

REQUEST FOR PROPOSAL [RFP]

**FOR CONVERSION OF ALL LAND PARCELS IN THE
PT SHEETS DIGITIZED IN VMM
(Vision MAP MAKER)SOFTWARE TO SHAPE FILE**

**FOR DIRECTORATE OF SETTLEMENT AND
LAND RECORDS**

Government of Goa

RFP / Tender No: - GEL/VMM/RFP-29

RFP-Date: - 21/05/2020

Goa Electronics Ltd
[GEL]

Goa Electronics Limited (GEL)

Government of Goa

Request for Proposal [RFP]

For CONVERSION OF ALL LAND PARCELS IN THE PT SHEETS

DIGITIZED IN VMM (Vision MAP MAKER) SOFTWARE

TO SHAPE FILES

for

Directorate Settlement & Land Records,

Government of Goa

TABLE OF CONTENTS

Sr. No	Title	Page No
1	ACRONYMS AND ABBREVIATION	4
2	TENDER NOTICE	5
3	TENDER DOCUMENT	6
4	PROJECT BACKGROUND	8
5	STAKEHOLDERS	10
6	SCOPE OF WORK	11
7	PROJECT PERIOD & EXECUTION TIME SCHEDULE	19
8	TENDER OPENING AND EVALUATION	20
9	TENDER VALIDITY	24
10	TENDER TERMS & CONDITIONS	24
	ANNEXURES	
1	ANNEXURE "A"(TECHNICAL BID FORMAT)	41
2	ANNEXURE "B" (FINANCIAL BID FORMAT)	45
3	ANNEXURE "1" (LETTER OF UNDERTAKING)	47
4	ANNEXURE "2" (AUTHORIZATION LETTER FORMAT)	49
5	ANNEXURE "3" (COVERING LETTER FORMAT)	50

ACRONYMS AND ABBREVIATION

DSLRL	Directorate of Settlement & Land Records
BPR	Business Process Re-Engineering
SRS	System Requirement Specification
DD	Demand Draft
EMD	Earnest Money Deposit
G2G	Government to Government
GBBN	Goa Broad Band Network
GEL	Goa Electronics Limited
GOI	Government of India
SDC	State Data Center, Goa
GoG	Government of Goa
VMM	Vision Map Maker
POA	Power of Attorney
GPS	Global Positioning System
PMU	Project Management Unit
DOIT	Department of Information Technology
RFP	Request for Proposal
SLA	Service Level Agreement
SPOC	Single Point of Contact
MeitY	Ministry of Electronics and Information Technology, New Delhi

2. TENDER NOTICE

GEL on behalf of the Directorate of Settlement & Land Records, Government of Goa, invites RFP from parties in two bid format comprising of Technical and Financial Bids from bidders for “Conversion of all land parcels in the PT sheets digitized in VMM(Vision Map Maker) software to SHAPE files”. The tender document for this may be downloaded from the websites www.goaelectronics.co.in and <https://goenivida.gov.in/>

The RFP document containing “Technical bid” and “Financial bid”, complete in all respect should be uploaded on www.etender.goa.gov.in on or before 12/06 /2020 up to 3.30 PM which will be opened on 15/06/2020 at 4.00 PM in the presence of the bidders or their representatives who may like to be present at that time. The sale of RFP document will commence on the next date of publication of this RFP notice and will close on the date specified on the RFP document.

The Technical bids will be evaluated by the Technical Bid Evaluation Committee duly constituted by DSLR. Financial bids of the technically acceptable offers shall only be opened before the successful bidders and evaluated before awarding of the contract.

DSLR/GEL reserves the right to reject all or any of the RFP without assigning any reason thereof. The RFP which is conditional/ incomplete/ belated/ without earnest money, processing fees, RFP fees will not be entertained.

Chief Executive Officer
Goa Electronics Limited

3. TENDER DOCUMENT

Tender No: **GEL/VMM/RFP-29**

Published on: **21/ 05 /2020**

Sr. No	Events	Date and Time
1	Uploading of the Tender Document	21/05/2020
2	Last date of sale of Tender	12/06/2020 (upto 2.30 pm)
3	Last date of submission of written queries for clarifications	29/05/2020
4	Pre bid Conference	02/06/2020
5	Last date of Online Submission of completed bid document	12/06/2020 (upto 3.30 pm)
6	Opening of Technical Bid (In the conference hall of Goa Electronics Limited)	12/06/2020 (upto 4.00 pm)
7	Opening of Financial Bid	Will be communicated to the bidder

Sr No	Description	Mode of Payment	Amount (Rs).
1.	Earnest Money Deposit	ePayment	1,00,000/-
2.	Cost of Tender Document [Non Refundable even if tender not submitted]	ePayment only	10,000/-
3.	Cost of Tender Processing Fee [Non Refundable]	ePayment only	1,500/-

Mode of Payment towards Tender Document Fee (TDF), eTender Processing Fee (TPF) & Earnest Money Deposit (EMD) to be paid online through e-Payment mode via:

- i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS) / Axis Bank Over-the counter (OTC)/Bank Guarantee(optional for EMD). Tenderer should download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their bank.**
- ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MATERCARD or RuPay).**
- iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.**
- iv. Earnest Money Deposit (EMD) in form of Bank Guarantee from nationalized/scheduled banks is acceptable. Such a Bank Guarantee should be in favour of "The Director, (Settlement & Land Records) Collectorate Building, Swami Vivekanand Road,(near Military Head Qts.) Panaji. 403001"**

Note: Any Payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in to the e-Tender website as a token of payment.

A hard copy of the completed Technical (Financial Bid is not to be submitted in hard copy) Bid documents should be submitted on or before 25/05 /2020 up to 3.30 PM at the following address:

Chief Executive Officer
Goa Electronics Limited
Mezzanine floor, Block 'B',
EDC House, Dr. Dada Vaidya Road,
Panaji, Goa-403001
Tel. No. (0832) 2435019, (0832) 2437352
Mail: revati@goelectronics.co.in

In case of any queries the same may be mailed to:
sangeeta@goelectronics.co.in and revati@goelectronics.co.in and dir-land.goa@nic.in

4. PROJECT BACKGROUND

4.1 Background and Empanelment Process

Goa Land Records comprise of two parts:

A) Map Data (Graphic)– Indicating land boundaries and features in the form of cadastral maps with each land holding identified by survey subdivision numbers, maintained and updated by Survey Office.

B) Record of Rights (Textual) – Indicating land use and ownership information, maintained and updated by Revenue Office.

The DSLR is the custodian of the legal land records and is responsible for preservation, updating and dissemination of land records to public and other Government Agencies on demand. DSLR has achieved 100% computerization of all the land parcels in the PT sheets. Continuous resurvey operations for the entire state are carried out to capture the topographical changes according in the land parcels.

Given the current scenario, the DSLR has maintained 100% computerization of land parcels in PT sheets which contains the geometry of every land parcel. However, the major hindrance is in use and application of these digitized data for other Departments. The digitized data is captured through a proprietary software named as “Vision Map Maker”, and plans are stored in vmm format, which needs to be converted in shape file for the use of planning, analysis and monitoring activities. As such, the vmm format discourages interoperability and data sharing to other Departments.

