

**Government of West Bengal
Department of Co-operation
Writers' Building, Kolkata- 700 001.**

Notice: Request for Proposal for development, implementation and training of a web-based software solution for the operational activities of the housing federation.

Introduction

The Department of Co-operation, Government of West Bengal is responsible for the overall management and administration of the Co-operative Housing Societies in the State. There are approximately 7000 Primary Housing Co-operative Societies in West Bengal. The State Co-operative Housing Federation Ltd. (HOUSEFED) with its affiliated primary societies is in the process of development of houses in rural areas as well as in urban areas. This is done through by own projects initiated by HOUSEFED as well as through projects initiated by the primary societies. In fact the co-operative housing societies have come forward to solve to a large extent the housing problems of different classes of people including Low Income Groups and Economically Weaker Section.

Given the scale of activities and complexities involved, Department of Co-operation invites Tender for development, implementation and training of a web-based software solution for the operational activities of the Housing Federations.

Important Dates

Last date and time for submission of Bids	12 April, 2010 at 12:00 hours
Opening of Technical Proposal	12 April, 2010 at 15:00 hours
Place of Opening of Technical Proposal	Office of the Principal Secretary, Department of Co-operation Government of West Bengal, 2 nd Floor Writers Building Kolkata 700 001.
Opening of Financial Proposal	12 April, 2010 at 16:00 hours
Earnest Money Deposit (EMD)	Rs.500.00
Address for Communication	Office of the Principal Secretary, Department of Co-operation Government of West Bengal, 2 nd Floor Writers Building Kolkata 700 001.

Eligibility Criteria

1. The agency should be a firm registered in India.
2. The firm should have an annual turnover of at least **INR 10 lakhs** for at least past two financial years (ending 31st March, 2009) accruing from software development, end-user training and software deployment.
3. The firm should be in profit for the past two financial years (ending 31st March, 2009).
4. The firm should have local presence in West Bengal and this should be in an existing office set up prior to 31st March 2009.
5. The firm should have prior experience in software development, implementation and training and should be in operation for more than 2 years.
6. The firm should have prior experience in developing web based applications on Open Source platform

Scope of work

The scope of work of the project entails the following

1. Design, development, testing of a web-based application on an Open Source platform for the Co-operative Housing Federation under Department of Co-operation, Government of West Bengal.
2. Providing end-user training to the users of the application in the Co-operative Housing Federation in West Bengal.
3. Deployment of the application at designated sites as identified by the Department of Co-operation, Government of West Bengal.
4. Providing maintenance support to the application developed for a period of six months.

The key functionalities that need to be developed within the web-based application is provided here as follows.

- Rules & Regulations regarding registration of Housing Co-operative societies and other application forms.
- A model application form format to help the applicant fill up the forms correctly
- Activity Flow Chart [Pre-Registration, During Registration & Post Registration Activities]
- Amendment of existing Bye Laws of the Co-operative Housing Societies
- Notice For Annual General Meeting & Special AGM
- Information Database on Society
 - Type of Developer [Pure Type/Joint Venture]
 - Application of Registration
 - Addition and/or alteration of Membership
 - Society Address before Registration or Change of Address after Registration
 - Statutory provision regarding AGM [First within 3 months, Next AGM within 12 months, If no AGM within 12 months Power transferred to DRCS and after 15 months power transferred to the Principal Secretary of Co-operation]
 - Date of AGM
 - Copy of Minutes & Resolution
 - Date of Election of Board of Directors
 - Names of BOD and their portfolio [Duration for 3 years may extended for another 3 years if re-elected]
 - Change of Project of the Society (if any)
 - Application for the permission of change of project
 - Death of Member
 - Amalgamation of Society or Bifurcation of Society
- Information for Each Member
 - Bio-Data
 - Photograph
 - Credentials
 - Nominee Details
 - Transfer of Share/Change of Membership (if any)
 - Change of Religion (if any)
- Dispute Cases
 - Appointment of Arbitrator/Board of Arbitrators

- RTI [Payment of Fees through Bank draft/IPO/Bankers Cheque]
- Court Cases
- Defaults
- Cross verification
 - Signature
 - Photograph
- Generation of Mailing list
- Monitoring of Schedule Activities of Societies [AGM, Audit Etc.]
- Checking & Verification
 - Duplicate Society Name
 - Comparing Allotment Letter with List of Allotted Societies and Duplication of Members
 - Verification of Allotment Letter issued by any authority
 - Members Share related information
 - Verification of Member's signature
- Issue of Certificate
- Complaint & Suggestion Section with Action status
- FAQ Section

Instruction to Bidders

- Bidders are advised to study this RFP document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the RFP with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligations under the Bid.
- 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 Department of Co-operation, Government of West Bengal to facilitate the evaluation process, and in negotiating a definitive Service Agreement or all such activities related to the bid process. This RFP does not commit the Government of West Bengal to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.
- Bidder is expected to examine all instructions, forms, terms, specifications, and other information in the RFP document. Failure to furnish all information required by the RFP document or to submit a Bid not substantially responsive to the RFP document in every respect will be at Bidder's risk and may result in the rejection of its Bid.
- The bid shall remain valid for 180 days from the date of Technical Bid Opening being specified. Bidder should ensure that in all circumstances, its Bid fulfills the validity condition. Any bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, Department of Co-operation, Government of West Bengal may solicit bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing or by Fax. Bid Security shall also be suitably extended. A bidder granting the request is neither required nor permitted to modify the bid.
- Prior to expiration of the period of Bid validity, Department of Co-operation, Government of West Bengal will notify the successful bidder in writing that its Bid has been accepted.

