

**Intelligent Communication Systems India Ltd. (ICSIL)  
Information Technology Division**



**E Tender Document  
Request for Proposal**

**For**

**“Hiring of agency for Implementation of System for  
Delimitation of Municipal Wards For The Three  
Corporations Of Delhi - Bifurcation OF Assembly Electoral  
Rolls”**

**RFP Reference Number: ICSIL/03/SEC/Computerization/2015-16**

**Date: 08-12-2015**

**Closing Date & Time of Bid Submission 15-12-2015, 15:00 hours**

For more details, please contact:

Manager (IT)

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**1. Request for Proposal**

ICSIL invites Proposal for hiring of agency for Implementation of System for Delimitation of Municipal Wards for the Three Corporations of Delhi - Bifurcation OF Assembly Electoral Rolls. Agencies are requested to submit their techno commercial offer on Delhi Government E Procurement Portal **latest by Tuesday 15<sup>th</sup> December 2015**, 03:00 p.m. The offline bids will not be accepted. The format of Commercial bid is enclosed at Annexure I of the RFP document. Agencies are hereby informed that request for date extension will not be entertained.

**2. RFP Notifications**

Scope of the Project	Hiring of agency for Implementation of System for Delimitation of Municipal Wards for the Three Corporations of Delhi - Bifurcation OF Assembly Electoral Rolls.
RFP Ref. No. & Date	ICSIL/03/SEC/Computerization/2015-16 Dated 08-12-2015.
Availability of Proposal document	On Delhi Government E Procurement Portal.
Date of issue of Proposal document	08-12-2015
Email id for clarifications on RFP	<a href="mailto:software@icsil.in">software@icsil.in</a>
Last Date & Time for submission of Proposal	15-12-2015, 15:00 hours.

**3. Mandatory Bidder Qualification**

<b>S.NO</b>	<b>Qualification</b>	<b>Required Documents</b>
1.	The bidder must be a registered company in India under the Companies Act. The bidder should be operating in India minimum for the last five years as of 30th June, 2015.	Copy of Certificate of Incorporation.
2.	The bidder should have a valid PAN and Service Tax Registration. Copy of PAN card and Service Tax Registration certificate are required to be submitted.	PAN card and Service Tax Registration certificate Copies.
3.	Bidder should have Registered office in Delhi and should be in software development and data processing business for the last 10 years.	Document of proof
4.	The bidder should not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceedings for any of the foregoing.	Self-attested declaration.
5.	Bidder should have capability & proven experience of having successfully completed at least two similar works during last 3 years ending 31st March, 2015. The value of such work should not be less than Rs. 10 Lakh or One similar work completed within the stipulated time and costing not less than Rs. 20 Lakh.	Copy of the PO/WO/Agreement
6.	Bidder should provide necessary documents such as copy of Work order/ P.O. along with the completion certificate issued by the client in support of their claim of experiences and Contact Detail:- 1. Telephone number of the concerned. 2. Address of the concerned.	Completion certificate issued by the client
7.	The Bidder should not have been blacklisted by Central /State Government Departments/ Public Sector Undertakings or other institutions. "No-conviction Certificate" attached as Section A of the document duly signed is to be submitted	Self-attested declaration.
8.	Average Annual turnover of the company of the last 3 (three) financial years ending 31st March 2015 should not be less than Rs. 30 Lakh. Bidder should submit the Annual Report	Copy of Auditor's statement.

	containing duly audited Balance Sheet and Profit & Loss Account for the last three years. Company should not be in loss during last three consecutive years	
9	Bidder should be minimum ISO 9001:2008 certified company.	Attach proof

#### **Bid Security i.e. Earnest Money Deposit (EMD)**

The bid security (EMD) of Rs 60000.00 (Rs. Sixty Thousand Only) shall be in Indian rupees (INR). No interest shall be payable on bid Security under any circumstance. The bid security shall be in one of the following forms:-

- A Bank Guarantee as per enclosed format ( at Annexure-2) issued by a schedule bank in favor “Intelligent Communication Systems India Ltd. “ at Delhi
- Demand Draft or Pay Order from a Scheduled Bank in favor of “Intelligent Communication Systems India Ltd.”, payable at New Delhi, valid for 3 months.

