

# RFP for Selection of System Integrator for Implementation of Enterprise Resource Planning System for Surat Municipal Corporation



**Surat  
Municipal  
Corporation**



Invited by  
**Surat Smart City Development Limited**

115, Smart City Cell, Surat Municipal Corporation,  
Muglisara, Main Road, Surat – 395003, Gujarat

**RFP No.: SSCDL-ERP-RFP-01-2017**

**Last date (deadline) for Online Price Bid Submission: 01/06/2017**

**Last date (deadline) for Technical Bid Submission: 06/06/2017**

## DISCLAIMER

This RFP is being issued by the Surat Smart City Development Limited (hereunder called "Authority"/ "SSCDL") for inviting tenders to shortlist qualified system integrator with proven track record of ERP implementation and post implementation support.

It is hereby clarified that this RFP is not an agreement and is not an offer or invitation by Authority to any party hereunder. The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their proposal submission. This RFP document does not purport to contain all the information Bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for Authority to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of information in this RFP document and obtain independent advice from appropriate sources. Authority and their advisors make no representation or warranty and shall incur no liability Financial or otherwise under any law, statute, rules, or regulations or otherwise as to the accuracy, reliability, or completeness of the RFP document.

The parties to whom this invitation is extended are not mandated under any agreement, made here, to bid. Responding to this invitation will be their sole commercial decision. Such decision will entail risks, responsibilities and rewards as described in this RFP. It is deemed that a party /institution choosing to respond by way of a bid, in general, is accepting them.

Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

The Authority reserves the right not to proceed with the selection process at any stage or to change the process or procedure to be applied in a fair and transparent manner. It also reserves the right to decline to discuss the process further with any party submitting a proposal/Bid. No reimbursement of cost of any type shall be paid to persons, entities submitting a bid/proposal.

SSCDL shall not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and delivery of bids, including costs and expenses related to visits to the sites. SSCDL reserves the rights to cancel, terminate, change or modify this procurement process and/or requirements of bidding stated in the RFP, without assigning any reason or providing any notice and without accepting any liability for the same.

The Bidders would be selected based on the criteria mentioned in this RFP. Only the Price Proposal of Qualified Bidders as per RFP terms would be opened. The date of opening of Price Proposal will be communicated to qualified bidders later.

# NOTICE INVITING REQUEST FOR PROPOSAL

	<p align="center"><b>Surat Smart City Development Limited (SSCDL)</b>          115, Smart City Cell, Surat Municipal Corporation - Head Quarter,          Muglisara, Main Road, Surat - 395003, Gujarat.</p> <p align="center"><b>Notice Inviting RFP for Selection of System Integrator for          Implementation of Enterprise Resource Planning System for          Surat Municipal Corporation</b></p> <p align="center"><b>[RFP No.: SSCDL-ERP-RFP-01-2017]</b></p>	
<p>This RFP Document is being published by Surat Smart City Development Ltd (SSCDL) for Implementation and post implementation support of Enterprise Resource Planning which is an initiative for serving its citizens in more transparent and efficient manner with optimum utilization of its resources. SSCDL hereby invites Proposals for selection of the system integrator.</p>		
<b>Bid Fee (Non-refundable)</b>	<ul style="list-style-type: none"> <li>Rs.18000/- by Demand Draft or Banker's Cheque</li> </ul>	
<b>EMD</b>	<ul style="list-style-type: none"> <li>EMD of Rs. 50,00,000 (Rupees Fifty lakhs only) whereby 50% amount shall be in the form of Demand Draft / Banker's Cheque in favour of "Surat Smart City Development Limited", from Nationalized or Scheduled bank and 50 % amount shall be in the form of Bank guarantee of any nationalized / scheduled banks with validity of 180 days from the date of Bid opening.</li> </ul>	
<b>Online Bid Start Date</b>	<ul style="list-style-type: none"> <li>12.05.2017</li> </ul>	
<b>Last date to submit the Pre Bid Queries</b>	<ul style="list-style-type: none"> <li>By email to <a href="mailto:it@suratsmartcity.com">it@suratsmartcity.com</a> on or before 20.05.2017, 16:00 hrs</li> </ul>	
<b>Pre-bid Conference</b>	<ul style="list-style-type: none"> <li>On 24.05.2017 at 12:00 noon 2<sup>nd</sup> Floor, Room No. 88, Conference Hall, Muglisara, Surat</li> </ul>	
<b>Online Price Bid End Date</b>	<ul style="list-style-type: none"> <li>To be submitted online only on <a href="https://smc.nprocure.com">https://smc.nprocure.com</a> on or before 01.06.2017 up to 18:00 hrs.</li> </ul>	
<b>Technical Bid Submission (in Hard Copy) along with EMD &amp; Bid fee</b>	<ul style="list-style-type: none"> <li>In sealed envelope strictly by RPAD/Postal Speed Post on or before 06.06.2017 up to 18:00 hrs. to the Chief Accounts, Surat Municipal Corporation, Muglisara, Surat – 395003</li> </ul>	
<b>RFP Document Availability</b>	<ul style="list-style-type: none"> <li><a href="https://smc.nprocure.com">https://smc.nprocure.com</a> <a href="http://suratsmartcity.com/Tenders">http://suratsmartcity.com/Tenders</a></li> </ul>	
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p>		
<p align="right">GM (IT) Surat Smart City Development Ltd</p>		

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## DEFINITIONS

In this RFP, the following word (s), unless repugnant to the context or meaning thereof, shall have the meaning(s) assigned to them herein below:

1. **“SSCDL”** or **“Authority”** means the Surat Smart City Development Limited and shall include its authorized successors and assigns at all times.
2. **“SMC”** means Surat Municipal Corporation.
3. **“Bid/Proposal”** means the proposal submitted by the Bidder(s) in response to this RFP in accordance with the provisions hereof including Technical Proposal and Price Proposal along with all other documents forming part and in support thereof as specified in this RFP.
4. **“Bidder”** means System Integrator along with its consortium partner (if any) responding to the RFP.
5. **“Earnest Money Deposit (EMD)”** means Security furnished by the Bidder.
6. **“Bid Process”** means the process of selection of the Successful Bidder through competitive bidding and includes submission of Proposals, scrutiny and evaluation of such Bids as set forth in the RFP.
7. **“Consortium”** shall mean the group of legally constituted entities, who have come together to participate in captioned project and have agreed to terms and Conditions of Consortium Agreement as specified in this RFP for design, development, integration, implementation, operation, maintenance, and management of Implementation and post implementation support of Enterprise Resource Planning, subject to the terms of this RFP.
8. **“Completion Certificate/GO Live Certificate”** means the certificate issued by the Authority upon successful installation and demonstration of all functionalities as specified in RFP. The Authority shall issue Go Live Certificate separately for each release.
9. **“Deadline for Submission of Bids/ Proposal”** or **“Proposal Due Date/Bid Due Date”** shall mean the last date and time for receipt of Bids as set forth in ‘Invitation for Proposal’ of this RFP or such other date / time as may be decided by SSCDL in its sole discretion and notified by dissemination of requisite information.
10. **“Implementation and post implementation support of Enterprise Resource Planning”** or **“Project”** refers to the design, development, integration, implementation, operation, maintenance, and management of Implementation and post implementation support of Enterprise Resource Planning and peripheral systems as per the scope defined in the RFP.

11. **"Agreement"** means the legal agreement including, without limitation, any and all Appendix thereto, which will be entered into between SSCDL and the Successful Bidder for design, development, integration, implementation, operation, maintenance, and management of Implementation and post implementation support of Enterprise Resource Planning. The terms of this RFP, along with any subsequent amendments at any stage, shall become part of this Agreement.
12. **"Selected Bidder"** shall mean the Bidder who has emerged as preferred bidder in terms of this RFP and has been issued the Work Order/Letter of Acceptance (LoA) by SSCDL and awarded the work under this RFP.
13. **"Lead Member"** means the consortium member company nominated by all member companies in case of a Consortium participating in and submitting the Bid who shall be responsible for execution of the project and to furnish the Earnest Money Deposit and the Performance Guarantee/ Security Deposit in case of award of the Contract Agreement.
14. **"Letter of Acceptance"** or **"LOA"** means the letter issued by SSCDL to the Successful Bidder to undertake and execute the project in conformity with the terms and conditions (T&C) set forth in the RFP and any subsequent amendments thereof.
15. **"COTS"** means commercially available off-the-shelf software readily deployable with or without configuration, does not involve developing the application from scratch and having multiple implementation agencies.
16. **"Performance Guarantee"** or **"Security Deposit"** shall mean the Bank Guarantee furnished by a successful Bidder for punctual and due performance of its duties as per terms and conditions of this RFP.
17. **"RFP"** or **"Tender"** shall mean this RFP document which comprises of the following sections: Disclaimer, Scope of Work, Instructions to Bidders, Proposal Evaluation, Draft License Agreement, Service Level Agreement, Forms of Bid which include any applicable Appendix thereto.
18. **Technical Proposal Evaluation Criteria** shall have a meaning specified in clause 6.2 of this RFP.
19. **Key Personnel** means the members assigned to this project who will implement the project and form the core team. Certain experienced, professional members who are essential for successful accomplishment of the work to be performed under this contract. The resumes of these personnel will be submitted for evaluation of the proposal and such personnel shall not be removed from the contract work or replaced without compliance.

Any other term(s), not defined herein above but defined elsewhere in this RFP shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this section.

# A. INTRODUCTION AND BACKGROUND

## 1. INTRODUCTION

Surat Municipal Corporation (SMC) has an objective to turn into more efficient and less paper based organization within three years with minimum 85% operations, both citizen-centric as well as inter or intra-departmental operations, being digitized. At the same time, there is a need of organization being able to generate actionable insights from the data already captured or will be captured post digitization with a single aim of serving its citizens in a more transparent and efficient manner with optimum utilization of its resources.

To achieve this and beyond SMC want to implement an Integrated Municipal Operations System or Enterprise Resource Planning (ERP) software. Implementing such a system will also give SMC following benefits:

- Provide an enterprise view of the City's operations with Improved performance and reporting
- Provide data consistency and the ability to access information across SMC from a single data source
- A single point of entry for data by eliminating redundant data entry activities while increasing the quality of data, allowing improved decision-making across departments
- Provide consistent processes across departments with best practices gained from integration of various departments.
- Provide a reliable, sustainable, and well supported system

In order to provide the best of services to the employees and citizens, SMC wants to attract the best of talent from leading organizations who have rich experience in running similar initiatives. The implementation plans hence would be tendered and the party which meets all relevant requirements with the highest score would be awarded the contract. IBM has been chosen as the Project Management Consultant (PMC) by SMC. It would be SMC's discretion to award the contract to the selected bidder. The overall implementation is supposed to take 14-16 months and will be implemented in phased approach or releases, followed by application maintenance support (AMS) accounting to total project duration of seven years.

The project being awarded to the deserving party would be on a design-build-maintain-transfer model for a period of seven years. SMC reserves the right to perpetuate the operation period beyond seven years as well. The parties who respond to the tender are expected to (but not limited to) manage the entire program end-to-end including Implementation and customization of COTS product(s), develop custom module as required, maintenance and support following ITIL practices, setup and follow IT service delivery processes.

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### 1.1 ABOUT SURAT

Located in western part of India in the state of Gujarat, Surat is referred as the silk city and the diamond city. It has the most vibrant present and an equally varied heritage of the past. Surat is also known as economic capital of Gujarat and is having one of the highest growth rates amongst Asian cities. As per the Census 2011, it is the eighth largest city in the country with population of 4.48 million. On the

scale of population growth, Surat is the fastest growing city in Asia and holds 4<sup>th</sup> rank in the world. On the economic front, Surat holds top most position with highest per house-hold income in the country. Surat City has consistently maintained high GDP growth rate of 12 to 13% and high per capita income.

The economic base of Surat consists of large chemical and petrochemical and natural gas based industries at Hazira established by leading industry houses such as ONGC, Reliance, ESSAR, and Shell. Surat is the biggest center of MMF (man-made fiber) in India. The overall annual turnover is around 5 billion rupees (approximately USD 82 million). There are over 800 cloth wholesalers in Surat. Surat produces 9 million meters of fabric annually, which accounts for 60% of the total polyester cloth production in India. Textile and apparel industries offer major employment in this region. Surat region is a hub of diamond cutting and polishing industries. The city accounts for 90% of world and 99.9% of India's total rough diamond cutting and polishing. It also accounts for 90% of India's total diamond export.

Surat has practically zero percent unemployment rate and jobs are easier to get here due to very fast development of various industries in and around Surat City. Surat continues to be a favorite place for job seekers as people from all around the country flock in for business and jobs

Surat has also been selected as one of twenty Indian cities (in the first round of selection) to be developed as a smart city under Smart Cities Mission.

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## **1.2 ABOUT SURAT MUNICIPAL CORPORATION**

Surat Municipal Corporation is a local self-government which has come into being under the Bombay Provincial Municipal Act, 1949. It carries out all the obligatory functions and discretionary functions entrusted by the BPMC Act, 1949. It became one of the first municipalities of India in 1852 AD, and a municipal corporation in 1966.

