intending bidder will facilitate the domain registration and cloud hosting for the web portal to be developed.

Scope of the work also includes the 2 nos. of manpower support during the Gangasagar Mela period for data entry and upload related to allocation of rooms and liaison officer to VIPs and to keep the system operational.

Utilization Period: Test run within December 2021. Formal Activation From 01.01.2022 to 18.01.2022.

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EMD: Rs. 4000/- (Four thousand) only to be deposited as Bank Draft manually.

TIME LINE FOR EOI:

PARTICULAR	DATE & TIME
Date of Publication of EOI	15-09-2021
EOI start date & time	15-09-2021 at 01:00 PM
EOI end date & time	22-09-2021 up to 01:00 PM
Last date & time of submission of Technical Bid and Financial Bid in the drop box	22-09-2021 up to 01:00 PM
Date & Time of opening of Technical Bid in the Office of the District Magistrate, Alipore (IT Section)	22-09-2021 at 03:00 PM
Date & Time of opening of Financial Bid in the Office of the District Magistrate, Alipore (IT Section)	22-09-2021 at 04:00 PM
Validity of bid	90 days
Completion Period of setting up infrastructural work	Within December, 2021

ELIGIBILITY CRITERIA & MANDATORY DOCUMENTS:

SUBMISSION OF BIDS: The bids will be submitted in offline mode.

EXPERIENCE:

1. The intending bidders should produce credentials of experience of similar nature of work for any Government Department/PSU/Offices in last 2 years.

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2. The intending bidder should produce credentials of similar nature of work i.e. design & development of communicative web portal along with SMS based system worth Rs. 1.20 Lakh in a single order from a Govt. office/Organization.
 40% weightage to be given for technical bid evaluation on following parameters:

Eligibility of such organization will be considered based on a Sound Evaluation System as follows:

Sl No.	Technical Criteria	Supportive documents to be produced	Weightage Point (Total Score-100)
1.	An organization having a sound understanding of both the design and development of Govt. website, Govt. publicity related issues in development of web-pages.	Supportive document to be produced on working experience covering in the mentioned activities in the eligible criteria.	25
2.	Experience in making tour management software with dynamic web-page	Supportive Documents for establishing experience of work as mentioned in the eligible criteria mentioned	25
3.	Skilled personnel to be engaged at Sagar Island for making the system operational.	Declaration of manpower to be engaged	25
4.	Power Point Presentation on design and development of tour management in respect to this project.	Key resource person of the proposed support organization will make a PPT before the District Administration of South 24 Parganas at the time of technical evaluation	25

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CRITERIA FOR EVALUATION OF TECHNICAL AND FINACIAL BID:

As per the above eligibility criteria and according to point wise Total Score on all 4 (Four) parameters as delineated in the Technical bid parameters, an weightage will be calculated up to 40% (For example if as per eligibility criteria an organization scores 100, a score of 40 will be considered on weightage and if an organization scores 80, the weightage will be 32). The Financial Proposal of the technically qualified bidders will be opened on the date and time as mentioned earlier. If a bidder does not qualify in technical Bid, then the corresponding Financial Bid will not be opened.

The Financial Bid should be expressed as a consolidated fee inclusive of all Taxes and duties and processing charges.

The Financial proposal will be evaluated and marks allotted on a pro-rata basis, i.e. the lowest bidder - L1) will be given the maximum marks out of 60 and other bids(L2, L3, ..Li) etc will be allotted marks according to the formula : $L1/Li*60$.

In case a bidder does not match the criteria for eligibility as mentioned above, his financial bid will not be opened.

The marks obtained by each bidder in Technical and financial evaluation shall be added and the bidder getting the highest marks shall be preferred bidder P1, P2 and so on.

FINANCIAL CAPACITY: The average audited Annual Turn Over from the business having similar style of work for the last 3 (three) consecutive Financial Year will be equal to or more than 1.2 Lakh .

NOTE:

**Similar nature of work means the nature of work & components of work mentioned in the Scope of work*

**The credential certificate should have been issued by a competent authority & no credential certificate from private agencies will be allowed.*

** Original documents should be produced for verification*

SUBMISSION OF BIDS: The bids will be submitted in offline mode.