The bid not secured in accordance with the above shall be rejected by the Purchaser as non-responsive.

Unsuccessful Bidder's bid security shall be discharged or returned within sixty days after the expiration of the period of bid validity prescribed by ICSIL on award of work to successful bidder.

The successful Bidder's bid security shall be discharged upon Bidder signing the Agreement.

The bid security will be forfeited at the discretion of ICSIL on account of one or more of the following reasons:

- The Bidder withdraws their Proposal during the period of Proposal validity.
- Bidder does not respond to requests for clarification of their Proposal.
- Bidder fails to co-operate in the Proposal evaluation process, and
- In case of a successful Bidder, the said Bidder fails to furnish Performance Guarantee; or to sign the Agreement in time.

#### **4. Power of Attorney:**

Power of attorney duly notarized in the name of authorized signatory on stamp paper of Rs.100/- to be submitted by the prospective Bidder as per the Annexure-3 of this tender

document. Note : The original bid security (EMD) and the original Power of attorney to be submitted by the bidder to Mrs. Ruchika Gupta, (BA) at ICSIL hq'rs New Delhi.

## **5. Scope of Work**

Location of Service: Delhi/ New Delhi.

1. To match each Enumerated Blocks (EB) Areas with areas in parts of Electoral Rolls. The EB data (excel format) and Electoral Rolls data (PDF format) will be provided. The matching is to be done in such a way that no EB left without any Electoral Roll part. Also ensure that no EB matches in more than one part of Electoral Roll. There may be cases that some EB's left without any part number or some part number left without any EB's. Such cases will be solved manually i.e. search has to be done manually. There are around 33,000 EB's and 13,000 Electoral Roll Parts. Prepare a statement showing each EB matching with corresponding part of Electoral Roll of each assembly constituency.
2. As the Delimitation order will contain number of EB's covered in a ward, the matching of each part of electoral rolls with the newly delimited wards would be done. It would be ensured that each part of electoral roll has rightly been attached with the relevant ward. The ward population will have to be matched with the voter list. The statement of all parts of electoral rolls shall be prepared showing part of electoral roll and EBs covered in that part. This statement shall be prepared as per newly delimited wards at Draft publications of Delimitation order and then at Final Publication of Delimitation Order to ensure that all voters have been attached to the right ward and right polling station.
3. To attach maps to Ward/Sub ward/EB's for record keeping in electronic database.
4. To generate report of EBs transferred from census ward as per 2011 census to the new wards as per delimitation order.
5. The list of polling stations for all the newly delimited wards shall have to be prepared in 2016 in the prescribed format and to be published in draft early in 2017. After disposal of suggestions/objections, these lists have to be updated for election 2017 as a result of annual revision of Electoral Rolls. For population more than 1500 in a polling station , auxiliary PS have to be created and denominated as A,B,C,D etc. apart from polling station numbers, in the same building as auxiliary polling station.

6. As the revision of electoral rolls takes place every year in Jan-Feb, the exercise of matching parts of electoral roll with EB's as per final Delimitation Order shall have to be done again in 2017 to cover new areas/localities as have come up subsequent to the revision of rolls.
7. The agency will create and maintain a separate link and upload any information on the website of this Commission to display for the information of general public and all concerned as directed by the State Election Commissioner, NCT of Delhi, from time to time, all the data including ward maps as decided by the Commissioner.

### **Terms & Conditions**

- This whole job has to be completed in five months starting Dec-2015.
- No additional amount will be paid on account of extension in project duration.
- The firm shall have to deploy staff and all necessary hardware at the client locations for the period of at least 7 months for Phase-I and again in Jan-Feb-2017 for the period of at least 2 months for Phase II.
- Hardware: The vendor should bring their own dedicated server, 10-15 clients, 4-5 laser printers and UPS for the project.
- Consumables: The cost of consumables should be included in the above. The client may ask for multiple prints(B/W, Colour), CD's and back up in Pen Drives
- Since the data is massive and matching of EBs with Part Numbers is mammoth task, it may require increasing staff and necessary hardware as and when required. The client may also ask the firm to work in two shifts to complete the job.
- Maintain strict secrecy in execution of above jobs at all times and no paper should be passed on to any person or a political party. The selected vendor have to sign secrecy statement. Any leakage of data will be penalized and will be decided by the client.
- The firm shall have proven experience for the above said job. The eligible bidder has to demonstrate requisite software for the above said jobs within 4 working days of receiving purchase order and the purchase order will be released after satisfaction of ICSIL/Client (Election Commission).
- After completion the firm will handover software along with data to the client.