To make Surat a dynamic, vibrant, beautiful, self-reliant and sustainable city with all basic amenities, to provide a better quality of life and Surat Municipal Corporation perceives its role as the principal Facilitator through Industrial growth, Trade and commerce, Health Services, Higher Education and Research, Cultural Activities, Sports and Games, Recreation and Entertainment and Active People's Participation and Provider through Potable Water Supply, Underground Sewage system in the whole city, All weather roads, efficient and sustainable Solid Waste Management, Health coverage to all, focused more on the poor, Primary Education to the needy & Library facility to all, Upgrade of the amenities in the existing slums and alternative accommodation, Clean, green and pollution free environment, Places of healthy entertainment and recreation, fire services and efficient Urban Planning and Development to provide a better quality of life.

The administration of SMC with the help of the people and elected members of the city has transformed Surat to one of the cleanest cities of India. SMC has taken all necessary steps to make

the city a better place to live with all amenities. SMC has taken up many path breaking initiatives and these efforts have been acknowledged at national and international level.

SMC's commitment to achieve its mission and carry out the above listed functions successfully can be summarized as below:

- Dedication to achieve excellence in providing civic amenities
- Responsive, Modern, Simple, Accountable and Transparent Administration

Surat Municipal Corporation (referred to as SMC henceforth) has harnessed the power of IT before it became ubiquitous and a necessity for organization of its size. SMC is one of the very few local self-governments to adopt computerization in its early phase and initiated its use for better governance.

Over the years, SMC has adopted several initiatives in e-governance. Following are the achievements of SMC in the area of e-Governance:

- 19 functional Civic Centers offering wide range of citizen centric services
- Virtual Civic Center offering host of services through SMC's portal
- Commissioning of information Kiosk for the self-help of the citizens
- Implementation of m-Governance – vaccination alerts to parents on their mobile
- Adoption of e-Tendering Process
- Comprehensive portal with detailed information of departments and online payment facility
- Comprehensive IT application portfolio of over 45 applications. Crucial operations are fully computerized.
- SMC owned Mobile Application which offers information and service on the go.

More Information regarding SMC and the services provided by SMC can be found on SMC's website at [www.suratmunicipal.org](http://www.suratmunicipal.org).

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### **1.3 ABOUT SURAT SMART CITY DEVELOPMENT LIMITED (SSCDL)**

As per the Government of India's guidelines, Surat Municipal Corporation has formed a separate Special Purpose Vehicle (SPV) as Surat Smart City Development Ltd. (SSCDL) for the implementation of projects under the smart city mission for the city of Surat. This SPV shall carry end to end responsibility for vendor selection, implementation, and operationalization of various smart city projects.

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### **1.4 AS-IS SITUATION**

Surat Municipal Corporation being an early adopter of digitization amongst all municipal corporations as early as 1979 have been managing its IT applications efficiently. Most of the services of Surat Municipal Corporation are digitized and there are different applications serving different

functions of the departments. The applications are developed and managed by Information System Department (ISD) with a manpower based team.

**Citizen Tax Payment & Billing:** Citizens can make payment of the taxes, check balances, and check the status of the transaction using email id/ transaction id/ reference no. The following taxes/charges are paid: Property Tax, Professional Tax, Water Meter Charges, Birth & Death certificate, hall booking payments, etc. This can be done through website, mobile app as well as City Civic Centers.

**Citizen Services & Relationship:** There are certain services that can be requested online namely New Registration for Shop & Establishment license, Hall Booking based on availability, Party Plot booking, apply for new water & drainage connection followed by submission of documents physically at SMC offices amongst others. Once document submitted, status can be checked online. Citizens can give feedback or register complaints with status tracking. There are also e-library services which include new membership registration/ renewal, books catalogue search, book reservation, reissuance of the book.

**Backend applications:** There are more than 60 applications in production use for different functions like Accounts, Central Establishment (HR), Payroll, Budget and budgetary control, Material Management system (Stores), Water meter billing, Property Tax assessment, Project Monitoring system, file tracking, Audit Inward outward and object register, GIS application etc. Most newly built applications are made in ASP.NET using MVC architecture, the older ones were made in VB and VB.NET

But as an early adopter, the associated challenges are also faced.

- The applications were developed from scratch to suit the exact requirements of different SMC departments but overall organization view was not so relevant then. Thus, resulting in multiple fragmented systems
- The benchmarks or best practices were defined only at department/ organization level and no reference from across the globe were available at time of implementation.
- Advantages from a single integrated system are not being fully utilized with lack of enterprise wide view for top management helping in decision making processes.
- The risk associated with obsolete technology across few mission critical functions, amplified with non-Unicode data support in few applications.
- Multiplicity of initiatives and duplication of efforts

Thus, an integrated system for municipal operations is envisaged which will tackle any shortcomings and also utilize the existing assets. The main advocate to go for an ERP implementation rather than investing in upgrading existing systems, integrating with each other, providing paperless interface support, embedding workflow approval mechanism is that these features can be achieved out of the box from leading COTS solution, who have over the time and with experience in implementing such solutions at several other ULBs/ Public Sector or Government bodies have already refined the processes and technology and SMC can take benefit of the same rather than ending up rewriting the same applications that exist without change in the way of functioning.

## 2. SCOPE OF WORK

The proposed ERP implementation and post-implementation support at SMC aims to best utilise latest technology for SMC operations and envisages to take the computerization of the corporation to the next level. It is envisaged to undertake Enterprise Wide Resource Planning approach, enabling SMC to use various data in most optimal way and provide services to citizens in efficient and effective manner.

The Scope of Work will broadly cover the following:

- Planning and Implementation/customization of ERP applications/products/solutions
- Integration of applications/software implemented by VMC for various services on the new ERP platform
- Migration of all data from some of the existing applications (that are being envisaged to be discontinued) to ERP
- Operations and maintenance of the proposed solution for 5 years after Go-Live along with deployment of manpower as necessary
- Deployment and supervision of personnel required for the successful completion of the project
- Capacity building and training

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### 2.1 TO-BE SCENARIO ENVISAGED FOR SMC

To be benefitted from the efficiencies of different departments and to have consistent processes throughout the organization, there is a need to go for an integrated system used across the organization. Also with a vision to move towards less paper function, reduce dependency on file movement and benefit from globally accepted business processes SMC is going for an ERP implementation. ERP will be a critical component of the e-Governance initiative at SMC and shall support various initiatives taken by the Government of India like Digital India, Smart Cities, Open Data, etc. (e.g., online filing, payments, Aadhar enablement etc.). The solution proposed should have capabilities to integrate with such initiatives for which necessary details and APIs will be provided for integration.

Below is the To-Be component architecture for SMC. The applications under ERP system integrator (SI) scope are broadly divided into three categories:

1. ERP Off-The-Shelf Core Modules
2. ERP - Citizen services and Revenue collection
3. E-office applications using DMS and BPM

These will be implemented based on best IT processes and supported by productivity tools and integration engine. The high-level scope is marked by "Scope of ERP SI" in the overall component architecture (figure 1). The scope of the system integrator will include Project Preparation, Business blueprint, Realisation, Final Preparation, Go-Live and Hypercare Support, Release Management, L2 & L3 support post implementation.

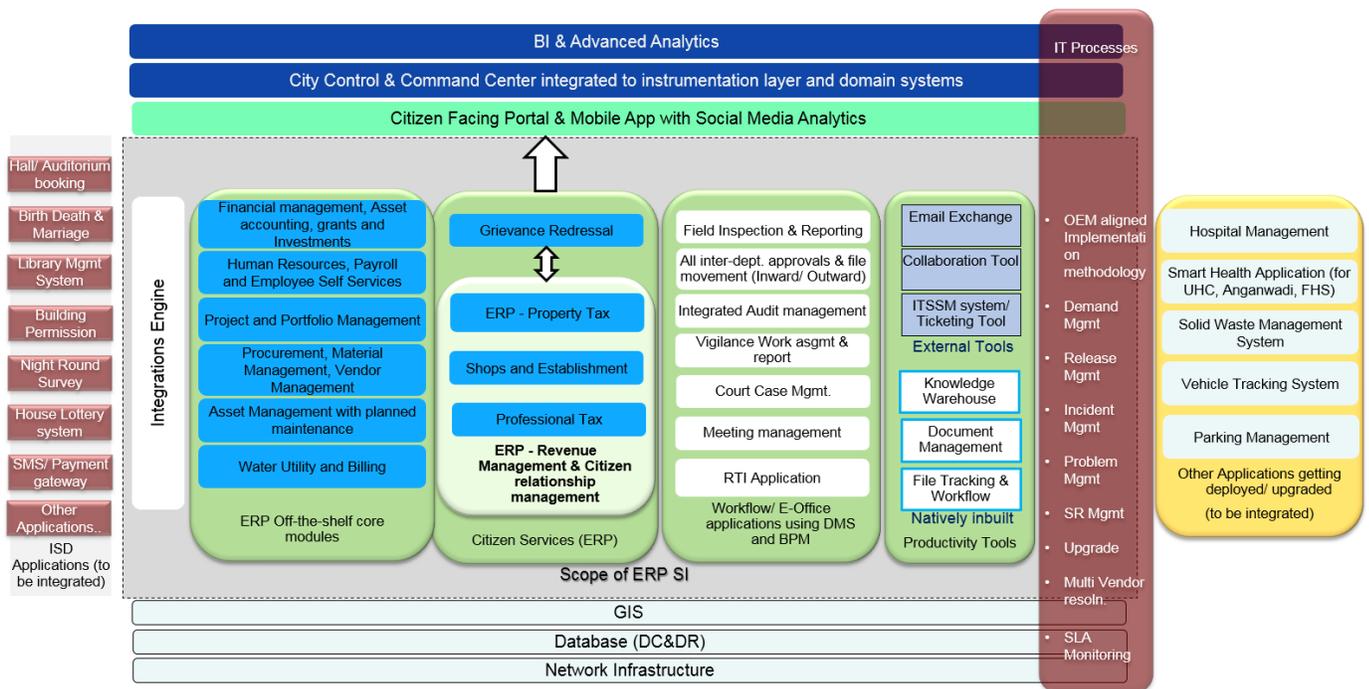


Figure 1- Overall Component Architecture

SSCDL expects to seek proposals from Bidders in relation to the optimal timeline and phasing of these programme milestones.

### 2.1.1 ERP Off-The-shelf core modules

These will become the backbone of organization processes. ERP will aid the flow of internal business processes and allow for communication between departments, its internal functions, and data (cross module & sub-module connectivity). Also, it will give the flexibility to communicate with the outer world/other systems for information and action purpose. ERP will enable all business functions to have end to end tracking and visibility of any Business Process or Business Cycle. **Proposed COTS ERP should support localization features for India taxes and payroll, and provide the legal changes for any statutory requirements as a support package from time to time.** The system should be completely scalable and support large enterprise implementation. Proposed COTS software solution shall also be available with complete transparency including operation manuals, help documents and source code for customization. The following core modules will be in the current scope of the System Integrator:

#### a. Financial Management, Asset accounting, Grants & Investments

The entire Finance & accounts processes need to be mapped with functionality to manage budgets, procurements, receipts, payments, asset accounting, project accounting, employee payments, Taxation & external reporting along with Grant management, fund management and loans management. Completely integrated & unified finance system should work as a single source of truth for all the financial data & reporting.

**b. Human Resource, Payroll & Employee self-service**

The entire hire to retire process needs to be mapped in a single module starting from organization management, personnel management, recruitment & onboarding, performance goals and training, Payroll and compensation management for employees and pensioners along with employees being able to access own records, view service book online, view payroll details and raise requests for name change, NOC, address change, leaves with necessary workflow approvals. This to include provision for Audit checks of service books/ payroll generation. The total number of employees at SMC are as under:

<b>Total Employees</b>	<b>20180</b>
Class – 1	183
Class – 2	797
Class – 3	6562
Class – 4	12638
<b>Pensioner</b>	<b>6365</b>

**c. Procurement, Material Management & Vendor Management**

Supply Chain Collaboration is very important and it is expected that usage of ERP will make it visible across all the levels. Starting from managing demand, material requirement planning, procurement process, inventory management and vendor management. The advantage of which would be that any material utilized can be backtracked to its origin point of demand raising (department wise/ material wise/ quantity wise), as all the processes will be captured in single ERP System. This would include quality management in procurement, inspection by audit department and capturing the results against master inspection characteristics.

**d. Project & Portfolio Management**

Project management is required by almost all departments of SMC and there is a need to capture all initiatives taken by departments and manage them throughout their lifecycle right from portfolio demand management with quality gate approvals to project tracking, budgeting and measurement of benefits realized. The module needs integration with GIS system giving spatial view of each project by project type, ward, status, budget utilization, etc.

**e. Enterprise Asset Management with Planned Maintenance**

SMC being an asset-intensive organization with assets like bridge, roads, vehicles, street lights, buildings, billboards, and equipment etc., requirement is to describe, display and manage assets with a GIS-based interface. This should enable SMC to monitor what condition its assets are in, identify where there is damage or a defect (using the start point, end point, and offset for linear asset or point position), and manage all types of maintenance tasks (planned, unplanned, and preventive).