Examples of requirement for use of digital maps by other Government Departments include:

- Road Widening Activity – Planning for land acquisition
- Airport/SEZ/Tourism Centres area demarcation planning
- Mining lease permits/grants

- And many others...

To meet these specific requirements and to make these decision making processes efficient and effective, DSLR feels the need to convert all the land parcels existing in PT sheets in open source format i.e in shape files.

Brief description of the Project

The RFP targets to migrate the land parcels in 14854 digitized PT Sheets currently in VMM (Vision Map Maker) software to Shape file thereby achieving transparent and effective administration of activities for all the Government Departments.

In view of above, GEL on behalf of DSLR is calling this RFP for carrying conversion of all land parcels in the PT Sheets in VMM format to an open source Shape file with an objective to evaluate the bidders, meeting the prescribed criteria as outlined in this document.

4.2 Objective

The objective of this document is to select the bidder for the converting all the land parcels in 14854 digitized PT sheets currently existing in VMM (a proprietary application) format to an open source shape file as per the standards, specification requirements, minimum rate and meeting the prescribed criteria as detailed in this document.

5. STAKEHOLDERS

The major stake holders of the project include:

Directorate of Settlement & Land Records (DSLRL)

DSLRL intends to call for an agency to carry conversion of all the land parcels digitized PT sheet in VMM format into shape files with utmost accuracy of the converted data.

***DSLRL along with its officers pertaining to 12 taluka offices will be the main users of the system who shall verify the converted PT sheet for 100 % accuracy.**

Goa Electronics Limited (GEL)

GEL will be the Project Monitoring Unit for a period of 3 months. Project monitoring unit shall be responsible for floating the RFP, releasing corrigendums, carrying pre-bid meetings and managing the entire RFP process from selection of L1 bidder to awarding the contract agreement on the behalf of DSLR.

Selected Bidder

The selected bidder , hereinafter called as 'vendor' shall convert all the land parcels in digitized PT sheets from VMM format to Shape files without any loss of data and ensure 100% accuracy in the converted shape files subject to verification and authorization of these shape files by DSLR.

6. SCOPE OF WORK

Executive Summary

A broad outline of the activity to be carried out by the vendor as a part of RFP is listed below;

- I. Preparation and submission of the System Requirement Study (SRS).
- II. Formulating a simple operating procedure (SOP) for migrating the land parcels in shape files
- III. Convert VMM format data to .SHP files
- IV. Quality check on the converted land parcels in PT sheet
- V. Provision to facilitate DSLR to verify the converted land parcels
- VI. Hand Over and Sign-off

Detailed Scope of Work

The detailed scope of work to be carried out by the vendor is as below;

I. Preparation and submission of the System Requirement Study (SRS)

1. The key objective is to convert all the land parcels in 14854 PT Sheets from VMM to an open source (Shape file) so that this data can be used by various State Department. As such, the vendor shall study the complete structure of land records of Goa.
2. The vendor is expected to understand the working of DSLR and comply with the standards, rules and regulation and other statutory norms followed by these departments during the conversion process so that the SRS accurately covers the requirement.
3. Preparation and submission of SRS for conversion of land parcels in PT sheets from VMM format to Shape files shall be carried by the vendor.

4. The vendor shall take necessary approval of SRS from DSLR prior to commencing the said activity.

II. Formulating a simple operating procedure (SOP) for migrating the land parcels in shape files

1. The vendor shall depute one Project Manager with technical knowledge onsite to coordinate with DSLR and shall be stationed at DSLR for complete project tenure.

2. The vendor shall formulate SOPs within a period of 1 week of acceptance of work order.

3. Such SOPs shall include but not limited to the following processes;

- a) Formulate procedure for data collection from DSLR

DSLR shall provide the data in soft copy formats to the vendor .The vendor shall formulate procedure by documenting the steps which shall be followed while collecting the data which includes details of land parcels , date etc; The vendor shall plan the conversion of land parcels in the PT sheet in batches or in a phased manner. The vendor shall submit the project plan to DSLR prior to commencement of the work.

- b) Mechanism to track converted land parcels and enforce timelines .

The vendor shall analyse and work out on timelines in conjunction with timeline given for completion of the scope as per this RFP for conversion of all the land parcels in 14854 PT sheets. The time line shall be submitted to DSLR prior to commencement of work. The vendor shall strictly ensure that the conversion takes place within the stipulated timeframe.

- c) Formulate schedule for Submitting weekly progress status of converted land parcels to DSLR

The vendor shall formulate schedule for submitting the status of the converted land parcels to DSLR on weekly basis. The vendor shall ensure that review meetings are held with the DSLR officials once in a fortnight and DSLR shall be briefed on the progress of conversion.

d) Procedure for maintaining and submitting reports of quality check carried on the converted land parcels.

The vendor shall devise procedure for maintaining and submitting reports to ensure that the land parcels are checked for quality and same is documented with the testing details and clarifications in case of any deviation.

e) Procedure for submitting the converted land parcels to DSLR for verification . The vendor shall formulate and prepare a detailed procedure for submission of verification report of the converted land parcels with details of such land parcels. These document shall act as base document for sign off wherein any matching/non-matching issues in the land parcel shall be figured out by DSLR. The vendor shall ensure that necessary compliance is carried on the converted land parcels within a stipulated time frame as per the SLA.

f) Mechanism to update the status of land parcel upon verification by DSLR and ensuring compliances.

The vendor shall devise a mechanism to update the status of each converted land parcel on verification/approval by DSLR. Such details shall include status of land parcel (Approved/ Rejected) and the remarks raised by DSLR against each land parcels . The vendor shall ensure compliance by re-converting the land parcel as the case may be. The vendor shall update this data till the converted land parcels are verified and accepted by DSLR.

g) Mechanism for resubmitting the complied land parcel with receipt of acknowledgment from DSLR.

The vendor shall devise a mechanism to ensure that the complied land parcel is correctly submitted to DSLR for reverification. Necessary updations shall be made in the base document for sign off. The vendor shall devise a mechanism to keep track of number of times the land parcel has been submitted to DSLR for verification till signoff. This shall enable DSLR to take necessary decision on the said land parcel.

III. Convert VMM format data to .SHP files

1. The vendor shall convert every land parcel of the 14854 PT sheets into the .shp files format
2. The vendor shall take care of the conversion issues, loss of data such as symbolic representation ie. river, tree, road etc; which may be introduced while converting the land parcels and should be checked and fixed with 100% accuracy. **No field survey activities shall be taken up under the project.**
3. The vendor shall ensure that there is no loss of data as per the requirement of DSLR. In case of any mismatch , the said land parcel shall be reconverted to the satisfaction of DSLR so that consistency is maintained between original and the converted land parcel.
4. All the symbology of the original VMM format files have to noted and documented and replicated in the converted shape file which can be used further for representing in the application software.
5. The vendor shall list all layers with attributes which shall be delivered for e.g
1) Point (Tree and other) 2) Line (Road centre line and others) 3) Polygon (Land parcel etc.)

6. If the Land parcel being converted spans over more than one village/PT Sheet, the converted land parcel should be formed by combining polygons of sections of the land parcel from each Village /PT Sheet.
7. The vendor shall maintain the land parcels in a grid format using local coordinates as per details existing in VMM .