The following skills will be necessary for the personnel to be deputed for the project:

(Table A)

S no	Manpower/IT professionals	Number (approx)
1	Computer Operators	15
2	Assistant Programmers	5
3	Programmers	2
4	Project Manager	1

N.B.:- Manpower will be provided by the bidder, if not suitable manpower then ICSIL may provide the manpower.

## 6. General Instructions

- a. Offer Validity Period: The tender offer validity shall be 90 days from the date of submission of the tender. Any offer falling short of the validity period is liable for rejection. ICSIL may ask for extension of the bid validity, if found necessary.
- b. ICSIL shall not pay any costs associated with the preparation, site surveys, submission, or presentation of any proposal.
- c. If ICSIL determines that a Bidder has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Bidder knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.
- d. ICSIL reserves the unilateral right to amend this document in writing at any time. ICSIL also reserves the right to cancel or reissue the document at its sole discretion. If an amendment/corrigendum is issued it shall be provided on website and online portal Bidders shall respond to the final document and any exhibits, attachments, and amendments.
- e. ICSIL reserves the right, at its sole discretion, to reject any and all proposals or to cancel this tender in its entirety.
- f. ICSIL reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of ICSIL. Where ICSIL waives variances in proposals, such waiver does not modify tender requirements or excuse Bidder from full compliance with tender. Notwithstanding any variance, ICSIL may hold any Bidder to strict compliance with the tender.
- g. All proposals and other materials submitted in response to this tender become the property of ICSIL. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process.
- h. The comments/amendments/corrigendum to any of the terms and conditions of this Tender Documents issued & circulated to all the bidders as per the conditions set forth in this document should be construed as ICSIL's final policy & shall supersede all the previous written/verbal communications including this Tender Document in that regard,

other conditions remaining the same & unchanged.

- i. The Proposal shall clearly set forth the respective responsibilities and functions that bidder would perform if awarded a contract pursuant to this tender.
- j. ICSIL reserves the right to accept or reject any or all the proposal/tenders without assigning any reason.
- k. In case of non-performance by selected bidder/company, the PBG/security deposit will be en-cashed/appropriated (as applicable) by ICSIL.

## **7. Confidentiality**

All materials and information provided by the ICSIL or its client during the project are the confidential proprietary information of the ICSIL client and shall be treated as confidential by the Bidder at the time of execution of the work. All information collected during the course of the project is the property of the ICSIL client and shall not be used for any other purpose; bidder hereby agrees to be bound by this confidentiality provision.

It should be noted that the Successful Bidder will be exposed to information which may be sensitive to the ICSIL client and those organizations which it regulates. As such, the successful Bidder will be required to ensure strict confidentiality of all information it has access to during the course of the project.

## **8. Intellectual Property**

All data collected and formulae/ models created for the purposes of this project work shall be the property of the ICSIL client. All data shall be submitted to the ICSIL client in a format that is readily accessible and usable by ICSIL/end client at the time of handover the project.

## **9. Liquidated Damages**

If the selected bidder fails to achieve completion of the works within the time prescribed, then the sum equivalent to 1% of contract price as liquidated damages for such default, for every week or part of the week for a period up to 6 (Six) weeks of delay with the maximum of 6% (six percent) will be deducted from selected bidders. ICSIL may, without prejudice to any other method of recovery, deduct the amount of such damages from any moneys in its hand, due or which may become due to the selected bidder. The payment or deduction of such damages shall not relieve the selected bidder from his obligation to complete the works, or from any other of his obligations and liabilities under the contract. In case the selected bidder fails to perform against the work order, the work shall be got done from any other Bidder at the risk and cost of the selected bidder and excess money will be recovered from any dues of the selected bidder.