**f. Water utility & Billing**

SMC provides water connection to the citizens across the city with around 32,000 metered connections. The water utility & billing module need to cater to service contract/ order management, billing, customer relationship and account management, meter management, payments & returns management. GIS-based interface to view grid reference of meters is required.

The functional requirements of each module and sub-modules are covered in section 2.2.

### 2.1.2 Citizen Services

Citizen services play a very important role in the functioning of Surat Municipal Corporation or ULB in general. The citizens are the key stakeholders for improvement in service delivery. SMC has already taken several steps which include award-winning portal and mobile application for citizens to avail services and pay taxes which will keep on upgrading based on SMC future requirements as part of citizen engagement initiatives. It is envisaged that SMC portal will serve as the front end for citizen services with multilingual support. The same will be integrated to ERP and BPM applications in backend as and when they will Go-Live.

#### a. Complaint Management / Grievance redressal mechanism

The complaint management system needs to have key capabilities like Complaint creation, Complaint assignment, Workflow and resolution timeframe definition, Complaint updates and resolution, Escalation, Reporting, Mobile Application for field employees, management dashboards. GIS integration to have spatial view of complaints and identification of problem areas is required.

#### b. Citizen Relationship Management

Currently, there is no single account creation for citizens to avail different services. The services are availed using respective identification number for different services like tenement number for property tax, certificate number for professional tax, etc. through e-pay services on SMC portal. As part of this project, it is desired to map various services into a single citizen account. Eg. mapping of properties, water connection, drainage connection, shops and establishment license, professional tax, etc. in a single account. The system will be used to access citizen records, to access citizen outstanding, service wise payables, past payments and transactions and collect dues and payments. This will be catered through functionality of revenue and tax collection module and Citizen Relationship management of ERP off-the-shelf along with customization as required.

The virtual civic center application currently catered through e-pay services of Surat Municipal Corporation (<https://www.suratmunicipal.gov.in/epay/>). Necessary interface for online transaction shall also be provided on this platform giving a single view for each registered citizen for the services in scope of the RFP. The changes to this virtual civic center will also be in scope of the system integrator including integration.

#### c. Property Tax, Professional Tax, Shops & Establishment

Property Tax Assessment, Professional Tax, Shops & Establishment current processes are detailed in section 2.2. Same need to be fulfilled through the applications available off-the-shelf with minimum customization. Starting with the business processes and requirements provided, system integrator has to map same in to ERP primarily and workflow based application as required. The same need to be based on Tax and revenue management and citizen relationship management. These modules need integration with GIS providing spatial view and details of properties, associated professional tax registrations and shops & establishment licenses to come in a single account view.

### 2.1.3 Workflow/ BPM based E-office applications using DMS

Business Process Management/ Workflow based E-office automates and transforms a wide range of administrative processes. It transforms day-to-day government operations like managing end-to-end correspondences, handling queries/RTI, building consolidated knowledge repository, from scheduling meetings to facilitating audits. Government workflows exhibit some unique characteristics; they require high collaboration, adherence to SOPs and routing of documents for approvals. To realize such needs, choosing BPM based E-office should provide Adaptive workflows, Seamless integration with document management system, Real-time monitoring and file tracking. Concurrent users are estimated to be 500 which are distributed across sub-modules with total number of users 2000.

#### a. Field Inspection and Reporting

The Field Inspection and reporting processes need to be mapped in system with functionality to manage Engineering & Taxation Module. Completely integrated & unified inspection system should work as single source of truth for all inspection reports, survey details and other data directly from the field. This module will need mobile interface for field employees having Engineering module integrated to project and portfolio management module, and Taxation module integrated to revenue tax management module of ERP.

#### b. Integrated Audit Management

Functionalities of objection register, inward-outward file tracking and SPOT team work assignment and reporting will be required from the integrated audit management. The SPOT team will need mobile interface.

#### c. Vigilance Work Assignment & Report

The module to have the ability of daily work assignment and reporting for vigilance employees, report approval workflow, reports and reminders to other department employees with pending queries.

#### d. Court Case Management

The module to have robust task management system wherein Department Heads can route cases and work assigned with a case depending on skill-set, knowledge expertise, bandwidth and team collaboration required. There should be option to assign and track cases based on the type of case and type of court and maintain case status.

#### e. Inter-departmental file movement (Inward-Outward)

Inward-Outward File Management System should provide a unified platform to manage all Government to Citizen (G2C), Government to Business (G2B) and Government to Government (G2G) correspondences. It should transform the day-to-day operations at all levels of administrative hierarchy by automating key stages of correspondence management. Typical government file which includes the reporting section and correspondence section should be part of the system.

Correspondences originating in different forms and from different sources should be captured and converted into electronic files/documents, which are routed to respective departmental officials. All decisions/comments/notes made by the officials are captured in the file and remain intact throughout its lifetime. The correspondences can be archived in a central repository and accessed

anytime for making informed decisions. Their tagging ensures real-time tracking and on-demand status reports, thereby ensuring complete accountability.

These file movement include specific files like tender documents consist of RFP, vendor proposal, vendor evaluation report, committee approval, work order/ PO, invoice raised, payment documents etc. which need to be clubbed together as part of one file. Then there are general files like requesting information across departments seeking opinion etc. Required workflows for different type of file movement shall be different. This would need interface with different ERP modules to refer to the details and work on related business processes.

This module should have end-to-end management and tracking of electronic files and correspondence documents, from creation to archival. It shall have a facility to directly capture the physical/hard copy letters received by the department in the system and manage their flow till the same is filed.

#### **f. Committee & Meeting Management**

The Central office, Secretary Department and others can use Committee & Meeting Management system that should have the capability to constitute the committee with its members and convenor details, and capture various details of the committee such as term of reference, tenure, committee members etc. Scheduling meetings of constituted committees and keeping track of decisions taken, distribution of MoM and tracking deadlines on responses.

#### **g. RTI Application Management**

Module should be able to automatically set a deadline and priority for the timely reply to the applicant as per the RTI Act timelines and provides option for setting deadlines and priority for exceptional cases with capability to delegate responsibilities to an alternate user in the absence of the assigned user.

#### **2.1.4 Estimated number of users**

<b>Modules</b>	<b>Estimated number of users</b>
Financial Management, Asset accounting, Grants & Investments	100
Human Resource & Payroll	150
Employee self-service	7600
Procurement, Material Management & Vendor Management	100
Project & Portfolio Management	150
Enterprise Asset Management with Planned Maintenance	100
Water Utility & Billing	50
Complaint Management / Grievance redressal mechanism	225
Civic Center application	150
Property Tax, Professional Tax, Shops & Establishment	200
Field Inspection & reporting	200
Integrated audit management system	50
Vigilance work assignment & reporting	30

Court case management	25
Inter-departmental file movement (Inward-Outward)	500
Meeting Management	50
RTI Application Management	150
IT Service Support Management (ITSSM)	100
Email & Collaboration Tool	1000

## 2.2 MODULE WISE FUNCTIONAL REQUIREMENTS

Below is the indicative functional requirement for each module

1. FINANCIAL ACCOUNTING, COSTING, FUNDS & GRANTS		
Sr.No.	Functionalities	
<b>1.1. Organizational Structure and General Requirements</b>		
1	Ability to support multiple Entities / Departments / Branches / Offices	
2	Ability to perform consolidation for all the entities / Departments / Branches / Offices	
3	Ability to report receipts & payments at various organizational levels	
4	Ability to generate an output of all accounting entries for a user specified period (daily/weekly/ Monthly etc.).	
5	System should record the Dates of the event, accounting, preparation of the voucher, authorization of the voucher, changes, if any, reference document, reversal, if any etc. on each voucher	
6	Ability of system to generate & maintain sequential document numbering based on different business transactions	
7	Ability of system to integrate with various other modules such as Procurement, Human resources, Projects etc.	
8	Ability of the system with Interface with various third party softwares / tools & Legacy systems	
<b>1.2 General Ledger</b>		
1	Ability to create & maintain Ledger Account codes	
2	Ability to segregate ledger accounts such as Receipts, Payments, Asset, Liabilities etc.	
3	Ability to consolidate information within and across general ledgers for month end reporting purposes	
4	Ability to integrate G/L, accounts payable, accounts receivable with all the sub-ledgers and synchronize with the G/L in on-line, real-time manner.	
5	Ability to record and do inter-company / inter-unit accounting for the transactions and report balances.	
6	Ability to support multiple levels of approval for a journal voucher before posting	
7	Ability to maintain approval hierarchy and competent authority approval before the release of payment above the specified amount through journals.	
8	Ability to pass the entries in the next period before closing the current period.	

9	Ability to automatic deduction of TDS or Work contract tax on predefined percentages while passing voucher entry
10	Ability to print work contract Tax certificates & TDS / TCS certificates & e-TDS/TCS returns.
11	Ability to track period-end provisions by different voucher series, if required.
12	Option to automatically reverse all provisions in the next period.
13	Ability to view Foreign currency transactions in foreign currency as well as in Indian currency.
14	Ability to automatic carry forward of balances for balance sheet accounts during a year-end closing.
<b>1.3 Accounts payable</b>	
1	Ability to fully integrate the Accounts payables system with other financial sub modules like general ledger, cash book, accounts receivable, fixed asset, purchasing, inventory, projects etc.
2	Ability to provide different types of transaction processing like supplier Invoice, Advances, Adjustment JVs, Payments etc.
3	Ability of system to support debit/ credit note for Vendors
4	Ability to provide for automatic adjustment of invoices / credit notes with prepayments/ debit notes.
5	Ability to provide workflow dependent Invoice processing & approvals for Vendor invoices
6	Ability to provide details of discounts offered by vendors
7	Ability to scan external documents and link these to the system generated document
8	Ability to capture unlimited line items that can be entered in the journal vouchers
9	Ability to create Vendor master record along with functionality to capture various mandatory details such as PAN, TIN, Bank Details, GST details, etc.
10	Ability to check duplicate master data creation & linkage of other vendor or customer accounts
11	Ability to provide options to enter vendor invoices through various options such as Interfaces, Manual Vouchers etc.
12	The system should support manual as well as automatic generation of the Debit/Credit notes on the vendor
13	Ability of the system to generate ageing analysis for the outstanding invoices
14	Ability to reflect invoice wise outstanding for a particular vendor and for group of vendors
15	Ability to release part payment against an invoice and balance payment process on a subsequent date
16	Ability to make payment on account to a vendor and later link it to vendor specific invoice or invoices received. Ability to mark invoices as running bills or final bill.
17	Facilitate of centralized payment for all the purchases made for different projects from the same vendor.
18	Ability of system to record deductions from invoices under various accounts like cash discount, rebates, charges etc.
19	Ability to block invoices and vendors for payment

20	Ability to record details of the associated tax and miscellaneous charges.
21	Ability to specify if taxes / charges are to be calculated for each item in the invoice or the entire invoice.
22	Ability to record advances against vendor with reference to a general reference or multiple proforma invoices.
23	System should support processing of recurring invoices for vendors
24	Ability to support multiple approval hierarchy for Payment Processing as per the Delegation of Authority of the organization.
25	Ability to advice bank for bank payments through RTGS etc. to vendor accounts and receive confirmation from Bank once the payment is made
26	Ability of the system to support In-house check printing or outsourcing the check printing activity to Bank

#### 1.4 Accounts receivable

1	Ability of the Accounts receivables system to be fully integrated to the other modules like general ledger, the cash & bank book etc.
2	Ability to generate credit/debit notes to customers based on different credit criteria.
3	System should support the functionality of maintaining credit limits in both period and value and to stop processing of invoices in case of over dues (either period or amount)
4	Ability of system to invoice the customer in currency other than local currency.
5	System should support item based credit and debit notes, Interest Calculation, Fines & charges on Late payments etc.
6	Ability of the system to generate an ageing analysis at the overall balance level and also at the individual account level.
7	Ability of system to provide for Automatic & manual posting of Debit Notes/Credit Notes to customer accounts
8	System should support advance receipts and normal AR receipts

#### 1.5 Cash and Bank Management

1	Ability to create following Cash / bank transactions like Cash receipt, Cash Advance, Employee reimbursement, Misc payment, Office expenses etc.
2	Facility to maintain petty cash transactions for multiple locations.
3	Ability to maintain Cash register and Bank register for selected cash/Bank for user defined period.
4	Ability to inter transfer transaction like Cash to Bank, Bank to Cash, Bank to Bank with both side entry confirmation.
5	Ability to support for accounting for collections through Collection Management services
6	Ability to Control and monitor Earnest Money Deposit/ Bank Guarantee for the various contracts
7	Ability to interface with finance module for auto generation of Bank Payment Voucher, Bank Receipt Vouchers, and Journal Vouchers
8	Ability to generate a projected monthly cash flow statement
9	Ability to generate payment forecast for the specified periods
10	Ability to perform automatic bank reconciliation