- Within 7 days of receipt of such intimation, the successful bidder shall give its acceptance to the Department of Co-operation, Government of West Bengal
- Upon the successful bidder's furnishing of Performance Security and acceptance by successful Bidder, Department of Co-operation, Government of West Bengal will promptly notify all unsuccessful bidders and will discharge their Bid security
- Effort will be made by the Department of Co-operation, Government of West Bengal to sign an agreement with the successful bidder within 15 days.

Bid Submission

Bidder shall submit their bids in THREE PARTS, each in a separate sealed envelope super-scribed with the RFP document number, due date, time, Project name (Project-) and nature of bid (Earnest Money Deposit, Technical bid or Financial Bid)

- PART-I: The Earnest Money Deposit. Envelope needs to be super scribed as "Earnest Money Deposit". EMD should be drawn in favor of "Principal Secretary, Department of Co-operation, Government of West Bengal" and payable in Kolkata.
- PART-II: 1 Copy of TECHNICAL BID along with TECHNICAL BID LETTER complete with all technical details. Envelope needs to be super scribed as "Technical Bid". The technical bid should fulfill all the information requirements as per Annexure A.
- PART-III: 1 Copy of COMMERCIAL BID with full price details along with COMMERCIAL BID LETTER. Envelope needs to be super scribed as "Commercial Bid". The Commercial bid should be submitted as per format mentioned in Annexure A.

The envelopes containing Part-I, Part-II and Part-III of offer shall be enclosed in a larger envelope duly sealed and marked as Response to Request for Proposal (RFP) with title and reference number, and a statement "To be opened by addressee only" and the name and address of the Bidder.

All the 3 envelopes shall be put in an OUTER COVER sealed and addressed to the Department of Co-operation, Government of West Bengal at the following address: "Principal Secretary, Department of Co-operation, Government of West Bengal, Writer's Building, Kolkata-700001"

Evaluation Criteria

Criteria	Points
Experience in development of web-based application software in open source platform	20
Experience of software development with the Government Sector	30
Prior experience in the Co-operative sector	20
Approach and Methodology proposed for the work	30
Total	100

Bid Evaluation

1. Department of Co-operation, Government of West Bengal will open bids at the place and time mentioned at important-dates sheet.
2. Technical Bid will be considered for those bidders whose bids shall meet all the eligibility criteria mentioned in the technical bid.
3. The department may decide to award the contract to the bidder scoring the highest marks as per evaluation criteria i.e bidder with the best technical bid.

Annexure – A

A) Technical Bid Format

Firm Name	
Name and Designation of the Authorized official responding to this request	
Contact Address and Telephone Nos.	
Brief description of the company and its activities	
Website URL	
Annual Turnover of the firm for the last 2 financial years (till year ending 31 st March 2009) (please provide necessary supporting documents)	
Local Office Address in West Bengal	
Prior Experience in developing web-based solutions on open-source platform (please provide citations with supporting documents)	
Prior experience of executing software development projects with the Government Sector (please provide citations with supporting documents)	
Prior experience through projects with the Co-operative sector (please provide citations with supporting documents)	
Proposed Approach and Methodology - Proposed solution Architecture (Clearly mention the Database, Application server and user interface technologies) - Proposed Project Management, Development and Implementation methodology - Time estimation in Man days for achieving following milestones a) Study and Preparation of SRS, b) Development and Testing , c)Final release and installation	
Any other details related to the project (Please mention)	

B) Commercial Bid Format

Particulars	Amount in Indian Rs.
1. Cost of Software Development (Including detailed study, preparation of SRS and user manual)	
2. Cost of implementation at additional site	
3. Cost of Training	
4. Maintenance Cost (Per location within Kolkata)	
5. Any additional Cost (Please mention)	

All prices mentioned above are inclusive of all taxes and duties.

Technical Bid letter

To,

Department of Co-operation, Government of West Bengal
Reference: RFP No.Dated.....

Sir,

We hereby declare

- A. We hereby offer to provide the services at the prices and rates mentioned in the Commercial Bid as per Annexure A
- B. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

Certified that the Tenderer is a Company and the person signing the tender is the duly constituted attorney. Bid Security (Earnest Money) for an amount equal to Rs 500 (Rs. Five hundred only) is enclosed in the cover .

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this Day of 2010 (Signature) (In the capacity of)
Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Firm)
Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

Commercial Bid Letter

To,

Department of Co-operation, Government of West Bengal
Reference: RFP No.Dated.....

Sir,

We hereby declare

1. We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid at Annexure A
2. We do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Technical Bids and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

Certified that the tenderer is a Company and the person signing the tender is the duly constituted attorney. Bid Security (Earnest Money) for an amount equal to Rs.500 (Five hundred) is enclosed in the cover containing the letter for eligibility requirements.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this Day of 2010 (Signature) (In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Company) Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address: