



**UTTAR DINAJPUR ZILLA PARISHAD,
KARNAJORA, RAIGANJ.**

NleT NO: 489 /UDZP/2023-24

Memo.No. 771 /UDZP

Dated: 09 / 02 /2024.

1. Uttar Dinajpur Zilla Parishad (for short "UDZP") having its office at Karnajora, District Uttar Dinajpur, West Bengal-733130, was established under the West Bengal Zilla Parishad Act, 1963.
2. Under Section 18(1)(a)(i) of the West Bengal Zilla Parishads Act, 1963, UDZP is hereby inviting tender for Appointment of an Information Technology Service Provider. Intending tenderers should go through the Terms and conditions of the Notice any work of public utility under its control and jurisdiction. Bidding process in a two-stage bidding process.
3. Intending bidders may download related documents and submit bids through the websites: www.wbtenders.gov.in & www.udzp.in

<u>NAME OF THE WORK</u>	<u>PROJECT COST(Rs.)</u>	<u>Refundable Performance Security Deposit</u>	<u>Time Allowed</u>
Appointment of an Information Technology Service Provider for Design and Development of Scheme Bank and Asset Management System Software for Policy Planning	0	3000	03 (three) months

- a. Date of Uploading NleT and Other : **09-02-24 at 4.00 P.M.**
- b. Date of closing downloading & dropping of bid : **19-02-24 upto 4.00 P.M.**
- c. Date of opening of bid : **21-02-24 after 4.00 P.M.**

4. SCOPE OF WORK:

Design and Development of Scheme Bank and Asset Management System Software (Android/loS & Web based Software) for Policy Planning for Uttar Dinajpur as per following modules:

- a. Map UI based system for scheme proposal
- b. Map UI based system for scheme approval
- c. Scheme Proposal Database (at various stage i.e. Proposal, Approval, Rejected, Completed)
- d. Map UI based system for completed assets
- e. User and access management : Login access to various stakeholders as per accessibility
- f. Multilingual User Interface
- g. Management Information System (MIS) in for Sl. No. a) to f)

Detail will be provided to selected bidder after issuance of LOI/Work Order

5. Eligibility Criteria :

- a) The bidder must have executed at least one (1) Software Development work.
- b) The bidder must have valid GST certificate and PAN
- c) Bidder must possess a registered office address within the state of West Bengal.
- d) The average annual turnover of the bidder must be a minimum of Rs 2.50 Lakh (Two Lakh Fifty Thousand) in 3 (three) financial years i.e 2020-2021, 2021-2022, 2022-2023.

6. Preparation & Submission of Bid

Bidder's proposal (the Bid) will consist of following 2(two) components:

i. Technical Bid

ii. Financial Bid

7. Bid Evaluation

The bidder must submit the following documents during submission of their Technical Bid and Financial Bid:

A) For Technical Bid

Sl.No.	Parameters	Documents Required
A.	Registration Certificate	Self certified
B.	Name with qualification of 2 (two) B-Tech/MCA/MSC-IT employees capable of developing the software	Self certified
C.	Copies of GST certificate & PAN	Self certified
D.	Proof of registered office address within the state of West Bengal.	Self certified
E.	Proof for the average annual turnover of the bidder i.e minimum of Rs 2.50 Lakh (Two Lakh Fifty Thousand)in 3 (three) financial years i.e 2018-2019, 2019-2020, 2020-2021.	C.A. certified
F.	Documentary evidence towards execution of similar work i.e. at least one(1) Android/loS & Web based Software Development work in commercial organization in the form of a completion certificate of that organization.	Self certified

Note: All documents must be marked as A to F as noted above.

8. Terms and Conditions:

- a. The contract shall be valid for **03 months** from the issuance of LOI/Work order, and may be extended at the discretion of Uttar Dinajpur Zilla Parishad.
- b. The bidder has to commence the job within 3 days from the date of award of the job.
- c. All logistic arrangement, maintaining liaison with officials, deployment of personnel and instrument is responsibility of the bidder.

- d. Site related activities are to be carried out in consultation with the District Engineer of Uttar Dinajpur Zilla Parishad
- e. The Bidder shall bear all costs associated with the preparation and submission of his Bid and Uttar Dinajpur Zilla Parishad will under no circumstance be responsible or liable for those costs and / or will not reimburse any expenditures / costs whatsoever it may be.
- f. The Bid Document/Bid is not transferable.
- g. For delay in completion of job for reasons attributable to the bidder, a Liquidated Damage @ up to 1% of the total contract value may be imposed per week of delay subject to maximum of 10% of the tender value.
- h. Performance Security Deposit will be refunded only after successful completion of the job.

9. Evaluation:

The Technical Bid shall be opened first and thereafter Financial Bid shall be opened for technically qualified bidders. L1 bidder as per Financial Bid shall be the Selected Bidder whom the job shall be offered.

10. Payment of Bills:

- 25% payment at the time of commencement of the job
- 50% payment at the time of completion of the job
- Balance 25% after successful run of the software for 3(three) months.