11	Ability to interface with various banks for the purpose of payments & bank reconciliation
12	Ability to provide different types of Investments/Borrowings transactions: Loans, Cash Credit, Overdraft, Fund Based Limits, Non-fund based limits (LCs, Bank Guarantees, etc.)
13	Consolidated reports on various investment and tracking of overall exposure (borrowings)
14	Ability to capture funding requirements for new projects.
15	Ability to maintain records of the Bank Guarantees received.
16	Ability to maintain Bank Wise / Party wise (by whom / in favour of BG has been issued)
<b>1.6 Taxation</b>	
1	Ability to maintain various types of taxes requirements such as VAT, CST, Service Tax / (GST provision) or any other tax provision included by Government.
2	Ability to maintain the period for which specific tax rate is applicable
3	Ability to maintain various tax rates applicable for specified type of tax
4	Ability to generate report on various tax paid, in specified formats, if any - with period, amount, item rate.
5	Ability to generate tax returns in the format prescribed by the tax authorities
6	Ability for generation and reconciliation of TDS certificates (Customers wise/ Monthly / Yearly)
7	Ability of system to comply with the e-TDS / e-filing requirements
8	Ability of the system to generate and automate the TDS return process
9	Ability to balance VAT/GST credit to VAT/GST Payable A/c automatically.
<b>1.7 Project Costing</b>	
1	Ability to facilitate creating work breakdown structure of a project plan in the project costing
2	Facility to capture cost against a project and project activity. The cost captured against the capital asset should include the cost of material, taxes & duties, transportation cost, installation cost etc. so that total cost for the capital asset are reflected in the books of account for capitalization or as CWIP.
3	System should be tightly integrated with Purchasing module for raising work orders for materials and service procurement related to capex projects
4	System should be tightly integrated with Inventory module for material issued to capital projects
5	System should be tightly integrated with Payables module for payments related to capex procurements
6	System should be tightly integrated with Fixed Asset module for capitalization of assets after project completion
7	Ability of the system to provide flexibility for monitoring and managing projects which are of non-capex nature.
<b>1.8 Budget, Funds &amp; Grants</b>	
1.	Ability of in-built Budget Preparation & Control
2.	Ability to maintain budget centers to manage & control budgets
3.	Ability to update budget account automatically after utilization

4.	Ability to store the previous budgeted data (About 5 years)
5.	Ability to maintain original budget, revised budget, supplementary budget and latest forecast
6.	Ability to manage Budget approvals at multiple levels
7.	Ability to flag budget if they exceed actual amounts utilized by specific percentage or amounts
8.	Ability to manage Funds & track expenses incurred against it
9.	Alerts for important events (i.e. renewal of FD etc) (SMS, Email)
10.	Escalation utility for important events
11.	Ability to manage Grants & track expenses incurred against it
12.	Ability to do Consolidation of bottom-up budgeting requirements from cost centers to units to organizational level.
13.	Ability to do top-down allocation of finalized budget to units who are responsible to distribute budget to their cost centers.
<b>1.9 Fixed assets</b>	
1	Ability of the system to support fixed asset classification by Asset category, Asset type, Asset ID, Physical ID, Asset location, Asset Value, Units (Departments/Section/Office.), Cost center, Put to use date, Any other user defined field etc.
2	Ability of the system to support asset master with the data in respect of CWIP references, Asset Classification Depreciation details, Expected Life of asset, Ownership details (Owned / Leased), Lease details, if Leased asset etc.
3	Ability of the system to support any number of assets without restriction
4	Ability to provide for transfer assets across organization.
5	Ability to generate accounting entries automatically for each transfer including capital account and accumulated depreciation.
6	Ability of system to allow recording of the disposal or scrapping of assets
7	Ability of system to support depreciation rates, schedules and terms for each asset as per statutory requirements
8	Ability of asset system to track asset values / schedules as per each of the above depreciation terms separately and individually.
9	The system should automatically post depreciation entries based on calculated depreciation
<b>1.10 Travel &amp; Expenses / Payroll integration</b>	
1	Ability to manage employee advances, Travel bookings, Travel payment
2	Ability to handle workflow for pre-travel approvals & travel related payments
3	Ability to provide detailed report on Employee travels for In progress, Overdue & paid trips
4	Ability to Integrate Human resources module with accounting
5	Ability to provide detailed report on payroll processed on various user criteria such as Employee ID, Departments etc.
<b>1.11 Reports</b>	
1.	Ability to generate financial statements at the various defined levels of the Organization / entities, individually as well as consolidated.

2.	Ability to support the generation of internal reports and transactional reports for each of the organizational units by selecting revenue/expense heads, Asset/liability head, projects, Funds ,grants etc.
3.	Ability to print / publish reports; and save them as viewable files in PDF, TXT, MS-Excel, and XML formats.
4.	Ability to support customizations of any exiting report or new reports as per SMC needs.
5.	Ability to define users to whom the report needs to be sent. The output format can be paper or electronic – via email / internet / intranet etc.
6.	Availability of all standard financial reports like Trial Balance, Balance sheet, P&L, schedules of balance sheet etc.
7.	All report on net movement by account, showing opening balance at start of month, net transactions value (or detailed transactions) and closing balance.
8.	Ability to generate Transaction listing with reporting parameters like By project, By Account, by period, by voucher, by user etc.
9.	Ability to generate financial statements at different levels like across units, across plants, across cost centers etc.
10.	Ability to generate all statutory reports
11.	Capability of supporting multiple calendars years for reporting purposes
12.	Cash flow report: Listing period and year to date various cash flows against budget and last year, subtotaed at various levels.
13.	Analytical, summary and standard reports that provide an accurate picture of the accounts payable including invoice, tax, payment amount
14.	Ability to provide for all TDS related reporting
15.	Payments due as on a date or range of dates as per user requirement
16.	Ability to provide Vendor Listing along with other vendor details as may be required
17.	Cash Requirements Report – Printed on request.
18.	Cheque Reconciliation Report – Printed upon demand showing detail on all outstanding Cheques, bank wise, party wise.
19.	Ability to generate receivables report item wise
20.	Ability to generate report on debtors ageing for different parameters.
21.	Detailed Aging Balance for each customer category showing open invoice and A/R activity (e.g. payments, debit and credit memos, write-off, and comments).
22.	AR Invoice Register - list of automated and manually entered invoices with control totals.
23.	Provision for adjustment of Advance payment
24.	Ability of the system to generate the desired customer correspondence, like balance confirmation, payment reminders and the automation of the correspondence.
25.	Bank balance analysis (bank balances by amount slabs)
26.	Ability of the system to generate a comprehensive asset register (as per standard accounting practice)
27.	Ability to generate the asset register report available in summary form (with only financial details) and details form (with all asset master details)

28.	Drilldown report (Budget head to voucher)
29.	GST/taxes related reports should be generated as per the defined format
30.	Ability to report project status for Capital projects along with capital expense posted

## 2. HRMS

Sr.No.	Functional Requirements
<b>2.1 Organization Management</b>	
1	Supports multiple companies' definition
2	Provides for client defined organizational levels
3	Provides Web portal communication to all people in the organization
4	Provides employee searches by: Employee Number, Last Name & First Name, Organizational Level, Department, Location, Status, Reporting officer etc.
5	Provides an on-line organization chart with hierarchies.
6	Adds / changes organization entities and easily transfers associates within and / or across entities (including companies).
7	Manages organization restructuring including position control.
8	Ability to maintain complete organization structure bifurcated into maintenance of Organization unit, department unit, positions, grades, relations, and hierarchy
9	Any change in organization structure to be approved based on defined workflows
10	Organization unit wise policy/ rule engine, changed based on defined approval workflows
11	Ability to maintain organization wise unit wise approved position list and current status.
<b>2.2 Recruitment process</b>	
1	Provide facility for online recruitment of employees
2	Provide facility to collect online resumes against the vacancy
3	Allow for on-line screening & short listing of applications received on-line
4	Allow for on-line short listing of applications for recruitment process like written test or interview
5	Able to generate Call Letters for Interviews to shortlisted candidates
6	Generate the joining forms on-line for the new employee to fill up on his own
7	Convert the Applicant data into Employee data on hiring / joining
8	Generate Organogram with vacant position mark (Diagrammatically)
9	Facility to define the specifications of the vacancy in terms of qualifications, work experience, location considerations, skills/competencies required, additional certifications / professional qualifications, etc.
10	Online recruitment to be integrated with SMC website
<b>2.3 Personnel Management</b>	
1	Ability to maintain common employee database with personal, educational, professional information like Personnel details, address, family, working hours, work schedule rules, pay grades, tax data, pension data
2	Ability to maintain as on date employment history starting from joining the organization like promotions, achievement, awards, punishment, etc.

3	Ability to capture relevant copy of documents in digital format and linked with the employee data integrated with document management system
4	Maintain the information along with photo of the employee and all dependent or family on the system
5	Ability to review On-line request for updating / changes. Date gets updated after proper approval using workflow.
6	Ability to maintain issuance records of asset like Mobile, Tablets, Vehicle or welfare items like Uniform, safety shoes, raincoats etc.
7	While at service all administrative task should be carried out like transfer, special duty assignment, resignation, promotion, NOC issue, etc.
8	Generating of Transfer Forms / Orders for transfer of manpower from one location to another
9	Issuance of Transfer Order automatically for authorization personnel (Work flow) according to internal hierarchy
10	Auto update of the employee master and organization structure on actions like relocation or transfer of an employee from one department to another
11	Date wise validity of each transaction to be maintained. The master data need to be time bound with defined start date and end date with time constraints defined for type of record
12	Need to cater to the following task of employees: <ul style="list-style-type: none"> <li>• VRS Retirements</li> <li>• Disciplinary cases</li> <li>• Promotions</li> <li>• Confirmation and transfers</li> <li>• Government Reservation Compliance</li> <li>• Roster for Reserved Categories.</li> <li>• Employee Grievances</li> <li>• Leave Management</li> <li>• Welfare Services</li> <li>• Union Matters.</li> <li>• Handling of loans, etc.</li> <li>• Reports &amp; Returns / Maintenance of Rosters</li> <li>• Non-contributed PF</li> </ul>
13	System to keep record of legal issues and cases for each employee
14	System to manage permanent as well as contract employees
15	System to generate all statutory Return forms under PF, Contract Labour and other government acts and policies
16	System to generate statutory forms for Pension and other settlements
17	Bulk data upload/ change should be possible
<b>2.4 Appraisal &amp; Promotions</b>	
1	System to have employee appraisal and evaluation functionality (along with rules and policy guidelines)
2	Appraisee & Appraiser fill up the forms on-line
3	Appraisee & Appraiser and/or Reviewer view the form on-line at the same time to facilitate discussion / comments on the same

	4	Policy for Salary revision, Increments, Promotions be maintained on-line
	5	System to provide facility for approval for pay fixation on promotion
	6	System to give the status of promotion with eligibility, advice, trade test, promotion, extension of probation and reversion of promotion
	7	System to handle employee demotion as a disciplinary action
<b>2.5 Leave Management / Attendance</b>		
	1	Define and maintain a variety of leave types and associated application rules
	2	Support for Manual and on-line Leave application processing
	3	Leave Integration with Payroll
	4	leave amendments and adjustments by designated authority
	5	Retain all leave history (approved, rejected, adjusted) based on user defined criteria
	6	System to maintain leave ledger
	7	System to generate the monthly attendance/ absence sheet integrated with time biometric devices
	8	System capable of generating late coming and early going report, their adjustment as per SMC policies
	9	leave quota management, leave approval, and leave encashment
	10	System to generate Compensatory -Off balancing and their adjustment as per the SMC policies
<b>2.6 Payroll</b>		
	1	Payroll computation based on leave, tax computation, deductions, adjustments etc.
	2	Accommodate adjustment for the previous period's attendance
	3	System to calculate statutory deduction for each employee based on deduction rules
	4	Both earning and deductions can be of both types i.e. forever and within period (From To dates). There should not be restriction on number of earnings and deductions
	5	Integrate with different types of loan account for deducting EMI / Installment automatic
	6	EMI / Installment deduction stop automatically after end of the loan period
	7	Arrears of salary to be paid for the adjustment of salary for the previous period by giving range of months/ Period
	8	System to allocate an employee's salary across multiple cost centers by fixed % or specific assignment or manual distribution
	9	Automatic update payroll calculation rules whenever an employee's grade changes
	10	Handle multiple pay commission guidelines e.g. 6th pay and 7th pay commission for different set of employees
	11	All standard and statutory payroll related reports
	12	Capture employee's bank account number and bank details
	13	Allows to define different salary or wage classes and scales

14	Auto calculation of payroll based on attendance records with possibility of transfer of attendance records to payroll system in batch mode or manually for employees not using ERP for time and attendance.
15	System should be able to categorize the deductions like Tax, deductions on uniform, deduction on advance taken, loans from company or external organization, payments for any other purposes to external org. like LIC premiums
16	Provision of supporting loan details/advances taken like amount taken, tenure, amount of each instalment
17	Provision to set loan and advances repayment schedule with an option to modify the same and payroll calculation accordingly
18	Provision to levy deduction (for a user defined period) on items issued to employee e.g. uniform, deduction of loan or advance
19	Audit Payroll fixation
20	Payroll processing for Anganwadi employees (fix pay)
21	Process & generate the Salary certificate, Due Settlement Certificate for an employee / ex-employee
22	Daily wage employees payroll management