Since its a critical activity, if the selected bidder is not able to execute the work in the stipulated time in addition of levying LD, ICSIL will have right to get the work done at the risk and cost of the selected bidder..



## **10. Termination for Default**

ICSIL may without prejudice to any other remedy for breach of contract by written notice of default sent to selected bidder, terminate the contract in whole or part:

- a. If the selected bidder fails to perform obligation(s) under the contract.
- b. If the selected bidder, in the judgment of the ICSIL, has engaged in fraud and corruption, in competing for or in executing the contract.

In the event ICSIL terminates the contract in whole or in part, pursuant to clause ICSIL may procure upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the selected Bidder shall be liable to ICSIL for any excess costs for such similar work or services. However, the selected Bidder shall continue the performance of the contract to the extent not terminated.

## **11. Arbitration**

In the event of any dispute arising between ICSIL and the selected bidder in any matter covered by this contract or arising directly or indirectly there from or connected or concerned with the said contract in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to the Managing Director, ICSIL who may himself act as sole arbitrator or may name as sole arbitrator an officer of ICSIL notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Conciliation Act, 1996 shall apply to such arbitration. The selected bidder expressly agrees that the arbitration proceedings shall be held at New Delhi jurisdiction.

## **12. Proposal Evaluation Methodology**

ICSIL will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this tender submitted by the submission due date and time specified in this document. The categories that shall be considered in the evaluation of proposals include Qualifications and Experience, Financial Strength, Market Share, Proposed Solution, Technical Approach, Subject Knowledge and Commercials.

Only those proposals will be evaluated which meet the mandatory bidder qualification requirements detailed in this Tender Document.

## **13. Payment Terms:**

Payment terms with bidder shall be on non-exclusive basis on back to back terms and conditions from end Client.

**Performance Bank Guarantee:** A Performance Bank Guarantee of 10% of the total bid

value shall be provided by the bidder within 1 month from the date of issue of work order. The PBG shall be valid for a period of 1 year with claim period of two months, renewable to another one year at the requirement of ICSIL.

### **ANNEXURE -1 - FORMAT FOR COMMERCIAL PROPOSAL**

#### **DELIMITATION OF MUNICIPAL WARDS FOR THE THREE CORPORATIONS OF DELHI - BIFURCATION OF ASSEMBLY ELECTORAL ROLLS**

##### **PHASE-I**

<b>SNo</b>	<b>DESCRIPTION</b>	<b>UNIT Price (a)</b>	<b>Approx Quantity (b)</b>	<b>PRICE (c= a*b)</b>	<b>TAXES (d)</b>	<b>TOTAL AMOUNT(t= c+d)</b>
<b>1.</b>	To match each Enumerated Blocks (EB) Areas with areas in parts of Electoral Rolls. The EB data (excel format) and Electoral Rolls data (PDF format) will be provided. The matching is to be done in such a way that no EB left without any Electoral Roll part. Also ensure that no EB matches in more than one part of Electoral Roll. There may be cases that	<b>Per E.B.</b>	<b>33,000</b>			

	<p>some EB's left without any part number or some part number left without any EB's. Such cases will be solved manually i.e. search has to be done manually. There are around 33,000 EB's and 13,000 Electoral Roll Parts. Prepare a statement showing each EB matching with corresponding part of Electoral Roll of each assembly constituency. <b>Time : 90 days</b></p>					
<p><b>2.</b></p>	<p>As the Delimitation order will contain number of EB's covered in a ward, the matching of each part of electoral rolls with the newly delimited wards would be done. It would be ensured that each part of electoral roll has rightly been</p>	<p><b>Per Ward</b></p>	<p><b>292</b></p>			