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TECHNICAL BID SUBMISSION:

All the mandatory documents namely

1. Experience certificate from competent authority (Govt. office/Department for similar type of work).
2. Credentials of Rs. 1.2 Lakh for similar type of work in any Govt. office/Department.
3. Audited balance sheet for Annual turnover of last three consecutive financial years
4. Valid Trade License
5. GST Registration
6. Photo copy of valid PAN
7. Latest IT Document
8. Latest PT tax return

The technical bid shall be submitted in a sealed cover having written on top "Technical Bid for Design & Development of Software For Conducted Tour Management System For VIPs During GS Mela 2022"

FINANCIAL BID SUBMISSION:

The financial offer of the bidder shall be submitted in a sealed cover having written on top "Financial Bid for Design & Development of Software For Conducted Tour Management System For VIPs During GS Mela 2022".

To
Additional District Magistrate (IT)
Office of the District Magistrate
Alipore, South 24 Parganas

Sub: Financial Offer

Sir,

I am to submit that I agree with all the terms and conditions mentioned in the EOI No. dated and submitting my Financial Offer of Rs for the work '.....'. My financial offer includes GST and incidental charges.

You are requested to kindly accept my financial offer

Yours faithfully

[Name of the Bidder]

Dated:

Both the sealed covers of Technical and Financial bid shall be placed in another bigger sealed cover having written on its top as "BID for Design & Development of Software For Conducted Tour Management System For VIPs During GS Mela 2022"

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The bid shall be submitted in the drop box kept in the **Office of the District IT Section, New Administrative Building, 1st floor, Alipore, South 24 Parganas** within the date and time referred in this EOI.

EVALUATION OF BID: Bids will be opened in front of bidders volunteering to be present. The Technical and Financial evaluation of the bids will be done by the bid-evaluation committee constituted for the EOIs. The names of the technically qualified bidders as per bid criteria after verification with originals & evaluation will be displayed in office notice board & official website. Only technically qualified bidders will be eligible for financial bid opening. The list of financial comparison chart of bidders will also be displayed like technical bid.

VALIDITY OF THE BID: The bid once submitted will be valid for 90 days.

WORK COMPLETION PERIOD: The selected bidder shall complete his work within 10th December, 2021.

OTHER TERMS & CONDITIONS:

1. Income tax and other mandatory tax deduction shall be done as per government norms before payment
2. This office shall have the right and discretion to terminate the contract in the event of any sort of breach of contract.
3. Any black listed bidder shall not be allowed to participate in this EOI.
4. No cost escalation will be entertained.
5. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
6. Intending bidders are requested to inspect the work site before quoting their rates.
7. Subletting of work is not allowed
8. Penalty shall be imposed @5% of the total work value on weekly basis if the works are not completed within the stipulated time mentioned in the bid.
9. The intending bidders have to demonstrate the probable logistics and system at the time of technical bid opening, preference to be given to the satisfactory bidder as per following policy.


The bid inviting authority reserves the right to reject or cancel any bid without assigning any reason whatsoever.

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Any attempt by the bidders to produce fake or false documents and frivolous complaints with an intention to vitiate the EOI process will be viewed seriously and the EOI committee will take necessary action to initiate process for black listing them.



19.9.2021
**Additional District Magistrate (IT)
South 24 Parganas**

Memo No: 01/1(9)/IT/GS Mela-2022

Dated: 14-09-2021

Copy forwarded for information and taking necessary action to:

1. The District Panchayat & Rural Development Officer, South 24 Parganas
2. Nazareth Dy. Collector, South 24 Parganas for displaying NIT in office notice board
3. DICO, South 24 Parganas for publishing brief advertisement of NIT in the news paper as prescribed
4. DIO NIC, South 24 Parganas for uploading the NIT in official website of the district
5. CA to DM, South 24 Parganas for kind appraisal of the District Magistrate
- 6-9. PA to ADM(ZP/D/LA/LR) South 24 Parganas for kind appraisal of the ADMs.


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