### 2.7 Taxation

1	Ability to Define tax rules to determine employees tax liability as per changes by the Central Govt./ local statutory legislation for actual tax liability of employee
2	Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to update salary record and tax calculation automatically by the system.
3	The system should ensure support for major statutory reports / Forms and certificates of taxes.
4	The system should Record employees' perquisites and other information relevant in computing their tax liability as tax components.
5	The system should Complete calculation and deduction of tax automatically / user defined
6	The system should Project the tax liability of each employee for the period within a tax calendar based on the employee declaration of savings etc. and providing tax planners to the employee.
7	Provision to Manually adjust taxable earnings (in case of income from other sources, investments etc.)
8	The system should handle Exemptions and Rebates as per the Income Tax Rules
9	Professional tax deductions with exemptions, arrears and generation of related reports and challans

### 2.8 Retirement Benefits System / Other benefits System

1	System to take care for Medical Reimbursement system
2	Travel & Expense: Employees to fill details of expenses carried out during a travel, upload of receipts, computation of travel allowances and approvals. Integration with corporate card if issued in future, needs to be done.
3	System to provide provision and checks for the employees to be granted LTA / LTC as per company rules

	4	System to allow payments (Both Advance and Final) towards LTA / LTC either outside or with Payroll and paid as taxable/ nontaxable as per Tax rules
	5	System to provide facility of making payments of other benefits Like Telephone bills reimbursement either outside or with Payroll
	6	Health card and medical allowances
	7	Pensioner Management
	8	Entire Provident Fund and Gratuity Accounting Module as part of Payroll system
<b>2.9 Talent management, Training &amp; development, Enterprise knowledge portal</b>		
	1	Feature of training calendar
	2	Information of employees called & attended training
	3	Career path/ skill-wise training schedule for employees and initiation of schedule after transfer or promotion to new position
	4	System to provide a standard methodology for Training Need Identification
	5	System to provide provision for the employees/Head of division to give a request/ nomination for training
	6	Provide facility for online evaluation / feedback on Trainings by the employees
	7	Send training alerts to employees
	8	Maintain minimum required training to employees with alert for any repetition of the same or maximum training attended
	9	A knowledge portal to empower employees taking up new responsibilities with rich knowledge base and anytime accessibility will be provided.
	10	Provide provision to know the number of days/hours spent by individual & up to group for training
	11	System to provide provision to know the amount spent on various training activities.
<b>2.10 Employee Self Service &amp; Manager self service</b>		
	1	Employee should be able to access own records, perform necessary functions and raise requests for above-mentioned phases using self-service portal: <ul style="list-style-type: none"> <li>• Apply Leaves</li> <li>• Viewing salary slips</li> <li>• View leave balance</li> <li>• Viewing Form 16</li> <li>• Entering travel claims</li> <li>• Confidential Report Triggering and updation</li> <li>• Searching employee directory</li> <li>• Employee time and attendance entry</li> <li>• Employee directory</li> <li>• Benefits enrollment</li> <li>• View Service Book</li> <li>• Standard Application of Rules</li> <li>• Benefits Management</li> <li>• Online Learning</li> <li>• Skill Position Matching</li> <li>• Talent Profile &amp; Feedback on Performance</li> </ul>

	2	System to generate service book for employees, downloaded as pdf on request to view in Gujarati and English with all necessary updates
	3	<p>Manager should be able to raise request on employee behalf and approve requests raised by employees online over mobile and web. These will empower manager as envisaged by the Government of Gujarat under:</p> <ul style="list-style-type: none"> <li>• Number of Employees Present or Absent</li> <li>• Filled in Position Distribution in Subordinate Offices</li> <li>• Online Communication to Pre-Designated Mailing List</li> <li>• Pending Administrative Processes –PAR, TA/DA, DPC, 50-55 Review</li> <li>• Pending Work Process Monitoring –Loan/Advances, GPF, Interest</li> <li>• Human Resource Budgeting</li> <li>• Talent Management -Skill / Competency Assessment, Training</li> </ul>
	4	Employees able to access own records online and raise requests for name change, NOC, address change, leaves with necessary workflow approvals.

### 3. Procurement, Material Management & Vendor Management

Sr.No.	Functionalities
<b>3.1 Classification of Assets</b>	
	Movable Assets
1	Plant and Machinery - including machinery of Water Works & Drainage, Road Department Machinery.
2	Vehicles
3	Furniture & Fixtures
4	Office Equipment
5	Other Equipment
	Investments
1	Plant and Machinery - including machinery of Water Works & Drainage, Road Department Machinery.
	Capture various details for the Assets
1	Ownership
2	Cost Details (Construction / Purchase / Transfer)
3	Depreciation Principles
4	Other Details to arrive at Current Value
	Preparation of opening Balance for Asset Valuation
<b>3.2 Asset Transactions</b>	
1	Purchase of new Assets
2	Acquisition of Land
3	Asset Sale
4	Investment on Assets (like construction of new floors, road re-surfacing etc.)
5	Insurance Details
6	Insurance Claim Related Information Capture
<b>3.3 MIS</b>	
1	Asset Register

	2	Revenue Report
	3	Outstanding Register
	4	Search facility for various information (like search for name of Road)
<b>3.4 Other Requirements</b>		
	1	Data Porting / Data Entry Suite
<b>3.5 Masters</b>		
	Categorization of Stores	
	1.	Central Store
	2.	Central Medical Store
	3.	Hospital Store
	4.	Street Light Department Stores
	5.	Hydraulic Department
	6.	Drainage Department
	7.	Road Department
	8.	Information Systems Department
	9.	Other Stores
	10.	Vehicle Department.... Etc.
<b>3.6 Defining Various Items under each category</b>		
	<b>Material Master</b>	
	1	Ability to classify materials into group & subgroup as per the business requirement such as Inventory, Direct Issue, Raw materials, Spares, Tools, Finished goods etc.
	2	Ability to capture critical material relevant information such as material specification, key characteristics, health hazardous etc.
	3	Ability to classify materials into 'ABC','N &'S','VED' and 'XYZ' categories with user maintained definition.
	4	Ability of the system to capture minimum, maximum and re-order level for the inventory.
	5	Ability to assign standard packaging materials to finished goods such as Drums, bags, boxes, bins, toners, cylinders etc.
	6	Ability of system for making the item code inactive.
	7	Ability of System to handle item having different unit of measurement (UOM): Manufacturing UOM, Sales UOM, Purchase UOM, Stock UOM etc.
	8	Ability of System for searching item based on its characteristics.
	9	Ability for supporting lot / batch control for the item codes.
	10	Ability to use either internal code generation or external code mechanism.
	<b>Vendor Masters</b>	
	1	Facility to enter online vendor registration request with details vendor profile like Name, address, work location, items / service supplied, business history, contact details, distribution channel, payment profile, bank details, registration details etc.
	2	Facility to classify vendor on criteria like indigenous / foreign, PSU / Non-PSU, Defense, Pvt. Sector, Small Scale Industry within state or outside state etc.
	3	Facility to classify vendor based on products supplied
	4	Facility to define criteria for registration evaluation & mark / deny approval.
	5	Ability to blacklist, block / unblock a vendor for further processing of any transaction. Also, ability to capture reasons for blocking / unblocking of vendor

6	Ability to define quantities parameters and weight age for parameters for vendor evaluation like: conformity to delivery schedules, compliance to quality standards, instances of short supplies, Pricing.
7	Ability to codify Vendors by a unique coding system. System should provide flexibility to the user to define coding logic.
8	Ability to assign list of materials / services that can be procured from the vendor
9	System ability to support catalogue management (Catalogues from various vendors provided in soft form should be able to be uploaded in ERP)
<b>Price-list for the Rate Contract Items</b>	
<b>3.7 Requisition &amp; Quotations</b>	
1	Ability of raising indent, routing via various levels of online approvals before it can be converted into a requisition or order
2	Ability of converting indent directly into a purchase order if there exists a contract or purchase schedule
3	Online Requisition Entry and Update
4	Option to include Delivery Schedules and Quality Specs with support for manual entry and special text within the Requisitions
5	Facility to link Requisition to project, Production Order and work center
6	Blocking of indent if there is no sufficient budget against the cost center
7	Facility to send multiple tenders against single requisition
8	Facility to compare Supplier Quotations (with landed cost option also)
9	Ability to generate requisitions automatically for items replenished frequently like Consumables, based on re-order level
10	Ability to check the availability of free or reserved stock available at different storage locations while creating requisitions
11	Ability to send requirement details, documents like drawings and request for specifications along with RFQ
12	Ability to enter quotations in the system against RFQ, including taxes
13	Ability of the system to restrict quotations from approved suppliers only.
14	Ability of the system to receive EMD from and refund EMD to suppliers participating in bidding process.
15	Ability of have two stage bidding un-priced techno-commercial bid and priced commercial bid in the system
16	L1 prices should be automatically highlighted in QCS report (PDF format) to facilitate review
17	System should provide list of technical evaluation parameters based on supply or service procurement in un-priced QCS
18	Ability to approve quotation of the recommended vendor in the system and add reason for approval
19	Ability to automatically create a PO in the system after quotation approval.
20	Ability of the system to award PO to different vendors for different line items. For e.g.: Among quotations received, one vendor might be L1 for a particular item while another vendor might be L1 for a different item. In such cases, it should be possible to break up the PO and award approval to different vendors for different item lines.

<b>3.8 Rate Contracting of Individual Orders</b>		
1		Tendering
2		Sanction from Standing Committee
3		Proposal submission for Individual Orders
<b>3.9 Purchase Order (PO)/Contracts / Blanket PO</b>		
1		Ability of the system to capture PO information like PO number & date, Item details like code, description, UOM, rate, quantity, Delivery schedule, applicable taxes, BG, SD, other terms etc.
2		Ability to specify payment terms in the system.
3		Ability to directly create PO in the system without requisition
4		Ability of the system to support a different PO numbering series as per PO types or categories.
5		Ability to create single PO in the system from multiple requisitions or multiple PO against single requisition.
6		Ability of the system to print PO in a user defined format on pre-printed stationery
7		Ability to link PO with all previous transaction / documents of the system
8		Ability to generate blanket PO (annual rate contract) with only the required quantity or may be open quantity.
9		Ability to generate blanket PO (rate contract along with period) with required quantity. Rate may change after regular interval for balance quantity.
10		Ability of the system to automatically generate PO based on re-order level
11		Ability of the system to update budget utilization automatically at PO release
12		Ability to generate Letter of Intent (LOI) in the system, prior to PO.
13		Ability of the system to send soft copy of PO in Pdf format to suppliers via e-mail or send alert via SMS
14		Ability of the system to send reminders to suppliers through email and SMS in case of delay in receipt of goods.
15		Ability of the system to receive advance intimation from supplier for receipt of goods with transportation details.
16		Ability to view balance quantity and payments made against PO in PO screen of the system
17		Ability to capture the details in the contract like contract validity dates, location of Delivery, Material code with description and quantity, agreed upon rates including breakup of taxes, payment terms, other terms and conditions, VAT.
18		Ability to maintain the standard templates for the creation of Contracts or Letter of Award and Letter of Intent etc.
19		Ability to link the Contract details from the purchase requisition and vendor master.
20		Ability to define and configure the work flow for approval of amendments to the contract terms.
21		Ability to generate the changed Contract once the amendments are made.
22		Ability to store scanned/ soft copy of each external/ internal correspondence against a contract for issue handling and progress review.
23		Ability to capture contract validity period and online validation against subsequent transactions.

24	Ability to create PO's with different number series based on purchase type such as location / material type / department etc.
25	Tolerance for excess and short supply. Reporting on excess / deficit deliveries for a PO
<b>3.10 Services procurement / Work Order</b>	
1	Ability of the system to support work orders for any job with material, without material, manpower supply, civil works etc.
2	Ability of the system to capture terms of issuing material to contractor on chargeable basis, non-chargeable basis etc.
3	Ability of the system to support recurring bill.
4	Ability to check in the system remaining amount outstanding in the contract before making payment
5	Ability of the system to generate necessary tax certificates
6	Ability to generate work completion note in the system by indenter to certify quantity and quality
7	Ability to capture key information in the service purchase orders like type of service (security, consultancy, transportation, job etc.), rate of services, applicable taxes, financial agreement etc.
<b>3.11 Goods Receipt</b>	
1	Ability to create an Inward and Inspection note before creation of Goods Receipt (GR). Inward will contain details such as PO number, date of receipt and other consignment information.
2	Ability of the system to create of GR from inward and inspection note.
3	Ability to have a single GR form to handle multiple types of GR like Store receipt, Direct consumption, Capital, or Capital Direct consumption etc.
4	Ability of the system to generate GR number automatically or manual link with Inward.
5	Ability of the system to receive partial consignment / delivery from PO
6	Ability of the system to show remaining PO quantity when creating GR
7	Ability of the system to receive goods in a measurement unit different from the measurement unit in which the order was placed.
8	Ability to define & control GR against purchase order as per the control policies (e.g.: under receipt tolerance, over receipt tolerance etc.)
9	Ability to block GR process in case the received quantity exceeds PO quantity tolerance limit
10	Ability of the system to capture the QC check results in case of items requiring the same.
11	Ability of the system to show list of test certificates required to pass quality check. System should auto-populate this list from the concerned PO.
12	Ability of the system to capture quantity rejected by QC against the GR
13	Ability of the system to automatically generate a rejection / shortage note and rejection / shortage letter in case of rejection / shortage
14	Ability of the system to generate a Debit Note to be sent to the vendors for all rejections / shortage. The Debit Note should be linked to the Rejection / shortage note in the system.

