



REQUEST FOR PROPOSAL

- RFP No. :** ASDMA/30/2013/30
- RFP on :** Design & Development of a Utility Geoportal for Assam State Disaster Management Authority
- ISSUED BY :** Assam State Disaster Management Authority
- ISSUE DATE :** 18th September, 2014
- Last Date of Submission :** 10th October, 2014
- Contact Person:** Chief Executive Officer,
Assam State Disaster Management Authority ,
Ancilliary Block,
Assam State Secretariat,
Dispur, Guwahati

Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposal from IT/Software Development firms to design and develop a utility geoportal to make the GIS datasets of the authority web enabled.

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1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

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

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



2. EXECUTIVE SUMMARY

Background

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

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

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

Web-based GIS applications are a means to distribute geographic data to end users without GIS software. Because of these web-based products end users can view the GIS data using their web browser.

Realizing the importance of GIS technology for decision making, Assam State Disaster Management Authority intends to make its GIS datasets web enabled so that planners and decision makers can take appropriate measures during pre and post disasters.

Scope of the Work

The task ahead is to design and develop a Geoportal to make the utility datasets of Assam State Disaster Management Authority (ASDMA) web enabled. ASDMA has around 36 layers of geospatial information utilities and infrastructures for entire Assam. These layers needs to be showcased in a single window system for effective dissemination of the geospatial layers to various groups of users for decision making.

Initially the following layers of information needs to be web enabled

1. State Boundary

2. District Boundary
3. Revenue Circle & Village Boundaries
4. Railway Track
5. River network
6. Road Networks
7. Hospitals
8. Police Stations
9. Fire Service Stations
10. Police Stations & Outpost
11. Important Government Buildings: DC Office, SP Office, SDO (Civil) Office, SDPO Office, Circle Office
12. Govt. of Private Engineering Colleges
13. Schools & Colleges which can be used as shelter places during disasters
14. Community Halls
15. Raised Platforms
16. Veterinary Hospitals, Dispensaries & Sub Centre
17. Ferry Ghats
18. ASTC Bus Stations
19. Water Supply Sources
20. Petrol & Diesel Stations
21. Cinema Halls/Multiplexes
22. Shopping Malls
23. Stadium
24. Important Places of Worship
25. Major Industries
26. Power Plants
27. Oil Refineries
28. LPG Godowns of refineries
29. PWD Bridges in National & State Highway
30. Flyovers located in National & State Highway
31. Railway Stations
32. Ground Locations for Helipads

- 33. Raingauge Stations
- 34. Mobile Tower locations
- 35. Gauging Stations of CWC
- 36. Power Stations

3. Technical Requirements

The following technical requirements must be considered.

1	System Requirement Study
2	ASDMA Utility Geoportal software development
2a	Design and Architecture of the system.
	* The system must support desktop computers for official use by ASDMA
	* The system must support mobile devices for field inspection and data collection.
	* Industry standard technologies must be used, which will ensure a robust software system.
	* The design and architecture of the system must be flexible enough to allow additional functionality development in the future.
	* The system must be lightweight so that devices with limited computing resources, such as tablet computers can operate without any difficulty.
	* The system must take into consideration slow data speeds, so that field utility data retrieval and collection can be carried out in places where only 2G/GPRS signals are available.
	* The system must consider a simple and user friendly design that is unambiguous to non tech savvy users.
	* The system should be compatible with all browsers available in the market
2b	Design and development of database back-end.
	* Design the architecture of database management system for the application.
	* Analyze existing datasets.
	* Import existing datasets into the application database.
2c	Design and development of interfaces.
	* The system must provide various interfaces to interact with the backend database entities.
	* Interfaces to create, view, update, delete various utilities such as police stations, ferry ghats, hospitals etc.
	* Incorporate validation logic for form submission.
	* Static interfaces such as contact, about, login, logout, and graceful error pages etc.
2d	System Authentication, Roles and Admin Interfaces
	* The system must provide a robust and secure authentication mechanism (verifying the claimed identify of a user) in order to restrict user access.
	* The system must provide ability to create and manage user accounts for recognizing a valid user's identity.

	* Authorization (access levels assigned to a user) will be handled based on user roles, which will restrict user access to various sections/functionalities.
	* The role and permission model must be thoughtfully designed and flexible enough to accommodate future modification of authorization levels.
	* The system must provide various roles according to the business requirements of ASDMA operations.
	* The system must provide an admin interface to access system-wide administrative capabilities. All Admin Interface functions (such as manage user accounts and system messages) will require Admin authorization.
	The administrator should be able to monitor the performance and health of the application.
3	GIS Functionalities
	Standard GIS functionalities (such as zoom in, zoom out, pan etc.)
	Editing utility location data on a map interface should be there.
	Attribute Information Display on Map
	GIS tools such as identify, distance, buffering, route calculation etc.
	Custom map marker icons should be there for each utility.
	Hyperlinks to documents from utility data.
	Selection of layers on map abilities should be there.
4	Search Capabilities:
	* The system must provide a Search Interface to allow authorized users to retrieve data based on certain predefined search criteria/query based.
	* Search will result in a sortable list of results.
	* Search results will be presented with pagination controls.
	* Authorized users will be able to view individual data from the search results list.
	* Search fields can be combined in the following ways:
	-- Multiple attributes should be combined through logical OR relations (e.g., all utility of status geocoded or not geocoded).
	-- Separate Monitoring Report fields are combined through logical AND relations (e.g., utility data for police station and hospital for Barpeta district).
	* Search results can be downloaded as CSV files.
	Maps Generation abilities:
5	* The system must provide abilities to generate PDF/JPEG files for utilities Maps.
	* The system must provide abilities to create custom reports based on search criteria (CSV and PDF).
	History Tracking:
6	* The system must capture user and time information for any modification to the database.
	* The history records will be system generated i.e. without the knowledge of the logged in user and will be used in order to maintain system integrity.
7	Architectural Requirements
	The application must support base maps based on google maps.
	The application should run on Windows system with support of Windows Server 2008 R2 Standard / Enterprise edition and Windows Server 2012 Standard / Enterprise edition.

	The application should have a 64-bit OS support.
	The application should be cloud compatible.
	The system should support different industry-popular databases like MySQL, Oracle, PostGRES, and Microsoft® SQL Server.
	For better performance and efficient map display, the system should have caching mechanism on client-side as well as on server-side for features which are not frequently updated.
	The application should be able to support industry-standard database size, unlimited number of files or tables, and unlimited number of users.
	The application should allow users to choose the output format in PDF/JPEG etc.
	The system should support different open interfaces and web-services such as OGC WMS, KML, etc.
	The application should allow the web-services to be extended such that it can be requested and consumed by different levels of users, different types of users, different departments and by different applications with ease.
8	System Help and Documentation

4. TERMS OF REFERENCE

- i. The successful Agency will have to complete the work within **four months** from the date of issue of the work order.
- ii. The Agency will have to provide free warranty and maintenance services at the location for a period of three years.
- iii. The Agency should also detail the number of technical persons that will be deployed for the above work.
- iv. It is the responsibility of the Tenderer that all factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Purchaser on account of failure of the Tenderer to apprise themselves of local laws / conditions.

5. ELIGIBILITY CRITERIA

- i) The Agency must be a reputed company in the field of Web based Technologies with adequate experience in designing, developing and implementing projects in the field of GIS/web-based projects, development and deployment of web portals in India and or overseas.
- ii) The Agency should either be a Society/Company registered under Societies

Act/Companies Act/Proprietary firm/partnership firm.

- iii) The Agency should have experience in carrying out minimum 3 web based application software.
- iv) The Agency must have an office in Guwahati to provide technical support/service during and after the accomplishment of the project
- v) The Agency should not have been barred by any PSU/Govt. Dept. in doing projects with them.
- vi) The Agency must have a minimum of 3-5 IT skilled manpower

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

6. RFP PROCESS

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

ix) Respondents to this RFP or their agents may not make any contact with any party employed or directly associated with the Authority as relates to this RFP. Any clarifications and all information will be via e-mail only to asdmaghy@gmail.com

7. INSTRUCTIONS TO APPLICANT

A. General Requirements

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

B. Timetable

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

<i>Activity</i>	<i>Date</i>
Issue of RFP Document	18 th September,2014
Deadline for Proposal submission	10 th October,2014
Opening of Eligibility Criteria	Will be notified later
Opening of Technical Bid	Will be notified later
Opening of Financial Bid	Will be notified later

C. Submission of RFP

- i) Potential Applicant must complete and sign the Undertaking at **Annexure- A**.
- ii) Only one original form of proposal signed by the authorised signatory in ink is required by the Authority. No typed or pencil signatures will be accepted.
- iii) Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word. The printed copy of the

documents will be taken to be correct if there is any inconsistency between the versions.

- iv) The proposal submitted must be without any overwriting, corrections, double typing, etc.
- v) Applicant will submit their proposal in three parts. The first part will contain the documents relating to Eligibility Criteria and the second part will contain the documents relating to Technical Proposal. The third part will contain the Financial Proposal.
- vi) The documents containing Eligibility Criteria, Technical Proposal and Financial Proposal should be submitted in three separate sealed envelope marked **“Eligibility Criteria”, “Technical Proposal”** and **“Financial Proposal”**.
- vii) The three sealed envelopes should then be submitted in one sealed envelope super scribed with the wordings **“Do not open”** and this envelope should be clearly marked **“Request for Proposal for Designing & Development of a Utility Geoportal for Assam State Disaster Management Authority”**.
- viii) The cover thus prepared should also indicate clearly the name, address and telephone number of the Tenderer to enable the Bid to be returned unopened in case it is declared "Late".
- ix) The Eligibility Criteria, Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- x) The sealed envelop containing the proposal must be received in the office of the Chief Executive Officer on or before **10th October, 2014** on any working day up to **4.00PM**. Envelopes /documents received after the stated time and date will be rejected.