IV. Quality Control Test on the converted land parcels in PT Sheets.

1. The vendor shall ensure that all the converted land parcels in the PT sheets are thoroughly checked under quality control (QC) test prior to submitting the data to DSLR. The QC test reports shall be sent to DSLR during the verification process.
2. The vendor shall verify the converted shape file data viz-a viz the original VMM land parcels for ensuring consistency and integrity.
3. The vendor shall further match the boundaries, parameters such as symbol representation i.e tree ,river etc; with the existing land parcel thereby maintaining 100% accuracy and uniformity.
4. Necessary compliance with regards to loss of data in the converted land parcel shall be handled by the vendor prior to submitting the converted land parcel to DSLR for verification. Given that, any such data loss in the converted land parcel shall lead to penalty as per the SLA .
5. The vendor has a leverage to consult/ confirm with DSLR on such specific land parcels which cannot be patched. The DSLR reserves the right to entertain such issues or impose penalty thereof.
6. Any such data loss figured by DLSR needs to be complied by the vendor within the stipulated time period and shall be subjected to penalty as per the SLA terms and conditions.

V. Provision to facilitate DSLR to verify the converted land parcels

1. The vendor shall provide web based software application to view the converted land parcel in .shp file viz-a -viz original vmm land parcel simultaneously thereby simplifying verification process.
2. The software shall facilitate movement of the land parcels from DSLR to vendor and vice versa with provision to submit comments and remarks on individual land parcel by DSLR.
3. The software shall provide facility for DSLR officers to approve converted land parcel.
4. No change should be allowed in the converted data. Once the land parcel is verified and authorized by DSLR , the data shall be freezed.
5. The software shall have provision to track the status of the land parcels at any given instance of time.(approved/Marked to vendor for corrections/Pending approval from DSLR).
6. The software shall have provision to generate basic MIS reports on pendency of land parcels to be converted, delay in compliance, list of converted land parcels with decsription of land parcel, date, verifying officer etc;
7. The vendor shall host the software in a centralized State data centre following SDC guidelines for State of Goa as per the directions of DSLR.DSLR shall only assist in taking necessary permissions /compliances from SDC for the deployment of application. Any third party tools if required in deployment of software shall be arranged by the vendor.
8. The vendor has to ensure that officials of DSLR are trained on the land parcel verification software.
9. Venue for training will be provided by DSLR. All the other costs including cost of trainers, training materials for training will be the responsibility of the vendor.
10. The software solution should be on an open source platform, should be based on open standards and should adhere to the guidelines issued by MeitY

Government of India. Software should not have any hardware or user number level restrictions in any manner.

VI. Hand Over and Sign-off

1. The vendor is expected to submit the following list but not limited to the DSLR prior to the Final Sign Off . The vendor should ensure that a periodic revision of these documents are done with regards to any changes in the processes prior to submission to DSLR.

- ✓ System requirement Specification
- ✓ Quality Check Reports
- ✓ List of Land parcels collected in vmm format
- ✓ List of verified land parcel in shp file.
- ✓ Tracking and verification report of DSLR
- ✓ Sign Off for all the converted land parcels pertaining to 14854 PT sheet.

2. The converted verified and approved land parcels data in shape files shall be handed over to DSLR in a soft format with necessary signoff.

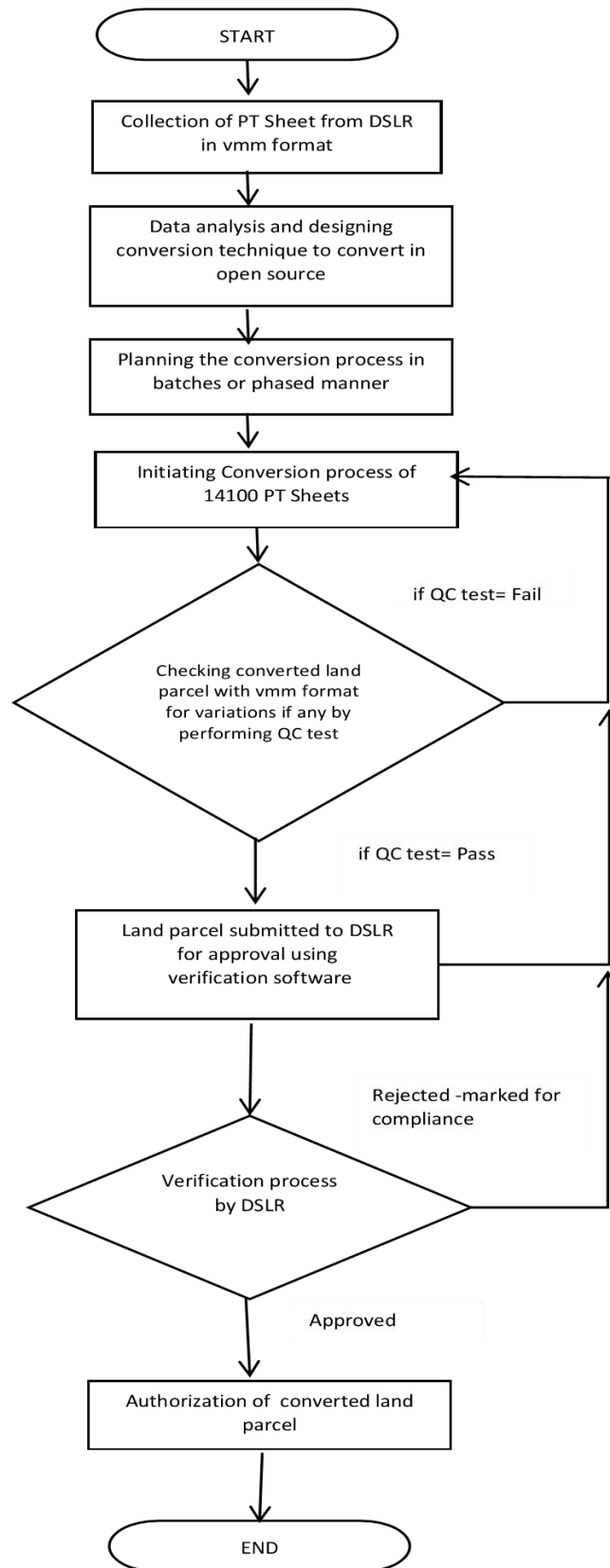
3. The converted approved land parcels data in shape files shall to be encrypted and stored securely and shall not be altered and admin access rights to be enabled and handed to DSLR.

4. The vendor shall handover the verification software which shall be the custody of DSLR.

5. The vendor shall share credentials of the verification software to DSLR as a part of hand over process.

6. The vendor shall initiate KT(Knowledge transfer) process of verification software to the Nodal Officer of DSLR.

A diagramatical representation of the process involved in converting the PT Sheet to shape files



Technical Terms and Conditions

1. DSLR shall identify a Single Point of Contact(SPOC) as a Nodal officer who shall be coordinating with the vendor for any technical/non-technical issues.
2. The vendor shall take utmost care while accessing the data from the servers if needed.
3. The vendor shall incorporate the best methods and practices for undertaking the conversion process.
4. The verification software should be compatible with latest version of browser . The browsers supported would be Internet Explorer 7,8 & 9+ latest chrome, Mozilla, Safari.
5. Third Party tools can be used by the vendor in the verification software if required after approval from DSLR/GEL, and if the DSLR/GEL feels that the said third party tool cannot be installed in the SDC or the given environment due to any technical reasons, it shall be the vendors responsibility to replace it with a tool which is acceptable or build the same .Cost towards licensing of such tools and maintainence shall be the vendors responsibility.