11. Any information provided to the successful bidder for the work shall be of confidential nature and the successful bidder shall not share it without permission of the competent authority. Any leakage of any critical information by the successful bidder shall attract appropriate legal actions against him/her. All the information shall become part of the Intellectual Property and this clause along with the agreement to be signed by the successful bidder shall act as the Trade Secret.

12. Uttar Dinajpur Zilla Parishad reserves the right to change, modify, add or alter the document including cancellation of the tender at any time during the bidding process.

13. Uttar Dinajpur Zilla Parishad reserves the sole right to accept or reject any or all bids without assigning any reason thereof.

14. Force Majeure:

If, at any time, during the pendency of the contract, the performance in whole or in part, by either party is prevented or delayed by war, strike, riot, crime or due to any act of God such as hurricane, flooding, earthquake, volcanic eruption beyond the control of both the parties such as war, strike, insurrection, riot, earthquake, storm, flood, fire which are beyond the control of either party (hereinafter referred to as 'eventualities'), then provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of the Uttar Dinajpur Zilla Parishad as to when the work has to be resumed shall be final and conclusive. The time of completion shall then be extended by a period equal to the period during which the eventuality was prevailing. In case of persisting delay of more than three months both the parties may consult each other and arrive at an appropriate decision regarding continuation or otherwise of the contract.

15. Limitation of Liabilities

Notwithstanding anything contained in the contract, Uttar Dinajpur Zilla Parishad agrees that the Bidder shall not be liable to Uttar Dinajpur Zilla Parishad, for any losses, claims, damages, liabilities, cost of expenses ("Losses") of any nature whatsoever, for an aggregate amount in excess of the fee paid under the contract for the services provided under the contract, except where such Losses are finally judicially determined to have arisen primarily from fraud or bad faith of the Bidder. In no event shall the bidder, be liable for any consequential (including loss of profit and loss of data), special, indirect, incidental, punitive or exemplary loss, damage or expense relating to the services provided pursuant to this contract.

16. Rate should be quoted for all items or in which they are dealing, with and of best quality available in store strictly as per specification mentioned. Rate quoted for items other than specified will be outright rejected.
17. Rate should be inclusive all taxes and delivery charges.
18. The office reserves the right to take action against the defaulting tenderer or against the tenderer for any kind of misbehavior or for any breach of contract whatsoever including cancellation of order, cancellation of agreement, ban on any future business with the supplier and blacklisting the contractor.
19. The bid documents are available online and bid should be submitted online on website www.wbtenders.gov.in.
20. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Digital signature is mandatory to participate in the E-tendering.
21. Where an individual holds a Digital Signature Certificate in his own name duly issued to him in respect of bidder of which he is a director/ principal officer, such person shall, while uploading any bid for and on behalf of the bidder, upload a copy of the Power of Attorney/ Board Resolution authorizing him to act on behalf of the bidder.
22. Technical Bid and Financial Bid must be submitted concurrently within the date and time stated in this NIT. All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid, are to be duly digitally signed and uploaded through the website www.wbtenders.gov.in
23. Financial Bids will be considered only if the Technical Bid of a bidder is found to be qualified by the Tender Evaluation Committee formed by UDZP. The decision of the Tender Evaluation Committee will be final and binding in this respect. The list of technically qualified and non-qualified bidders will be uploaded in the website www.wbtenders.gov.in
24. Qualified bidder required two copies formal agreement papers of Rs. 1000/- each (by Cash) with a non-judicial stamp paper of Rs. 100/- (Rupees one hundred) only
25. All bidders shall have to meet the minimum eligibility criteria. The eligibility of a bidder will be ascertained on the basis of the digitally signed documents submitted in support of the eligibility criteria. If any document submitted by a bidder is found at any stage to be manufactured, false or untrue in any material respect, the bid of such bidder will be rejected outright without any prejudice to any right of UDZP.
26. Technical Eligibility is as follows:
 - (a) The bidder should be legally competent to enter into a contract as per prevailing Indian laws.
 - (b) The bidder will have to submit the following self-attested documents along with the Bidding application and on demand original documents will have to be placed before the authority for verification & scrutiny.
 - i. Valid Trade License
 - ii. Valid P Tax
 - iii. Valid Pan Card Number
 - iv. Valid GST Registration Number

V. Income tax (current saral)

vii. Companies/Partnership firms/Shop/individual, copy of Registration/In-corporation certificate, Trade License, GST, and PAN Card must be provided.