D) Preparation of RFP Document

1) Eligibility Criteria

The proposal for Eligibility Criteria should contain

- i) Registration Certificate of being a Society/Firm/Company
- ii) Details of the 3 web based application software developed by the Agency
- iii) Self declaration certificate that the Agency have not been barred by any PSU/Govt. Dept. in doing projects with them.
- iv) Detail address of the local office of Guwahati

v) Documentary evidence of the skilled manpower strength

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

2) Technical Bid

The technical bid should contain

- i. Work Plan, time line and methodology to be adopted
- ii. Experience in designing and development works of GIS/Web based application softwares
- iii. Hard copy of the Prototype demonstration of a web based application software developed by the Agency. If required, ASDMA may ask for a presentation
- iv. Details of the GIS/web portals designed /developed by the Agency has to be submitted

All above documents are to be typed in bidder's letterhead

3) Financial Bid

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

The Financial Bid Summary Form is given at Annexure C

E) Period of Validity

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

8. EVALUATION OF PROPOSAL

Tenders will be evaluated based on the following phases:

Phase I: Evaluation of Eligibility Criteria

Phase II: Evaluation of Technical Bid

Phase II: Evaluation of Financial Bid

Phase I: Evaluation of Eligibility Criteria

In this part the Agency will be evaluated for the fulfillment of the conditions specified in the Eligibility Criteria under Clause 7 D1 (Preparation of RFP document).

Phase II: Evaluation of Technical Bid

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

The technical bid will be analyzed and evaluated based on their presentation on

- i) Work Plan, time line and methodology to be adopted
- ii) Experience in designing and development works of GIS/Web based application softwares
- iii) Prototype demonstration of a GIS/web based application software developed by the Agency

SI No.	Bid Element	Total Marks (100)	Minimum Qualification Marks
1	Work Plan, Time Line and Methodology to be adopted	60	30
2	Experience in designing and development works of GIS/Web based application softwares	20	10
3	Prototype demonstration of a GIS/web based application software	20	10

iv) Analysis of technical bid

- i) In this part, the technical bid will be analyzed and evaluated and the technical bid marks (Stm) shall be assigned to each bid on the basis of following above evaluation matrix.
- ii) Each criteria of the bid element will have Minimum Qualification Score and only those Technical Bids receiving marks greater than or equal to cut-off marks in each bid element will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Tenderer(s) at this stage. The Authority shall determine the Tenderer that qualify for the next phase after reviewing the clarifications provided by the Tenderer(s).
- iii) Technical Bid Score: The Technical Bid Score 'St' of the Tenderer shall be derived as under

$$St = (Stm/SH), \text{ where}$$

S_t is the Technical Bid Score

S_{tm} = Total technical bid marks of the bid under consideration

S_H = Highest total technical bid marks amongst all evaluated bids

- 4) The Authority reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Tenderer of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Tenderer.

Phase III: Evaluation of Financial Bids

In this phase, the Financial Bids of the Tenderer, who are technically qualified in Phase II, shall be opened. Formula to determine the scores for the Financial Bids shall be as follows

$$S_f = (F_L / F),$$

Where

S_f is the Financial Score

F_L is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration

Phase III: Combined Evaluation of Technical & Financial Bid

- i) The Total score of the Tenderer will be determined as under

$$\text{Total Score } (T_s) = (70 \times S_t) + (30 \times S_f)$$

- ii) The Bid of the Tenderer, who obtains the highest T_s value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (S_t) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.
- iii) The Authority will award the Contract to the successful Tenderer whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part

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

The Authority may at any time, by a written order given to the Tenderer, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Tenderer's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in

the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Tenderer for adjustment under this Clause must be asserted within thirty (30) days from the date of the Tenderer's receipt of the Authority's changed order.

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

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

11. Notification of Award:

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

12. Issuing the Work Order:

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

13. Performance Bank Guarantee (PBG):

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

14. Confidentiality of the Document:

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

15. Rejection Criteria:

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

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

16. General

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

- a) The Authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Authority reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.
- b) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
- c) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organisation/Institute and the Authority.



UNDERTAKING

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

I/We _____

Of (insert business address)

Hereby submit our proposal in response to the Request for Proposal (RFP) for providing services for the **Design & Development of a Utility Geoportal for ASDMA** and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the RFP requirements and the final work order to be issued by the Authority.

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

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

Authorized Signature

Name in full :

Agency Name

Title

Date



Financial Bid
Proposal for "Design & Development of a Utility Geoportal for Assam State Disaster Management Authority"

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