7. PROJECT PERIOD & EXECUTION TIME SCHEDULE

The project tenure granted to the selected bidder is proposed to be for 3 months.

Project Execution time schedule

Sr No	Project Plan	Month1				Month2				Month3			
		week1	week2	week3	week4	week5	week6	week7	week8	week9	week10	week11	week12
1	Preparation,submission of SRS, formulating SOP for migration of land parcel and taking necessary approvals from DSLR	■											
2	Conversion of vmm land parcels in PT sheet of one taluka and verification and approval of the converted land parcel in shape file by DSLR		■	■	■								
3	Conversion of vmm land parcels in PT sheet of five talukas and verification and approval of the converted land parcel in shape file by DSLR					■	■	■	■				
4	Conversion of vmm land parcels in PT sheet of six talukas and verification and approval of the converted land parcel in shape file by DSLR									■	■	■	■

*The approval shall be subjected to 100% compliance towards the land parcels verified by DSLR within the prescribed timelines.

8. TENDER SUBMISSION, OPENING AND EVALUATION

a. Tender Submission

- i. The **Technical Bid will comprise of ANNEXURE “A”, [Technical Bid Format (Eligibility Criteria)]** which need to be strictly uploaded to the e-Tendering website mentioned. Additionally, a hard copy of Technical Bid mentioned in the Technical Bid Format needs to be submitted to the address of the GEL-Goa Electronics Limited, as mentioned in the tender. The hard copy of the technical bid shall be placed in single envelope superscripted as **“Technical Bid towards Tender No. GEL/VMM /RFP-29, RFP for “CONVERSION OF ALL THE LAND PARCELS IN THE PT SHEETS DIGITIZED IN VMM (Vision MAP MAKER) SOFTWARE TO SHAPE FILES ”** to be submitted at the Goa Electronics Limited on or before the tender submission date. **Financial Bid to be uploaded on the e-Tendering website only and not to be submitted in hard copy.**
- ii. The **Financial Bid will comprise of ANNEXURE “B” [Financial Bid Format]** and need to be strictly uploaded to the e-Tendering website mentioned. **HARD COPY OF THE**

FINANCIAL BID IS NOT TO BE SUBMITTED. Any financials submitted in hardcopy will cause outright rejection of the bid.

b. Technical Bid Opening

The Technical Bid will be opened on the date and time as specified in the Tender schedule in the presence of those bidders, who choose to be present against production of an authorization letter from the Bidding authority. A maximum of two representatives from each Bidder would be allowed to attend the Tender opening.

Technical Bid of only those bidders will be opened who have ensured all required payment as stated in technical bid format are made online and received by the DSLR/GEL as per the requirement. Total transparency will be observed while opening the proposals/bids. GEL /DSLR reserves the rights at all times to postpone or cancel a scheduled bid opening.

c. Technical Bid Evaluation

- i. A Technical Committee will examine the Technical Bids (Eligibility Criteria) given in the Tender document. The evaluation will be conducted based on the support documents submitted by the Bidders. The documents which do not meet the eligibility criteria in the first stage of scrutiny may be rejected in that stage itself and further evaluation may not be carried out for such bidders. The eligible bidders alone will be considered for further evaluation.
- ii. **Technically Qualified bidders may be asked to give a presentation/ demonstration on the understanding of the land parcels in the PT sheets conversion process from vmm to shape files and the plan of execution to the technical committee at a suitable date and time which will be informed at the appropriate time.**
- iii. The committee reserves the right to call for any additional technical document identified as a requirement for the evaluation.

- iv. The decision of the Technical Committee in the evaluation of the Technical and Financial bids shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

d. Financial Bid Opening

- i. Financial bids of only those bidders will be opened who qualify totally all the conditions of Technical Bid (Eligibility Criteria) of the tender.
- ii. Only technically qualified bidders will be called for Price Bid opening.

e. Financial Bid Evaluation

- i. Financial bids will be opened in presence of the representatives of bidder companies that have been declared successful i.e. who fulfill the following criteria:
 - a. Qualifies totally all the conditions of the TECHNICAL BID FORMAT [Qualification Criteria]
- ii. On opening of the financial bid, the L1 bidder will be identified who offers the least cost (i.e least amount of Grand Total as mentioned in the 'Financial Bid') and will be assigned the work order.
- iii. DSLR/GEL will not be responsible for any errors committed in the Price Bid.
- iv. DSLR/GEL reserves its right to negotiate with the lowest cost offered by Bidder (L1 Bidder) for further reduction in the price.
- v. In case of a tie, bidder who have executed and successfully implemented highest number of project on similar conversion of land parcels format will be invited based on work order and successful completion certificate attached.
- vi. DSLR/GEL reserves the right to communicate with the Government/semi Government/urban local body/Government company and review the such projects implemented by the said bidder for ensuring quality product.

Process of Selection of Agency

- i. The Technical Committee will select that bidder as a Vendor, who has quoted the lowest amount for the project.
- ii. DSLR/GEL will have the right to negotiate with the Successful bidder further on the bid quoted.
- iii. DSLR/GEL'S decision would be final and binding.

f. Suppression of facts and misleading information

- a. During the Bid evaluation, if any suppression or misrepresentation is brought to notice, GEL/ DSLR shall have the right to reject the Tender and if after selection, the contract will be terminated as the case may be. The rejection/ termination will be without prejudice to the rights of DSLR/GEL to initiate any other action and without any compensation to the Bidder and the EMD / Security Deposit, as the case may be, shall be forfeited.
- b. Bidders should note that any figures in the proof documents submitted by the bidders for proving their eligibility are found suppressed or erased; DSLR/GEL shall have the right to seek the correct facts and figures or reject such Tenders.
- c. It is up to the Bidders to submit the full copies of the proof documents to meet out the criteria. Otherwise, DSLR/GEL at its discretion may or may not consider such documents. The Tender calls for full copies of documents to prove the Bidder's experience and capacity to undertake the project.

Award of Contract

- a. The contract will be awarded to the L1 Bidder as per the Terms and Conditions of the Tender.
- b. No dispute can be raised by any Bidder, whose Tender has been rejected and no claims will be entertained or paid on this account.

DSLR/GEL reserves the right to:

- i. Negotiate with the Bidder whose offer is the lowest evaluated price for further reduction of prices.
- ii. DSLR reserves its right to withhold any amount for the deficiency in the service.
- iii. If the performance of the L1 bidder is not as per the scope in the first month , DSLR reserves the right to terminate the contract.

Clarifications by DSLR

Wherever deemed necessary, DSLR/GEL may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Tender or price quoted. During the course of Technical Bid evaluation, GEL/ DSLR may seek additional information or historical documents for verification to facilitate decision making.

9. TENDER VALIDITY

- i. The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of opening of the Financial Tender.
- ii. The Successful Bidders should keep the price firm during the period of Contract including the period of extension of time if any. Escalation of cost will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than Increase in duties/taxes payable to the Government of India within the stipulated delivery period.
- iii. In circumstances, DSLR/GEL solicit the Bidders to extend the validity, the Bidder should extend price validity and Bid security validity.