15	Ability of the system to provide facility to re-inspection of rejected materials.
16	Ability to facilitate Goods Receipt of "Free of Cost" Items/Samples
17	Ability of the system to highlight pending overdue & non-overdue purchase orders and pending quantity
18	Ability to automatically transfer received material into defined storage location
19	Ability to generate instructions/labels for the storing of items in the warehouse / storage areas including bar codes
20	The ability to provide views of inventory balances, in-transit, and on-order across all warehouses and for individual warehouses.
21	Facility to track used / unused material supplied to subcontractor
22	Facility to give various alerts like Shelf Life expiry etc.
23	Ability to facilitate Goods Receipt capturing Batch Number and Validity/expiry period of the materials
24	Ability to facilitate Goods Receipt capturing Self life of the materials
25	Facility to each department to indent material
26	Issue of Material by Store Staff
<b>3.12 Stores management</b>	
1	Ability of the system to select any valuation method i.e. FIFO, LIFO, or weighted average method for valuation of stock
2	Facility to track from Lot Number, all the inspection details for the lot
3	Support for Allocation of Inventory to Production Order / Project etc.
4	Support for User-defined Reservation Criteria for sequencing or creating reservations
5	Facility to assign Adjustment Reason Codes (including Cycle Count and Returned Goods)
6	Audit Trail of Inventory Adjustments made
7	Reporting of Overstock and Under Stock Exceptions
8	Ability to support issue of material having shelf life on FIFO basis
<b>3.13 Disposal of Dead Stock</b>	
1	Department wise submission of details
2	Tendering by Stores Department
3	Disposal of Dead Stock
<b>3.14 MIS</b>	
1	List of Vendor wise / Material wise orders
2	Material wise, Department wise consumption report
3	Disposal of Dead Stock
4	Status report to department w.r.t their orders
5	Comparison of price bids with history prices
6	Alerts if the Batch Numbers or Serial Numbers is not in order
7	ABC Analysis
8	Vendor Performance Analysis Rating & Reports (on the basis of quality of item / services offered, quantities supplied, delivery / timely completion performance and cost /price)
9	Register for Inward, Inspection, receipt, Issue etc. on user defined period.

	10	Aging analysis of stock items
	11	Facility to provide slow moving and nonmoving items report
	12	Items above maximum level and Item below minimum level
	13	Rate variance report from Receipts
	14	Daily receipt report with quantity and value details.
	15	Inventory details 'batch wise' or 'lot number wise' or 'serial number wise' if material is managed in Batches or lots or serial number.
<b>3.15 Other Requirements</b>		
	1	Data Porting / Data Entry Suite
	2	Logins to suppliers to update their status
	3	Integration with DMS System to save, send, capture, and refer documents attached with any Tender, Requisition, Quotation, Contract, Purchase Order, Goods Receipt, Invoice Receipt etc.

## 4. Project Management

	Sr.No.	Functionalities
<b>4.1 Portfolio Demand Management</b>		
	1	System to have various stages of approvals for all the proposed projects. These approvals will pertain to project selection, budget approvals, vendor selection including technical and financial evaluation, pilot implementation, approval to Go-Live based on UAT approval for maintenance milestones, approval for project closure.
	2	System should be flexible to define approval stages and criteria for different project types.
	3	<p>A sample flow is below:</p> <p>Gate 0 – where demand is approved by the commissioner based on the requirement and benefit submitted by department.</p> <p>The proposal document will also be copied to the project and portfolio management system where technical evaluation and financial evaluation will be done as part of G1 (gate 1 approval) based on DPR submitted by consultant</p> <p>Gate 2 approval will be the approval by Commissioner and standing committee. Post this bidder will be selected.</p> <p>Follow on gate approvals will be done based on different milestones achieved by the bidder as defined in the project stages. Payment milestones will be triggered from the system. A sample gates</p> <ul style="list-style-type: none"> <li>o Gate 3 Approval before Vendor onboarding and resource mobilization</li> <li>o Gate 4 Approval to approve Pilot Implementation</li> <li>o Gate 5 Approval to approve Go-Live based on User Acceptance Testing and performance test</li> <li>o Gate 6 Approval for project AMS annually</li> <li>o Gate 7 approval for project closure</li> </ul>
<b>4.2 Project Management</b>		
	1	Facility to create new project / review existing project with critical information's like activity / task lists with target dates and resource.

	2	Ability to track and analyze Project Schedule, Costs, Materials, Equipment and Services
	3	Ability of handle any number of Projects simultaneously.
	4	Ability to record, manage and report Accounting Data for all Project-related Transactions
	5	Facility to record periodic Progress Information from Weekly / Monthly Project Reports
	6	Facility to import Project Activity Networks exported from commonly-used Project Management Packages such as Primavera, Microsoft Project, etc.
	7	Facility to identify project milestones and targets
	8	Ability to define sub-projects within a project
	9	Facility for multi-user concurrent access to any project, including record locking facilities to avoid concurrent updating of project details
	10	Ability to analyze individual projects by comparing project plans against progress and produce exception reports.
	11	Provision to select multiple projects based on selection criteria and display any/specified stored details
	12	Ability to produce GANTT and PERT charts to display the critical path and float times for all or selected activities
	13	Reporting facility through which users can define and develop reports related to single or multiple projects (for monitoring progress and performance)
<b>4.3 Project Structuring</b>		
	1	Work Breakdown Structures (WBS) and Networks to structure projects hierarchical and/or using network techniques. Milestones and documents to mark project events appropriately.
<b>4.4 Project Scheduling</b>		
	1	To provide various date planning functions. Flexible scheduling techniques to be used to calculate earliest/latest dates, floats, or critical paths within projects.
<b>4.5 Capacity and Workforce Planning</b>		
	1	Networks to plan, analyze and level work center based capacity requirements of the project.
<b>4.6 Material and External Service Planning</b>		
	1	To assign material components to Networks to plan material requirements based on the project schedule, check the material availability, and trigger the material procurement and delivery later.
<b>4.7 Financial Planning</b>		
	1	To provide various techniques for planning costs and revenues in Project System depending on financial planning requirements.
<b>4.8 Budget Management</b>		
	1	Budget is the approved cost structure for a project. One can allocate budget to projects in Investment Management or directly in Project System.
<b>4.9 Confirmations</b>		
	1	In the execution phase of projects confirmations can be used to document the actual work performed and the progress of individual work packages.
<b>4.10 Cost Integration and Billing</b>		

	1	Costs actually incurred are posted directly to project by account assignment of documents in Financial Accounting, Controlling or Materials Management for example.
<b>4.11 Project Reporting</b>		
	1	Project System provides various standard reports for real-time reporting of financial and logistic project data.
<b>4.12 Integration</b>		
	1	Citizen engagement is required for the projects where decision of creating a bridge/ asset, budget approvals, progress report is visible to them on GIS map where citizens can know beforehand any upcoming project decisions, traffic disruptions or gives comments. This will be achieved by publishing details on SMC web portals. The details will come from Project Management and Asset management/ maintenance module of ERP, thus integration with SMC web portals and SMC GIS to provide this information readily.
<b>4.13 General</b>		
	1	Ability to manually/auto load and selectively change project data (start/end dates, etc.).
	2	Ability to capture, compute and report real-time actuals (e.g. costs, effort, schedule status)
	3	Ability to aggregate cost, effort, and schedule data across projects (e.g. Gantt chart data rollup)
	4	Ability to calculate performance ratios manually or automatically at specified points in time or at project milestones.
	5	Ability to provide dashboard view of status of all projects with ability to drill down.
	6	Ability to compute/display estimates of remaining work (hours to completion, percent of work completed, end-date forecasting, etc.)
	7	Ability to provide comparison of actual vs. planned progress with variance analysis, alerts, and rule - based notification.
	8	Ability to provide project reporting/forecasting according to government contracting requirements (e.g., earned value analysis).
	9	Ability to support risk monitoring and on-going multi-project risk management.
	10	Ability to use project status and project forecasts to update financial budget forecasts.
	11	Ability to capture and transmit project costs, expenses, commitments, etc., for accounting.
	12	Ability to support and billing (e.g., expense reporting).
	13	Configure status indicators at summary level of Project. These indicators should be displayed in Project Center with different colors to depict project status.
	14	Ability to store, populate and update exact latitude and longitude details of the project and pass the information to and from GIS system.
<b>4.14 Project Cost Monitoring</b>		
	1	Facility to record various Cost Data for a project (such as budget amount, expenditure to date, cost to completion, cost estimate of changes, etc.)
	2	Facility to record Project committed Cost Data from the payment requests received from various sources

3	Facility to record release of funds details and maintain project release of funds history
4	Facility to record project allocations, advanced payment and bank details
5	Provisions to compare the payment requests against the outstanding contract value for a given project/stage/activity
6	Provisions to track payments related to external agents (consultants, contractors, etc.)
7	Provisions to track the status of a payment request through the batch upload and approvals process
8	Provisions to validate payment against the release of funds and update the project release of funds balance
9	Facility to mark projects for archiving once all the costs have been paid and project completed
<b>4.15 Project Resource Utilization and Reporting</b>	
1	Facility to integrate all MM functions such as Procurement, Receipt and Storing procedure, Material Reservation, and Inventory Management.
2	Facility to declare WIP status and Completion of Project.
3	Facility to transfer Project Material to regular Inventory and vice versa.
4	Facility to Map Project Item with Regular Item codification.
5	Provisions to include left over Material in regular Inventory as Non-Valued / Valued Material as well as Spare or Part of specific Equipment on completion of Project.
6	Provisions to track and include Installation / Commissioning / Put to use Date and warranty period and Maintenance schedule along with Details in system on completion of Project.

## 5. Enterprise Asset Management with Maintenance

Sr.No.	Functionalities
<b>5.1 Asset Management</b>	
1	Ability to manage assets like bridge, roads, vehicles, street lights, buildings, land, billboards, equipment, IT hardware, software licenses etc.
2	Describe, display, and manage assets with a GIS-based interface
3	Monitor condition of assets and identify damage or defect (using start point, end point and offset for linear assets)
4	Creation and updation of assets (including Functional location, Equipment, Measuring points)
5	Define inspections and maintenance tasks that must be carried out in assets
6	Create and manage the maintenance items in maintenance plans
7	Integrated with Asset accounting as specified in financial accounting section with ability to display all asset accounting report
8	Ability to store, populate and update exact latitude and longitude details of the asset and pass the information to and from GIS system
9	Lease in lease out assets and related accounting functionalities
<b>5.2 Asset / Equipment / Component Master</b>	

	1	Provision of an asset/equipment register at the Operational level which provides a hierarchical view of Plant / equipment / assembly / sub-assembly
	2	Ability to create user defined group of asset/equipment as per similar types of equipment for standard maintenance activity.
	3	Ability to link asset / equipment to cost center codes for costing (cost type wise)
	4	Ability to link and provide online access to relevant document like Operating procedure, standard settings and calibrations, technical information, safety instructions, part list, warranty details etc.
<b>5.3 Work Order Monitoring</b>		
	1	Ability to create different work orders related to break down or maintenance related job
	2	Ability to create work orders based on shutdown activity.
	3	Ability to put next available schedule to re-plan the activity if clearance is not given for particular job.
	4	Provision for creation of job card with detail activity with allocated responsibility along with required resource.
	5	Provision to define Specifications of resource requirements including materials, labor, tools (skills / competencies), contractors and equipment.
	6	The system to maintain maintenance labor resources (actual time) including individuals and work groups.
	7	Ability to maintain 'rates of charge' for the purposes of labor and work costing
	8	Ability to link required items, services and labour on the maintenance work order
	9	Maintenance work order has stages like, created, In process, Completed
	10	Create/ Closure / cancellation of Work Order / Job
	11	Reschedule work orders. Set committed working days, plant shutdown days. Work orders will reschedule appropriately.
	12	Ability to print work order
<b>5.4 Maintenance Analysis and Statistics</b>		
	1	Analyze the equipment breakdown and repetitive breakdowns
	2	Equipment breakdown analyze and control
	3	Material planning for preventive maintenance and maintain safety stock
	4	Analyze your equipment MTTR and MTBR and plan to control
	5	Material consumption analysis
	6	Counter based preventive maintenance for equipment like Generators, motors & Compressors
	7	Ability to maintain operational and maintenance history against asset/ equipment work orders.
	8	Reporting on asset/ equipment statistics like availability, utilization etc.
<b>5.5 Inter departmental Communication</b>		
	1	System generate online request and reservation for workshop equipment or any other service like crane with availability status
	2	System generate online request for visitor gate pass for casual workman supply associated with maintenance activities