21. Bids are to remain valid for a period not less than 90 days after the last date for bid submission as specified in this NIT. The bidders shall have to furnish a declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.
22. The amount quoted by a bidder in its Financial Bid shall be include of all rates, levies and taxes as applicable at the time of payment. There shall be no sum payable on any head to the successful bidder by UDZP. GST and other applicable rates and cess, will be claimed by UDZP in its bill/ invoice to the Successful Bidder and will be disbursed accordingly by the Successful Bidder.
23. The bidder who qualified the technical bid and with the lowest Financial Bid shall be declared as the successful bidder. Qualified bidders should submit specimen copies of all items for verification.
24. All bidders must upload all records, data and documents on which they wish to rely in support of their Technical Bid. Unless for reasons to the satisfaction of UDZP, bidders will not be allowed to supplement data and documents submitted online, with additional data and documents, during bid evaluation.
25. If authority desires for renewal of contract after expiry of the duration could be made subject to satisfactory maintaining of all terms& conditions by Successful Bidder
26. The successful bidder if fails to comply with the terms and condition stated herein as well as in the agreement will be rejected and the next bidder will be offered the contract on preferential basis.

General Terms of Bidding

1. Any currency for the purpose of the Bid shall be in Indian Rupees ("INR").
2. In the event, any of the specified dates being declared a holiday or if the office of UDZP is closed on such date, the event of the specified date will be taken up on the next working day at the same time.
3. Conditional/ incomplete bids will not be accepted under any circumstances.
4. Any award of work pursuant to this tender process shall be subject to the terms of agreement.
5. The bidders shall in addition have to comply with all extant laws, regulations, practices and procedures of the Government of West Bengal in connection with public tenders or the proposed services.
6. UDZP reserves the right to cancel the Bidding Process at any time without assigning any reason whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids online, or extension, if any, UDZP may amend the conditions/document by issuing addendum/corrigendum. In order to give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids or for other causes and considerations, UDZP may also, at its discretion, extend the time for the submission of bids.
7. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. UDZP will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
8. Bids shall be deemed to be under consideration immediately after they are opened and until such time UDZP makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, UDZP and/ or their employees/ representatives on matters related to the Bids under consideration.
9. There shall be no provision of Arbitration. Payment of bonus, wherever applicable, has to be made.
10. No payment shall be made in advance.
11. The contractor/supplier shall submit the bill (in triplicate) after supply of materials.

Sd/-

**District Engineer,
Uttar DinajpurZillaParishad.**

Important Date & Time:-

1. Date of Uploading NleT and Other Documents	09-02-24	16.00 hours.
2. Date of start downloading the documents etc.	09-02-24	16.00 hours.
3. Date of start of submission of T.Bid and Fin.Bid	09-02-24	16.00 hours.
4. Date of closing of downloading the documents etc.	19-02-24	16.00 hours.
5. Date of closing of submission of Technical Bid and F. Bid	19-02-24	16.00 hours.
6. Date of Opening of Technical Bid at the office of Additional Executive Officer, Uttar Dinajpur Zilla Parishad.	21-02-24	16.00 hours.
7. Date of uploading the list of technical qualified bidder	To be informed at the time of Technical Bid	
8. Date of Opening of Financial Bid at UDZP Office	To be informed at the time of Technical Bid	

Note: Date of opening of Technical Bid / Financial Bid is to be considered the next working day if the date specified is a holiday or any bandh.

Memo.No. 771 /UDZP

Date: 09 / 02 /2024.

Copy forwarded for kind information and wide publication to:

1. The Sabhadhipati, UtttarDinajpurZillaParishad.
2. The District Magistrate, Uttar Dinajpur & the Executive Officer, UDZP.
3. The Superintendent of Police, Uttar Dinajpur.
4. The Additional Executive Officer, Uttar Dinajpur Zilla Parishad.
5. The Additional District Magistrate(LR), Uttar Dinajpur Zilla Parishad.
6. The Sahakari Sabhadhipati, Uttar Dinajpur Zilla Parishad.
7. The Secretary, UDZP and the Chairman, Tender Selection Committee, UDZP
8. The Sub-Divisional Officer, Islampur/Raiganj, Uttar Dinajpur.
9. The DPR&DO, Uttar Dinajpur.
10. The FC & CAO, Uttar Dinajpur Zilla Parishad.
11. The Deputy Secretary, Uttar Dinajpur Zilla Parishad.
12. The Karmadhyaksha, PurtaKarya O Paribahan Sthayee Samity, UDZP
- 13-21. The Block Development Officer, Itahar, Raiganj, Karandighi, Hemtabad, Kaliyaganj, Goalpokhar-I, Goalpokhar-II, Islampur and Choprais requested to display at his/her office Notice Board for wide publicity.
22. The Treasury Officer, Treasury-I/Treasury-II, Raiganj with the request to display at his/her Notice Board for wide publicity
23. The DICO, Uttar Dinajpur with the request to take necessary action for wide publicity through News Print media as per the rules and guidelines.
24. The Post Master, Karnajora Post Office with the request to display at his/her Notice Board for wide publicity.
25. The DIA, Uttar Dinajpur Zilla Parishad with the request to upload the notice in UDZP website and <https://wbttender.gov.in>
26. The Office Superintendent, Uttar Dinajpur Zilla Parishad.
27. CA the Additional District Magistrate (G/LR/2P/D), Uttar Dinajpur.
28. Notice Board of Dinajpur Zilla Parishad.

Sd/-
**District Engineer,
Uttar Dinajpur Zilla Parishad.**