10. TENDER TERMS AND CONDITIONS

- i. The bidders are required to get registered with <https://goenivida.gov.in/>. The bidder must have valid digital signature to submit the tender.
- ii. Tender documents should be downloaded from websites <https://goenivida.gov.in/> as per the dates mentioned in the tender.

- iii. The bidders should use the electronic mode of tendering using the website <https://goenivida.gov.in/> to submit his best possible quote.
- iv. Late submission will not be entertained and will not be permitted by the e-Tendering System.
- v. Last minute submission should be avoided. As such DSLR/GEL will not be responsible for any failures in submission of Tender.
- vi. Incomplete or conditional tenders will be summarily rejected.
- vii. The bidder shall bear all costs associated with the preparation and submission of its Proposal and DSLR/GEL in no case will be responsible or liable for those costs, regardless of the conduct or outcome of the proposal process.
- viii. Tender shall be uploaded separately through the e-Tendering System as per the prescribed formats only. Failure to comply with these requirements may result in the tender being rejected.
- ix. The tender fees shall not be refunded even if the tender is not submitted.
- x. If the tender opening day happens to be holiday, the same will be accepted and opened on the next working day.
- xi. The person signing the tender form (or any other document forming part of the contract) on behalf of the bidder, shall be deemed to warranty that he/she has the authority to sign such documents and if, on inquiry it appears that the person so signing had no authority to do so, DSLR/GEL may without prejudice to other civil and criminal remedies against the contract, hold the signatory liable for all costs and damages.
- xii. DSLR/GEL reserves the right to reject all or any tender without assigning any reason. DSLR also reserves the right to cancel the tender process at any time prior to signing the contract and DSLR/GEL will have no liability for above mentioned actions.
- xiii. In the event of the Bidder engaging in any corrupt or fraudulent practices during the tender process, by the judgment of DSLR/GEL , will be rejected. For the purpose of this clause:

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a DSLR/GEL official in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome. “Fraudulent Practice” means a misrepresentation of facts in order to influence selection process to the detriment of DSLR/GEL .

- xiv. Any dispute, arising out of this tender will be under the jurisdiction of Goa Court.
- xv. DSLR/GEL would in no way be responsible for any issues, litigations, or legal implications arising if at all due to use of any pirated software by the Bidder. The complete onus and responsibility of any such consequences would be on the Bidder.
- xvi. Any Conditions may be modified as per need and requirement and will be incorporated in the tender through corrigendum.
- xvii. The bidder should be fully and completely responsible to DSLR/GEL for all the deliveries and deliverables.
- xviii. The information contained within this tender is both proprietary and confidential to the Directorate of Settlement & Land Records and Goa Electronics Limited. Bidder shall not duplicate or distribute this tender document to any individual or company, unless the said individual or company is directly involved in the completion of Agencies response.
- xix. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the tender and no claims whatsoever including those of financial adjustments will be entertained by DSLR/GEL . Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the bidder to appraise themselves.
- xx. **Instructions:**
 - a. The bidders are expected to examine all instructions, forms, terms and other information in the RFP. Failure to furnish all information required as mentioned in the RFP or submission of a proposal not substantially responsive

- to the tender in every respect will be at the bidder's risk and may result in rejection of the RFP.
- b. The selection of bidder shall be on the basis of evaluation by the DSLR/GEL through selection process specified in the RFP.
 - c. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DSLR/GEL to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. DSLR/GEL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 - d. All materials submitted by the bidder become the property of DSLR/GEL and may be returned at its sole discretion, provided, any materials which are identified as "Proprietary and Confidential Material of Bidder" shall remain the property of such bidder and the DSLR/GEL shall maintain confidentiality of such materials.
 - e. After distribution of the RFP, the contact person notified by DSLR/GEL will begin accepting written questions from the bidders. DSLR/GEL will endeavour to provide a full, complete, accurate, and timely response to all questions. However, DSLR/GEL does not guarantee the completeness or accuracy of any response, neither does the DSLR/GEL undertake to answer all the queries that have been posed by the bidders. The responses to the queries from all bidders will be distributed to all.
 - f. It will be imperative for each Bidder(s) to familiarize himself / themselves with the prevailing legal situations for the execution of contract. GEL/ DSLR shall

- not entertain any request for clarification from the Bidder regarding such legal aspects of submission of the tenders.
- g. The preferred mode of delivering written questions to the aforementioned contact person would be through mail or email. Telephone calls will not be accepted. In no event will the DSLR/GEL be responsible for ensuring that bidders' inquiries have been received by DSLR/GEL .
 - h. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the tenders and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by DSLR/GEL . Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to appraise themselves.
 - i. The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of his tender for the contract and price quoted in the tender to cover all obligations under this Tender.
- xxi. **Amendments to the Tender**
- a. Before closing of the Tender, clarifications and amendments, if any, will be notified in the websites mentioned earlier. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. DSLR/GEL will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.
 - b. Before the closing of the Tender, DSLR/GEL may amend the Tender document as per requirements or wherever feel such amendments are absolutely necessary.
 - c. Amendments may also be given in response to the queries by the prospective Bidders.

- d. Such amendments will be notified in the websites mentioned in the tender schedule.
- e. DSLR/GEL at its discretion may or may not extend the due date and time for the submission of tenders on account of amendments.
- f. DSLR/GEL is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the Tender documents on changes announced through the website.

xxii. **Contacting Tender Inviting Authority**

- a. Bidders shall not make any attempts to establish unsolicited and unauthorized contact with the Tender Inviting Authority or Tender Scrutiny Committee or Tender Accepting Authority after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring extraneous pressures on the Tender Accepting Authority and / or the Officials of DSLR/GEL shall be the sufficient reason to disqualify the Bidder.
- b. Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the tenders submitted by them during the evaluation of tenders.

xxiii. **Force Majeure:**

Neither DSLR/GEL nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- a. Any act of God such as lightning, earthquake, landslide, etc or other events of natural disaster of rare severity.
- b. Meteorites or objects falling from aircraft or other aerial devices, travelling at high speeds.
- c. Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy.

xxiv. **Arbitration**

- a. Any dispute or difference whatsoever arising between the parties to the Agreement out of or relating to the construction, meaning, scope, operation or effect of the Agreement or validity of the breach thereof, which cannot be resolved through negotiation process, shall be referred to a sole Arbitrator to be appointed by the Directorate of Settlement & Land Records. The Arbitration shall be held in GOA, India and the language shall be English only.
- b. Subject to the above, will be under the jurisdiction of Goa Court.

xxv. **Execution of Work**

a. Acceptance of Tender and Withdrawals

The final acceptance of the tender is entirely vested with DSLR/GEL who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reasons whatsoever. The DSLR/GEL may also reject all the tenders for reasons such as change in Scope, Specification, lack of anticipated financial resources, court orders, calamities or any other unforeseen circumstance. After acceptance of the Tender by DSLR , the Successful Bidder shall have no right to withdraw his tender or claim higher price.

b. Letter of Acceptance (LOA)

After acceptance of the Tender by GEL/ DSLR , a Letter of Acceptance (LOA) will be issued to the Successful Bidder(s) by DSLR .

c. Payment of Security Deposit (SD)

- i. The Successful Bidder will be required to remit the Security Deposit (SD) equivalent to 10% of the project execution cost which which may be in form of DD/ bank guarantee and will be worked out along with the contract executed with the successful bidder, inclusive of EMD. The SD shall be paid within 7 days from the date of issue of Letter of Acceptance (LOA) by DSLR. The Security Deposit will be refunded to the

Successful Bidder only after the satisfactory completion of the contract period or extension of the period, if any. The Security Deposit held by DSLR till it is refunded to the Successful Bidder will not earn any interest thereof.