3	System to take care of contractual jobs which include work order generation, measurement records and payment advice generation etc. for actual jobs as well as for budget planning with reference to financial concurred amount
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## 6. Water Utility & Billing

	Sr.No	Functionalities
<b>6.1 Customer Relationship Management</b>		
	1	Service Order Management with Utility Billing
	2	Service Order Quotation
	3	Service Order Processing
	4	Service Confirmation Processing
	5	Customer Service Processes
	6	Managing Financial Inquiries in Civic Centre
	7	Processing Payments - Cheque/Cash/Card Payment
	8	Generate automatic letters/notices
	9	Maintain relationships between consumption history and a customer, meter and premise
<b>6.2 Meter Management</b>		
	1	Entering Meter Readings
	2	Collecting meter readings in the metering database
	3	Meter Malfunction Notification / Service Notification
	4	Provision to interface with AMR
	5	Spot water meter reading and billing (Pandeara industrial area, 24x7 new north)
	6	Validations for the spot metering and billing data update
	7	Lifecycle monitoring and testing plan for meters
	8	MIS generation System should be capable to monitor and track the following: Meter reader's performance, Comparison of input versus expected consumption, variance in consumption for consumers etc.
	9	Tracking meter location, status, tampering
	10	Adding meter record in batches
	11	Provision to assign document / text/ drawing related information
	12	Provision to interface with GIS
	13	Create service orders from meter reading trouble codes
	14	Facility to change faulty meter during a billing cycle
<b>6.3 Contract Billing</b>		
	1	Fresh water billing
	2	Waste water billing
	3	Meter rent
	4	Service Contract and Quotation Analysis
	5	Service Order and Quotation Analysis
	6	Identifying Account for Utility Service Processes
	7	Changing Account Data and Business Agreement Data
	8	Master Data Overview (Account, Business Agreement, Consumption)
	9	Bill Information/Bill Correction

	10	Interfacing with spot billing and MRI instruments
	11	Govt. Taxes and Levies: rates must be configurable and the system must automatically calculate the applicable amounts and apply them on the bills and if necessary show them as separate line items
	12	Retrospective Billing, Billing reversal / Adjustment, Manual Billing, Unscheduled Billing, Proration Scenario
	13	Business processes needs to be detailed at Level 3 and 4 and to be mapped in ERP / e-Office application.
<b>6.4 Account Management</b>		
	1	Changing Budget Billing Plan
	2	Service Contract and Entitlement Management
	3	Complaints and Returns Management
	4	Warranty Analysis
	5	Overdue alert
	6	Accepting change in metering cycle
	7	Provision to assign document / text/ drawing related information
	8	Maintain a complete audit trail of all changes
	9	Store monthly demand data and corresponding charges
	10	Surcharges and Rebates on components of Water Bills must be configurable by account types
	11	System provides the ability to bill for multiple meters at a single customer account.
	12	Consumer connection management (ward-wise, zone-wise, type-wise, size-wise, etc.)
	13	Dunning
	14	Business processes needs to be detailed at Level 3 and 4 and to be mapped in ERP / e-Office application.
	15	On the spot discount or waive off for special cases need to be incorporated
	16	Converting due amount in to installments
	17	Geographical area wise business rule application (zone/ ward/ sub-ward)
<b>6.5 Reports</b>		
	1	Analysis Reports: <ul style="list-style-type: none"> <li>• Demand analysis Report.</li> <li>• Collections analysis Report.</li> <li>• Revenue Recovery analysis Report.</li> <li>• Water Supply Effectiveness Analysis Report.</li> <li>• Customer Service effective analysis Report.</li> </ul>
	2	Executive Management Reports: <ul style="list-style-type: none"> <li>• Consolidated view of operational profit &amp; loss for all circle officers</li> <li>• Drill down from the Transaction level to reports right up to section level</li> </ul>

		<ul style="list-style-type: none"> <li>Change the sorting order and view the report contents with the new sort order</li> </ul>
	3	<p>Consolidated Reports:</p> <ul style="list-style-type: none"> <li>Consumption and sales</li> <li>Revenue realization, revenue improvement</li> <li>Customer complaints and water leakage losses</li> <li>Executive Summary Report</li> <li>Demand Vs. Collection</li> <li>Summary information Report</li> <li>Commercial Performance Report</li> </ul>
	4	<p>Single Parameter Reports:</p> <ul style="list-style-type: none"> <li>Improvement Reports</li> <li>Revenue Reports</li> <li>Operations Reports</li> </ul>
	5	<p>Revenue Collection Report:</p> <ul style="list-style-type: none"> <li>Demand raised for the month (As spot billing is done throughout the month cumulative progress is presented)</li> <li>% cumulative collection against correct month demand, till date for this month and for the last month</li> <li>Monitoring of cumulative collection for the month till date against the demand raised</li> </ul>
	6	<p>Other Reports: Service Level Benchmarking, monitoring and reporting (KPI) in accordance to MoUD, Gol. Other reports as per the Client requirements arising from time to time during project life cycle.</p>

## 7. Complaint Management / Grievance redressal mechanism

	Sr.No.	Functionalities
<b>7.1 Complaint creation</b>		
	1	Capability to create new complaints through screen input, email receipt, SMS receipt and event triggers from other systems
	2	Able to support bulk creation of complaints through file upload
	3	Ability to automatically update complaint fields based on the inputs received – For example, if a registered citizen logs a complaint through portal, his tenement id, ward, zone etc. should be automatically populated
	4	Ability to define a complaint number which will be unique and will be a reference parameter for all the future cases
	5	Ability to link new complaints to an older complaints number and provide reporting on such linked complaints.
	6	The system should allow for the inclusion of pictures, screen shots, emails, PDFs, mp3 to be included as part of the complaints document

	7	The system should support multiple severities/categories with restriction on using certain severities, e.g. only authorized users can create S1 tickets
	8	When a new complaint is created via user input (using a web form/ mobile app or a self-service portal), an e-mail can be automatically sent to the user confirming that a new case record has been created
	9	The system need to be integrated with social media analytics tool and MySurat website to address the negative sentiments captured.
<b>7.2 Complaint assignment</b>		
	1	Capability to assign complaints resolution authority, assign complaints resolution time frame
	2	Capability to automatically assign complaints to resolver groups based on configurable business rules
	3	The system should support bulk and individual manual assignment/reassignment
<b>7.3 Complaint updates and resolution</b>		
	1	Support internal and external comments, with the internal comments not being visible to the ticket creator
	2	The system should support bulk updates of complaints using file upload
	3	The system should support both forced closure and user confirmation for resolution
	4	The system should support timeframe based status changes – for example, if user input is not received in X days, the ticket is automatically closed
	5	A configurable "status" data field is used to track the status of each complaint (e.g., new, assigned, in progress, escalated, on-hold, filed, etc.)
	6	Any time a complaint is created or updated, a history record (of the change) is automatically created and associated with the complaint
<b>7.4 Complaint escalation</b>		
	1	Ability to escalate complaints to required authority automatically based on predefined business rules e.g. ageing and be able to follow a different path of resolution on escalation
<b>7.5 Reporting</b>		
	1	The system should have the capability to perform searches complaints based on large variety of criteria including date, priority, ageing, raising authority, case number, case owner, amongst others with Pre-configured compliant list views (complaint subsets based on user-definable filter variables)
	2	Multiple complaint record "layouts" can be defined to handle complaints and service requests with different processes and data needs
	3	The system should be able to generate MIS report (if required) on the status of the various complaints
	4	The system should allow for printable form/reports for all the complaints
	5	All reports should be downloadable in PDF or excel format
	6	Quick access to recently created, modified, or viewed complaints
	7	Best Practices Knowledge Base – customers and support agents have online access to best practices with self-help documents and 'how-to' guides.
	8	Pre-designed complaint-related analytics (charts and graphs) to be available for display on dashboards and reports

	9	Productive Time-Tracking report – ability to monitor & track time spent on complaint resolution by user.
	10	Indicative reporting requirements with respect to complaints (not exhaustive) <ul style="list-style-type: none"> <li>o Number of complaints by <ul style="list-style-type: none"> <li>i. Type</li> <li>ii. Classification parameters</li> <li>iii. Citizen/ ward/ zone</li> <li>iv. Resolution</li> </ul> </li> <li>o Complaints by status/ milestones</li> <li>o Overdue complaints</li> <li>o Complaints view by <ul style="list-style-type: none"> <li>i. complaint id</li> <li>ii. timeframe (to date – from date)</li> </ul> </li> <li>o Trends in complaints by <ul style="list-style-type: none"> <li>i. Type</li> <li>ii. Classification parameters</li> <li>iii. Ageing</li> </ul> </li> </ul>

### 7.6 Mobile interface for field employees

	1	As soon as a complaint is assigned to an employee, she/he should get a notification.
	2	On opening the application, they should be only able to access/ action on the complaints assigned to them
	3	They should be able to reassign the complaint to another employee based on the follow-on action required for which logs and timestamp need to be maintained
	4	The complaints nearing SLA breach or beyond SLA should be highlighted in Amber and Red colour
	5	Ability to capture geo-coordinates, images and updates from the field

## 8. Revenue & tax management with citizen relationship management

	Sr.No.	Functionalities
<b>8.1 Taxpayer Identification and Returns Processing - single taxpayer view</b>		
	1	Citizen Registration - citizens can walk in to a civic center and get himself registered and attach his properties, water connection, drainage connection, birth registration, shops and establishment license, professional license in a single account
	2	Ability to capture and retain existing unique id for each of the above services, like tenement id, water connection number, water meter id etc.
	3	Ability to view past records for which data migration from existing applications
	4	Ability to capture personal details along with Aadhar number, Pan card number, Driving license number etc.
<b>8.2 Agent's access to citizen information</b>		

	1	Agent to access citizen records, collect payment, issue returns, raise requests on behalf of citizens for all citizen services in scope.
	2	Provide agents with a complete view of client financial information, outstanding bills, bill details, and payment history across services in a single view
	3	Integration of complaint redressal module with Civic center module is required, so agents can raise complaints on behalf of citizens in civic center
	4	Services wise access to civic center agents should be possible in the system
<b>8.3 Receivables Management and Payment Handling</b>		
	1	Process high volumes of payments quickly and accurately
	2	should handle all payment channels like cash, card, online etc. and provide sophisticated and flexible clearing control
	3	Generate receipts and duplicate receipts for all type of payments both in Gujarati and English based on account preference
	4	Agent wise, service wise and civic center wise reconciliation for all type of payments should be possible as and when required.
<b>8.4 Financial Customer Care and Dispute Management</b>		
	1	Process high volumes of payments quickly and accurately
	2	should handle all payment channels like cash, card, online etc. and provide sophisticated and flexible clearing control
	3	Generate receipts/ licenses/ certificates and duplicate copies on successful completion of for all type of payments both in Gujarati and English based on account preference
	4	Agent wise, service wise and civic center wise reconciliation for all type of payments should be possible as and when required.
<b>8.5 Revenue &amp; Tax management</b>		
	1	System should provide quick adjustments, modify contracts, change payment details, set up instalment plans, create credit notes, or mark disputed items as locked to exclude them from automated collections processing.
	2	Fully automate routine volume tasks, such as calculation of interest payments, deductions, discounts, late payment charges etc. and continuously optimize collections
	3	System should enable receivables management and payment handling, assign individual clearing strategies, automate payment reconciliation, and generate reports aligned with accounting principles
	4	Agent wise, service wise and civic center wise reconciliation for all type of payments should be possible as and when required.
	5	Integration with Virtual Civic center (Epay) services on SMC websites, enabling tax payers to view and manage their account details
	6	support multiple revenue types with a single view of a taxpayer's obligations
	7	All citizen communication outputs required in both Gujarati & English language

## 9. Property Tax

	Sr.No.	Functionalities
<b>9.1 General</b>		
	1.	The application needs to be integrated with Tax and revenue management, accounts receivable and citizen services (CRM)/ civic center application.
	2.	The module needs to be integrated with GIS with a facility to view the property in geospatial view from within the module.
	3.	All the process steps need to be integrated with Document Management system with each step having facility to view, comment on the document visible on the same process step screen.
	4.	The system to be integrated with tax assessment of ward management & inspection module.
	5.	All property tax rules should be configurable, to be changed as and when regulations are passed following required approval process.
	6.	<p>Creation of demand letter for property tax for each property as well as periodic billing with functionality for :</p> <ul style="list-style-type: none"> <li>• The SMC user to modify the property tax rates with history being maintained of the old rates and collection of taxes</li> <li>• Property tax rates may vary from based on SMC business rules</li> <li>• Property tax demand letter to include charges</li> <li>• System should allow payment of early payment discounts</li> <li>• System should provide functionality for reminder letter for unpaid property tax bills with automatic calculation and levy over interest and/or penalty</li> </ul>
	7.	<p>Submission of property tax in subsequent years with changes or without changes in property details like structure, usage etc.:</p> <ul style="list-style-type: none"> <li>• Capture details of multiple owners and tenants</li> <li>• Handle listing of multiple usage types within a property</li> <li>• Handling rebates, specific standardized rules, and considering various factors while calculating tax of the property.</li> </ul> <p>Capturing floor wise details in case of buildings</p>
	8.	Integration with Town Development, building permission system to receive notification on BUC certificate issuance.
	9.	All the citizen forms like khas notice, demand notice, warrant, green warrant should be printed on a pre-printed stationary and sent to citizens through e-mail and post.
	10.	Ability to generate demand based on pre-defined schedule. Basis which due date for tax payments to be calculated.
	11.	Business processes needs to be detailed at Level 3 and 4 and to be mapped in ERP / e-Office application.
	12.	Ability to view zone wise/ ward wise/ customer wise demand report, recovery report, defaulter report,
	13.	<p>Advertisement Hoardings &amp; Contract Management:</p> <ul style="list-style-type: none"> <li>• Creation of a sales contract and subsequent billing from advertisement hoardings</li> <li>• Registration of media agencies as customers</li> <li>• Functionality for booking an advertisement</li> </ul>