	<p>attached with the relevant ward. The ward population will have to be matched with the voter list. The statement of all parts of electoral rolls shall be prepared showing part of electoral roll and EBs covered in that part. This statement shall be prepared as per newly delimited wards at Draft publications of Delimitation order and then at Final Publication of Delimitation Order to ensure that all voters have been attached to the right ward and right polling station.</p> <p><b>Time : 30 days</b></p>					
<b>3.</b>	<p>To attach maps to Ward/Sub ward/EB's for record keeping in electronic database</p> <p><b>Time : 30 days</b></p>	<b>Per EB</b>	<b>33,000</b>			
<b>4.</b>	To generate report of	<b>Per Report</b>	<b>5</b>			

	EBs transferred from census ward as per 2011 census to the new wards as per delimitation order <b>Time : 5 days</b>					
<b>5.</b>	The list of polling stations for all the newly delimited wards shall have to be prepared in the prescribed format For population more than 1500 in a polling station , auxiliary PS have to be created and denominated as A,B,C,D etc. apart from polling station numbers, in the same building as auxiliary polling station. <b>Time : 30 days</b>	<b>Per Ward</b>	<b>272</b>			
<b>6</b>	The agency will create and maintain a separate link and upload any information on the website of this commission to display the	<b>Per Web Page</b>	<b>300</b>			

	information for General Public and all concerned as directed by the State Election Commission, NCT of Delhi, from time to time, all the data including ward maps as directed by the commission.					
7		<b>Gross Total (1+2+3+4+5+6)</b>				
8	<b>Total of Manpower Cost as per Table A at Page 6 of RFP.</b>					

**Note: - Quantity mentioned above is tentative and subject to change however payment will be made on actual basis.**

**PHASE-II**

Sno	DESCRIPTION	UNIT PRICE(a)	Approx. Quantity (b)	PRICE(c=a*b)	TAXES(d)	TOTAL AMOUNT(t=c+d)
1.	As the revision of electoral rolls takes place every year in Jan-Feb, the exercise of matching parts of electoral roll with EB's as per final Delimitation Order shall have to be done again in 2017 to cover new areas/localities as have come up subsequent to	Per EB	33,000			

	the revision of rolls <b>Time : 30 days</b>					
2.	The list of polling stations for all the newly delimited wards shall have to be prepared in the prescribed format and to be published in draft. After disposal of suggestions/objections, these lists have to be updated for election 2017 as a result of annual revision of Electoral Rolls. For population more than 1500 in a polling station , auxiliary PS have to be created and denominated as A,B,C,D etc. apart from polling station numbers, in the same building as auxiliary polling station. <b>TIME : 15 days</b>	<b>Per WARD</b>	272			
	Gross Total (1+2)					

**Note: - Quantity mentioned above is tentative and subject to change however payment will be made on actual basis.**

**(Signature)**

**Date:**

**Place:**

**Name:**

**Designation:**

**Bidder Firm Name:**

**Address:**

**Email:**

**ANNEXURE- 2 FORMAT OF BID BOND**

**(EMD)**

Whereas ..... (hereinafter called “the Bidder”) has submitted its bid dated..... For the supply of ..... Vide Tender No. .... dated..... KNOW ALL MEN by these presents that WE ..... OF

..... Having our registered office at ..... (hereinafter called “the Bank”) are bound unto Intelligent Communication System India Ltd.,(hereinafter called “the Purchaser”) in the sum of Rs. .... for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
  - (a) **fails or refuses to execute the Contract, if required; or**
  - (b) **fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.**

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including THIRTY (30) days after the Period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank



Authority.

Name

Signed in capacity of Name & Signature of witness

Full address of Branch Address of witness

Tel No. of Branch

Fax No. of Branch

**ANNEXURE -3- FORMAT OF POWER OF ATTORNEY**

(On Stamp paper of relevant value)

Know all men by the present, we \_\_\_\_\_ (name of the Company and address of the registered office) do hereby appoint and authorize Mr

\_\_\_\_\_ (full name and residential address) who is presently employed with us holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal in response to the RFP by ICSIL, including signing and submission of all the documents and providing information/responses to ICSIL in all the matter in connection with our bid.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

For \_\_\_\_\_

(Signature)

(Name Designation and Address)

Accepted

(Signature)

(Name Designation)

Date:

Business Address