- ii. If the successful bidder fails to act upon to the tender conditions or backs out from the contract or does not execute the job as per Terms and Conditions of the tender/contract, the SD will also be forfeited to DSLR.

d. Execution of Contract

- i. The Successful Bidder should execute a Contract in non-judicial stamp Paper bought in Goa in the name of the Bidder within 15 days from the date of Letter of Acceptance issued by DSLR with such changes/modifications as may be indicated at the time of execution on receipt of confirmation from DSLR.
- ii. The successful bidder shall not assign or make over the contract, the benefits or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of DSLR. DSLR reserves its right to cancel the work orders either in part or full, if this condition is violated. If the Successful Bidder fails to execute the agreement, the Security Deposit of the Successful Bidder will be forfeited and their tender will be held as non-responsive.
- iii. The expenses relating to the execution of the agreement should be borne by the Successful Bidder.
- iv. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract

without prejudice to the rights of DSLR and DSLR also shall have the right to recover any consequential losses from the Successful Bidder.

e. Refund of EMD

The EMD amount paid by the successful bidder will be adjusted towards Security Deposit payable by them. If the successful bidder submits Security Deposit for the stipulated value in full by way of Bank Guarantee, the EMD will be refunded. The EMD amount of the Unsuccessful Bidder will be refunded after finalization and issue of Firm Work Order to the successful bidder.

f. Release of SD

The Security Deposit will be refunded to the successful bidder on execution of the work subject to satisfaction of DSLR after getting the completion certificate from the DSLR as per Work Order(s) issued by DSLR from time to time and completion of the maintenance period.

g. Forfeiture of EMD and SD

- i. If the Successful Bidder fails to remit the SD, the EMD remitted by them will be forfeited to DSLR and the tender will be held void.
- ii. If the successful bidder fails to act upon to the tender conditions or backs out from the contract or does not execute the job as per Terms and Conditions of the tender/contract, the SD will also be forfeited to DSLR.

h. Termination of Contract

• Termination for default

DSLR may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 7 days, sent to the

Successful bidder, terminate the contract and call for forfeiture of SD in whole or part,

1. if the successful bidder fails to execute the project scope within the time period(s) specified in the Contract, or fails to comply as per the Delivery Schedule or within any extension thereof granted by DSLR.

(Or)

2. if the successful bidder fails to perform any of the obligation(s) under the contract/work order

(Or)

3. if the successful bidder, in the judgment of DSLR, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract.

- **Termination for Insolvency**

DSLR/GEL may at any time terminate the Contract by giving written notice with a notice period of 7 days to the successful bidder, if the successful bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the successful bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to DSLR.

- **Termination for Convenience**

DSLR/GEL may by written notice, with a notice period of 30 days sent to the successful bidder, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for DSLR convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective. The successful bidder is entitled to any compensation whatsoever only for the work that was completed from the date of the order till the

termination which conforms to the terms of the agreement. If the order is placed but there is no work carried out as per the contract agreement, or if the work carried out is not as per the agreement the successful bidder is not entitled to any compensation.

i. General Terms & Conditions:

- i. The final decision would be based on the technical capacity and pricing of the Bidder. GEL/ DSLR do not bind itself in selecting the bidder offering lowest prices.
- ii. GEL/ DSLR reserves the right not to accept the lowest price, to reject any or all the tenders without assigning any reasons, to relax or waive any of the Conditions stipulated in the terms and conditions of tender as deemed necessary in the best interests of DSLR for good and sufficient reasons.
- iii. The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate. The Bidder should not under-let or sublet to any person(s) or body corporate for the execution of the contract or any part thereof without the prior written consent of DSLR.

j. Confidentiality

- i. The successful bidder acknowledges that during the project tenure, there shall be exchange of information, discussions, deliberations, negotiations, etc. and in performance of their obligations mentioned herein, there will be significant flow of ideas, information, strategy, technical data / information between DSLR and the successful bidder . The successful bidder agrees that any information disclosed or acquired from DSLR during such course will be used exclusively for the knowledge of execution of the project and shall not be divulged to any third party and / or not utilized for any purpose other than for

which it was disclosed during or after the project tenure without the prior written consent of the DSLR.

- ii. "Confidential Information" shall mean all confidential and proprietary information which includes but is not limited to :
 - a) all confidential information relating to the organization, finances, processes, specifications, methods, designs, formulae, technology and business activities of and concerning the parties.
 - b) any and all information thereof in relation to the project execution including the data of land parcels or transaction contemplated by this RFP.
 - c) all other information and material of DSLR relating to method of development, operations, specification , intellectual property including, but not limited to reports, process data, test data, performance data, inventions, trade secrets, systems software, object codes, source codes, copyrighted matters, methods, drawings, computation, calculations, computer program narration, flow charts, and all documentation pertaining to project execution therefore and all the components which might form part of confidential information and might be disclosed.
 - d) Any other information provided by DSLR to the successful bidder or procured by the the successful bidder from DSLR shall be treated as Confidential Information under this clause irrespective of the fact whether the same is designated or earmarked as "Confidential" / "Restricted" etc. or not by DSLR/GEL ; or even if the same is unclassified.
 - e) Except as otherwise provided in this RFP , the the successful bidder shall hereby agree that in respect of all Confidential Information received from DSLR by way of non- disclosure pursuant to this RFP , the the successful bidder shall:-

- a) keep such Confidential Information absolutely secret and in confidence and treat such Confidential Information and apply the same standard of duty and care as; the successful bidder accords to their own Confidential Information;
- b) only use Confidential Information for the permitted purpose as contemplated under this RFP;
- c) Safeguard Confidential Information with high degree of care following all standards of data security as prescribed by MeITy and Government of India from time to time.
- d) Strictly not disclose in any manner whatsoever any Confidential Information to anyone except those of its directors, officers and implementation engineers;
 - who need such information for the permitted purpose of execution of project under this RFP; and/or
 - are informed of the proprietary and confidential nature of the Information; and/or
- e) Strictly not disclose in any manner whatsoever the existence of this RFP, the terms contained in this RFP or the exchange of information provided by DSLR pursuant to this RFP to a third party.
- f) The non – disclosure obligation of successful bidder under this RFP shall apply during and after the termination of the execution of the project unless and until released in writing by DSLR after the expiry of the project tenure for services, the successful bidder agrees that all conditions and obligations imposed under this RFP apply during the time that successful bidder has access to Confidential Information and at all times thereafter.
- g) Notwithstanding anything mentioned in the above section, complete data generated during project execution is strictly the property of DSLR. No other

party including successful bidder would have permission to access, share or use the data in any manner / any reason other than for the purpose of project execution. However, DSLR reserves the right to use the said data for any purpose as desired.

- h) As regards the Confidential Information and acts or information, successful bidder shall not:
 - a. communicate the Confidential Information, code or password, sketch, plan, model, article, note, document or information to any person unless authorized in writing by DSLR; or
 - b. use the Information provided by DSLR in its possession for the benefit of any foreign power or in any manner prejudicial to the safety of the State; or
 - c. retain any Confidential Information, code or password, sketch, plan, model, article, note, document in its possession or control when it has no right to retain it, or falls to comply with all directions issued by DSLR with regard to return or disposal thereof; or
 - d. fail to take reasonable care of, or so conduct itself so as to endanger the safety of the Confidential Information, sketch, plan, model, note, document, official code, password or information provided by DSLR.
- i) The successful bidder hereby shall acknowledge that as a result of its access to the Confidential Information, it will occupy a position of trust and confidence and maintain the confidentiality of all the Confidential Information shared by DSLR and without limitation of the foregoing, the successful bidder agrees not to do the following:-
 - a) Communicate or disclose, directly or indirectly, any of the Confidential Information, in full or part thereof to a third party, or

- b) Take any other action which may lead to breach of the confidential and propriety nature of such Confidential Information provided by DSLR.
- j) The successful bidder shall take reasonable steps to maintain the security and confidentiality of the Confidential Information shared under this RFP during the project execution and take reasonable steps to cause its conduct to comply with the RFP, as fully as if such persons had executed this RFP and made the same RFP as to themselves with respect to the Confidential Information as is made herein by the successful bidder .
- k) The successful bidder shall acknowledge that such Confidential Information provided by DSLR shall remain the property of DSLR and that the disclosure and / or provision of Confidential Information by DSLR is solely for the purposes as stipulated by DSLR and shall not be used directly or indirectly to gain a competitive advantage over or negatively affect DSLR.
- l) The successful bidder shall acknowledge and agree that it shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his own or any other purpose, any of the Confidential Information provided by the DSLR that is or may be revealed to the other party unless specifically authorizes to do so in writing by the DSLR.
- m) The successful bidder shall acknowledge that any and all the Confidential Information that may be disclosed by DSLR during the execution of this project under this RFP is the valuable property of DSLR and is highly proprietary confidential in nature. The successful bidder shall further acknowledge that the disclosure, distribution, dissemination and/ or release of the Confidential Information by the successful bidder shall without the prior written consent of DSLR will cause the successful bidder to suffer severe, immediate and irreparable damage. The successful bidder shall agree that in the event it does disclose, disseminate, distribute and / or release the Confidential Information provided by DSLR which comes into its possession

or knowledge as a result of this RFP, without the prior, written consent of DSLR, then DSLR shall be entitled to seek immediate injunctive relief in order to enforce the provisions of this RFP.

- n) The DSLR shall further agree to take reasonable steps, no less rigorous than those taken to protect its own confidential and proprietary information to prevent any unauthorized / inadvertent disclosure of the Confidential Information. The successful bidder shall agree that upon termination of this RFP, it shall forthwith return to the DSLR and / or provide proof of destruction any and all Confidential Information or any other information as mentioned under the preceding Clauses of this RFP and all components which and might form part of Confidential Information and might be disclosed.
- o) The successful bidder shall restrict its discussions or negotiations with any third party during the term of this RFP except with prior written permission of DSLR . However, the said permission of DSLR may be subject to:
 - a. For services – include terms which restrict the deployment of the same personnel who are working on project with any other organization without permission of DSLR.

k. Payment Terms

Payment Milestone

Sr No	Stage of payment	Description *
1.	Preparation, submission of the SRS for conversion of all land parcels in the PT sheets to shape file and approval of the same by DSLR and submission of SD.	10% of the GRAND TOTAL amount mentioned in Financial Bid Format towards mobilization advance
2	On successful completion of	20% of the GRAND TOTAL

	conversion of land parcels in shp file towards the first taluka and acceptance of the same by DSLR.	amount mentioned in Financial Bid Format.
	On successful completion of conversion of land parcels in shp file towards the remaining talukas and acceptance of the same by DSLR	70% of the GRAND TOTAL amount mentioned in Financial Bid Format.

- a) The payment shall be made on the number of PT sheets successfully converted to shape files ,subject to verification and approval by DSLR in the online system.
- b) The payment to L1 shall be derived after deductions of all penalties applicable if any as mentioned in SLA terms & conditions.

I. Limitation of Liability

a. The liability of Agency (whether in contract, tort,negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this project, including the work, deliverables or Services covered by this project, shall be the payment of direct damages only which shall in no event in the aggregate exceed the total contract value.

xxx. Exit Clause

After the project period is completed, the Successful Bidder has to do the proper Knowledge Transfer to the identified officials of the Directorate of Settlement & Land Records and handing /taking over Certificates /documents have to be completed towards the smooth taking over within two weeks prior to the date of expiry.

ANNEXURE “A”

TECHNICAL BID FORMAT

- a. The Bidder has to ensure that all documents as mentioned below in this section are submitted to the department in response to the RFP.
- b. Bidder is expected to examine all instructions, forms, terms, and requirements in the RFP document. Failure to furnish all information required or submitting an RFP not substantially responsive to the RFP document in every respect may result in the rejection of the RFP. All the proposals will have to be submitted in hard bound form with all pages numbered. It should also have an index giving page wise information of below documents. DSLR/GEL reserves the right to reject the incomplete bids.
- c. The bid documents shall be signed on each page by the authorized representative of the bidder and Authorization letter mentioned at Annexure “2” should be attached with the bid.

Following are the criteria which will be adopted to select the bidders.

Sr. No.	Qualification Criteria	Supporting Documents
1	The Bidder should submit the RFP payments such as : Tender Document Fee (TDF) of Rs.10,000/- eTender Processing FEE (TPF) of Rs.1,500/- through e-payment mode only. & Earnest Money Deposit (EMD) of Rs.10,00,00/- in the form of a Bank Guarantee/NEFT/RTGS/OTC from nationalized/scheduled banks or in form of	Supporting Documents Mode of payment towards Tender Document Fee (TDF), eTender Processing FEE (TPF) to be paid online through e-Payment mode via: i. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS) / Axis Bank Over-the-counter (OTC). Tenderer requires downloaded pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of

<p>ePayment mode only. Such a Bank Guarantee should be in favour of “The Director, (Settlement & Land Records) Collectorate Building, Swami Vivekanand Road,(near Military Head Qts.) Panaji. 403001” . The validity of Bank Guarantee shall be for a period of one year. The Bank Guarantee/NEFT/RTGS/OTC challan copy must be scanned and uploaded to the e-Tendering website within the period of tender submission and the originals to be deposited in the office of GEL, Panaji on or before the RFP submission date.</p>	<p>their Bank.</p> <p>ii. Internet Payment Gateway (Debit/ Credit Card of type VISA, MATERCARD or RuPay.</p> <p>iii. Net Banking: Payment can be made through the Internet Banking of Any Bank.</p> <p>iv.Earnest Money Deposit (EMD) in form of Bank Guarantee from nationalized/scheduled banks is acceptable.Such a Bank Guarantee should be in favour of “The Director, (Settlement & Land Records) Collectorate Building, Swami Vivekanand Road,(near Military Head Qts.) Panaji. 403001”</p> <p>Note: Any Payments made through NEFT/RTGS/OTC will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS/OTC should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans on the e-Tender website as a token of payment.</p>
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2.	<p>The Bidder should be a Company registered in India under the Indian Companies Act 1956 or a Registered Partnership Firm or a Sole Proprietary Firm.</p> <p>In the case of registered partnership firm all partners shall be liable, jointly or severally during the bidding process and during the currency of the contract period in accordance with the terms of contract. The bid shall be signed so as to legally bind all partners, jointly and severally.</p>	<p>a) Copy of the Certificate of Incorporation.</p> <p>b) In case the Bidder is a Registered Partnership Firm, they should produce the copy of Registered Partnership Deed.</p> <p>c) In case the Bidder is a Sole Proprietary Firm, they should produce the copy of GST Registration & PAN of proprietor.</p> <p>d) Document / Certificate of Registration, and</p> <p>e) GSTIN Registration</p>
3.	<p>The Company /Firm shall be in existence in India for a minimum period of two years.</p>	<p>Audited Financial statement for the two financial years (FY).</p> <p>Registration certificate of the Company</p>
4.	<p>The bidder should at least one similar project working on shape files either involving conversion of shape files or development of software for any State government/ Central Government / semi government / PSU / Municipal agencies/companies/firms in India.</p> <p>Work order and Completion certificate must be enclosed.</p> <p>Work order and Completion certificate must be enclosed.</p> <p>Projects implemented jointly or in consortium shall not be considered</p>	<p>Work order and completion certificate to be enclosed, successful completion certificate/Go Live approval from the respective Government/semi Government/urban local body/Government company/firm.</p>
5.	<p>The average annual turnover of the agency / company should be minimum Rs. 20 Lakhs</p>	<p>Audited Financial statement for the last two financial years (FY).</p>

	per year for preceding two financial years ending 31.03.2018.	
6.	The bidder should give the acceptance of the Terms and Conditions as mentioned in the document and also that the company/ agency is not been blacklisted by any Central / State Government institution or any other private agency.	Letter of Undertaking (ANNEXURE-1) has to be given.
7.	The bidder should have office in Goa. In case bidder has no presence in Goa , bidder shall furnish an undertaking that requisite team shall be setup in Goa at DSLR within a period of 15 days on selection as a successful bidder	Submit the details of the team deputed in Goa at DSLR or an undertaking that the bidder has a office in Goa mentioning the office details on award of the contract.

ANNEXURE "B"

**FINANCIAL BID FORMAT
(Online Mode Only)**

	Description	Rate in Rs. inclusive of all the taxes
PART A	Approximate nos of PT Sheets proposed to be converted from VMM to shape File	14854
PART B	Cost of Conversion of all land parcels in one PT sheet (includes all land parcels)digitized in VMM(Vision Map Maker) software to SHAPE files as per the scope (includes verification software)	
	GRAND TOTAL (Total of PART A * Total of PART B)	
GRAND TOTAL (IN WORDS)		

Financial Terms and Conditions:

- a. The vendor shall convert all the land parcels in 14854 PT sheets into the .shp files format. The quantum of PT Sheets shall be subject to variations as per the requirement of DSLR and shall have no bearing on the L1 cost of per PT sheet to be converted of any nature.
- b. Prices shall be quoted entirely in Indian Rupees.
- c. The workings to be considered referring the scope and Project execution time schedule.
- d. ***The Grand Total Amount will be considered for evaluation of L1 in the Financial Bid.***
- e. The price quoted would be inclusive of all taxes, duties and installation charges and levies as applicable along with all other charges towards fulfilling of all

requirements of scope of work. No charges of whatsoever nature would be paid additional to the cost mentioned above.

- f. The prices, once quoted must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive. It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced.
- g. The bidders are advised to take adequate care in quoting the prices. No excuses for corrections in the quote will be entertained after the quotation is opened.
- h. The quote submitted in the bid should include cost of manpower posted at DSLR for conversion of land parcels from vmm to .shp files.
- i. The bidder has to submit the financial quote strictly through e-tendering portal. The financial bid submitted via any other format and media shall be rejected. Hardcopies of the Financial Bid should not be submitted.
- j. The bidder shall raise bills in triplicate to DSLR as mentioned in the payment schedule.

ANNEXURE "1"

Letter of Undertaking

To

The Chief Executive Officer,
Goa Electronics Limited,
EDC House, Mezzanine Floor,
Panaji, Goa-403001

Sir,

Sub: Undertaking of acceptance of the Terms and Conditions as mentioned in the RFP

Ref: Tender No. _____ dated _____

I/We _____ have gone through the Terms and Conditions, Scope of Work) and will abide by them.

I/We _____ hereby confirm that our Company was not blacklisted by any State Government/ Central Government/ State or Central Public Sector Undertakings during the last two years. We also hereby confirm that our EMD/ Security Deposit were not forfeited by any State Government / Central Government / State or Central Public Sector Undertakings during the last two years due to our non-performance, non-compliance with the conditions etc.

I/We _____ hereby declare that all the particulars furnished by us in this RFP are true to the best of my/our knowledge and we understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

I/We _____ certify that we are liable and responsible for any disputes arising out of Intellectual Property Rights.

In case of violation of any of the conditions above, I/We _____ understand that I/ We are liable to be blacklisted.

Yours faithfully,

For _____

Signature

Name:

Designation:

Note:

- 1) Declaration in the company's letter head should be submitted as per the format given above.
- 2) If the bidding firm has been blacklisted earlier on before 31.03.2017, by any State Government / Central Government / State or Central Public Sector Undertakings, in such case the details should be provided.

ANNEXURE "2"

Authorization Letter Format

(To be presented by the authorized person at the time of Technical/Commercial Bid Opening in their Official letterhead)

Ref No:

To,
The Chief Executive Officer,
Goa Electronics Limited,
Mezzanine floor, Block 'B',
EDC House, Dr. Dada Vaidya Road,
Panaji, Goa-403001

Dear Madam,

SUB: Authorization Letter for attending the Bid Opening

This has reference to your above for the tender so specified

Mr. /Miss. / Mrs. _____ is hereby authorized to attend the bid opening of the above tender on behalf of me / our organization.

The specimen signature is attested

Specimen Signature of Representative

Signature of Authorizing

Name & Designation of Authorizing Authority

ANNEXURE "3"

Covering Letter Format

To,
The Chief Executive Officer,
Goa Electronics Limited,
Mezzanine floor, Block 'B',
EDC House, Dr. Dada Vaidya Road,
Panaji, Goa-403001

Dear Madam,

Tender Ref: _____

Dated: _____

Having examined the tender document including all Annexure's the receipt of which is hereby duly acknowledged, we, the undersigned, offer to participate in the tender in conformity with the said tender in accordance with the schedule of rates indicated in the commercial offer made part of this offer.

If our offer is accepted, we undertake to work as specified in the offer document within entering into agreement within two weeks from the date of issue of order.

If our offer is accepted, we undertake to abide by all the rules and regulations as prescribed and changed from time to time during the tender period.

I/We also undertake that we will not resort to illegality in the work and any illegality found we are liable for any action of the Department. We also undertake that we will be paying the revenue share as quoted from time to time.

Default in payment if any out tender may be terminated.

We are aware that it is discretionary of the DSLR and GEL for accepting or rejecting the tender. We accept all the instructions, Terms and Conditions in the tender.

Dated _____

Signature _____

Name of the company with seal / individual