		<ul style="list-style-type: none"> <li>• Functionality for setting up new hoarding and display of advertisement</li> <li>• Functionality for renewal of advertisement contract</li> </ul>
	14.	SMC users must be able to carry out processes on the system like Contract Entry, Billing, Collection, Issue Renewal Notices, Contract Renewal, Suspension and Cancellation
	15.	Rechargeable Work: creation of a sales order and raising an invoice for work done which is chargeable to a customer
	16.	Usage of Telecom Fibre Network : creation of a sales order and raising an invoice for usage of fibre by telecom services providers: <ul style="list-style-type: none"> <li>• Fixed rental basis</li> <li>• Percentage of revenue basis</li> </ul>
	17.	Parking Lots: Creation of a sales order and subsequent billing from parking lots
	18.	Miscellaneous Revenues: Functionality to account for miscellaneous revenues from digital services, or rental for usage of community halls etc.
	19.	Reports as per business requirements of BMC relating to Revenue from Property Taxes, Land Sales, Telecom Fibre Usage etc.
	20.	Rent and Lease: <ul style="list-style-type: none"> <li>• Booking of Estate</li> <li>• Rent Payment schedule</li> <li>• Department process like Contract Entry, Billing, Collection, Renewal Notice, Contract Renewal.</li> <li>• Reports</li> </ul>

## 10. Professional Tax

	Sr.No	Functionalities
<b>10.1 General</b>		
	1	An application giving user online option to register, fill application, upload documents and submit fees should be developed.
	2	The documents uploaded should be stored in document management system.
	3	The application should follow the approval workflow with option to citizen to check the status of the application online.
	4	Integration with Financial accounting document is required to capture business partner details and to transmit the collection data.
	5	Reminders through SMS/e-mail for professional tax payment due and notifications for renewal and generate receipt for the payment made.
	6	Citizen should get workflow based functionality to download policy, name change or closure.
	7	Department approval mechanism to verify decrease in professional tax amount by the tax payer in the online portal and auto demand generation
	8	Integration with Property Tax department to view bill from tenement number, address change updation, and view professional tax number
	9	Integration with S&E department to know issue of S&E certificate

	10	Business processes needs to be detailed at Level 3 and 4 and to be mapped in ERP / e-Office application.
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## 11. Shops & Establishment

	Sr.No.	Functionalities
<b>11.1 General</b>		
	1	An application giving user option to register, fill application, upload documents and submit fees should be developed.
	2	The documents uploaded should be stored in document management system.
	3	The application should follow the approval workflow with option to citizen to check the status of the application online.
	4	Integration with Financial accounting document is required to capture business partner details and to transmit the collection data.
	5	Reminders and notifications for renewal and generate receipt for the payment made.
	6	Functionality to advice professional tax department for raising penalties.
	7	Citizen should get workflow based functionality to get download policy, name change or closure.
	8	While approving the S&E registration, a reference to the property through tenement ID should be available on the system.
	9	Business processes needs to be detailed at Level 3 and 4 and to be mapped in ERP / e-Office application.

## 12. Field Inspection and Reporting

	Sr.No.	Functionalities
<b>12.1 Engineering module / Inspection</b>		
	1	The module should be Integrated with ERP – Project and portfolio management system.
	2	Facility to register Engineering works/proposal.
	3	Ability to capture Geo-Coordinates of field employees doing the inspection
	4	Ability to capture the details of the inspection into the measurement book (MB) and generation of measurement book as and when required
	5	Able to submit/provide Pre-Sanction to any work
	6	Able to submit/provide Administrative Sanction (AS)
	7	Able to submit/provide Technical Sanction (TS)
	8	Able to generate Work Order on ERP system
	9	Facility to generate inspection/ monitoring/ survey orders for field officers
<b>12.2 Taxation module/ assessment</b>		
	1	The module should be integrated to Property tax module, should have the facility to refer the property online

	2	Facility to add new Tenement
	3	Facility to enter the details of Prof. tax collection
	4	Facility to generate inspection/survey orders for field officers
	5	Ability to capture Geo-Coordinates of field employees doing the survey.
	6	Integrate existing mobile app for property assessment
<b>12.3 Common features required for Engineering &amp; Taxation Module</b>		
	1	Capability of SMS alerts & auto e-mail generation for all orders.
	2	Auto PDF generation for all orders.
	3	Capability to receive and display all the data of reports uploaded by field officers
	4	Facility to store various inspection/monitoring/ survey data received from fields.
	5	Facility of report generation automatically with SMS alert for every inspection.
	6	Facility to send all auto generated PDF report to concern officer in their e-mail accounts automatically.
	7	Data filtering facility from reports received.
	8	Able to generate various individual and statistical reports as per requirements using the data received from the fields.
	9	Facility of statistical/analytical reports and graph with different combination of data for different level of users as per requirement.
	10	Facility to provide different alerts as per requirement.
	11	Facility of Dashboard for quick review.
	12	Facility to view the location of All inspections/survey on geospatial view
	13	Capability of customization as per requirement in report generation/data analysis

### 13. Inter-departmental file movement (Inward-Outward)

	Sr.No.	Functionalities
<b>13.1 General</b>		
	1.	The system shall replicate the Present physical file handling in the same manner as followed and electronic files shall give the same look and feel of Physical file with right-hand side of the file holding the "Correspondence" & left-hand side of the file holding the "Note-Sheets".
	2.	The system should comply with the Manual of Office Procedure (MOP), published by the Department of Administrative Reforms and Public Grievances (DARPG).
	3.	The system shall have a facility to create/open a new electronic file as well as a Part File, which can be merged with the main file at a later stage.
	4.	The system shall have a facility to save the file in the desired folder in the system as per the user rights.
	5.	Numbering for the file should be auto-generated as per the department format and should allow for restarting the numbering at beginning of every fiscal year.

6.	The system should mandatorily capture information like File Subject, Department etc. while creating the file.
7.	The system shall generate a Barcode number on successful creation of a file. This barcode can be pasted into a physical file for tracking, in case physical file is also used.
8.	The system shall allow adding documents to the electronic file directly from the scanner or internal/external drive or email.
9.	Any type of documents like Images, PDF files, Office files like word, Excel, PowerPoint presentations, AutoCAD drawings etc. can be added to the electronic file in the Correspondence side.
10.	The documents which are added to the files also can be individually indexed/ tagged for easy search.
11.	The system should have a facility to search a file based on multiple parameters like file number, file subject etc.
12.	System should allow categorization of files like subject files, special files, administrative files, project files etc.
13.	System shall have an in-built text editor for entering the notes. The editor should have basic functionalities such as highlighting a part of note, underlining, making bold, creating paragraphs, having bullet numbering, creating tables etc.
14.	The note editor should support adding notes in English, Gujarati & Hindi.
15.	The system shall have a draft folder to save Office Notes that are created by officer, which can be edited/appended/reviewed before making it the final note in the file.
16.	The system shall provide list of "Standard Noting" templates like "Put up for approval", which can be used by officers.
17.	The system shall provide facility to sign the document using "Digital Signature".
18.	The system shall allow appending the scanned signature of officers (for whom digital signature is not available) on the notes, based on the authentication at the time of adding the notes to note-sheet.
19.	The system shall provide security on notes so that Noting/comments once written signed and forwarded shall not be amendable/editable by any user including originator.
20.	The system shall provide facility of securing the notes or making a noting confidential and allow only selected authorized officers to view the secured notes.
21.	The system shall allow facility of linking a note with a document in correspondence side or linking note to a particular page of document in correspondence side or linking a note to another note.
22.	The system shall have the workflow capability to route the file for approval electronically. The routing can be either serial or parallel routing.
23.	The system shall have facility of creating Fixed File Routes or ad-hoc routes as the case may be.
24.	The system will allow attaching other related files in the workflow for easy reference, while in workflow.

25.	The system has facility to “refer” the file to an outside user who is not a part of Fixed File Route for getting their inputs.
26.	The system shall have facility to “Recall” the file from other users.
27.	If need be, the system shall allow transferring of file from a User’s Inbox to another user by authorized officers.
28.	Once the workflow is initiated, the system will automatically intimate the respective users by email/SMS for their action once the file is in their inbox.
29.	The system shall allow fixing the timelines for completing of task by each user. The system will intimate the user by email/SMS on reaching the threshold time for completing the task. The system will allow defining escalation actions, if the task is not completed in time like email, automatically moving the file to alternate officer etc.
30.	The system shall allow the officer to keep a file “On-Hold” by specifying the reason for hold.
31.	The system shall provide a facility to track the file by authorized users at any point of time.
32.	The system shall allow maintaining information & tracking of Physical Files also if need be.
33.	The system shall provide facility to print out the noting for filing in paper folder as record if need be.
34.	The system shall allow various process/file reports including drill-down reports as needed from time to time.
35.	The system shall provide dashboard interface for online reporting of various processes. The interface shall give a flexibility to toggle between graphical and tabular view and tile different windows in the same interface.
36.	Maintenance of e-Registers – personal, divisional, and departmental
37.	The system should provide Smart search interfaces for quick access correspondences & files
38.	The system should provide BARCODE/RFID Integration and Social and Mobile Extensions to enhance responsiveness and accessibility
39.	The system should provide Inter-divisional interface allowing sharing of files, papers, etc.
40.	The system shall provide all required reports around file movement and tracking.
<b>13.2 Letter &amp; Correspondence Management</b>	
1.	The system shall have a facility to directly capture the physical/hard copy letters received by the department in the system. It should enable capturing basic information like Date of Receipt, Subject of letter, who has sent the letter, Date on letter etc. before exporting to the Letter/Correspondence Management System.
2.	The system shall have a facility to add emails directly to the Letter Management System
3.	The system shall allow capturing the letter using mobile device like Smartphone/Tablet and add directly to the Letter Management System.

4.	The system should allow Auto-Numbering of the letters registered, which can be easily tracked at any point in time.
5.	The system shall have a facility to route the correspondences Letter to the user whom it is addressed to.
6.	The System shall allow the recipient of the letter to view the same and do annotations.
7.	The system shall allow the recipient to take different actions on the letter like <ul style="list-style-type: none"> <li>o Filing the Letter to an existing/New electronic File</li> <li>o Forwarding the same to other users for action</li> <li>o Forwarding the same to multiple users together for action.</li> </ul>
8.	The system shall have a facility to prepare responses and attach with the correspondences Letter workflow if a response is to be given to the letter.
9.	The system shall have a facility to create Paper profile of a Letter at the inward registry, in case the Letter is confidential. The Paper Profile can be forwarded along with the hardcopy letter to the recipient. The recipient can scan and add the same to the Letter Management System.
10.	The system shall have a facility to track a correspondence at any point in time.
11.	The system shall provide advanced search facility for searching a correspondence /Letter based on multiple criteria like dates, subject, pending with, completed by, pending since etc.
12.	The system should have inbuilt inbox for receiving correspondence
13.	The system should have electronic management and tracking of correspondence encompassing tasks such as diary entry, indexing, noting, cross-referencing, search/ retrieval etc.
14.	The system should have interoperability between departments/agencies allowing stakeholders to collaborate and share files, documents, etc.
15.	Capability of maintenance of e-registers for individuals, divisions, and departments
16.	The system should have digital signature integration
17.	The system should have BARCODE integration for file and correspondences (DAK) tracking
18.	The system should have file-viewer to enable electronic view of physical files
19.	Note-sheet view of files with support for formatting, and linking reference notes
20.	The system should have provision to capture user details and timestamp along with every note
21.	The system should have end-to-end audit trail

## 14. Integrated Audit Management

Sr.No.	Functionalities
<b>14.1 Objection Register</b>	
1	Capability for creating an objection at three levels. It should also capture master details for creating objection like Inward Info, Sub Headers, Bidan and F.W.C. To etc.

2	The system should allow User to add multiple points for creating objection.1st Level user adds all details and forward all details to 2nd Level user. 2nd Level user checks each and every point and also makes changes in existing points and also adds points in an objection and pass to the 3rd Level user. The 3rd Level user decision is a final for creating an objection or not. Objection no. will be generated at 3rd Level.
3	After generating an Objection no., the Details should be passing to that particular department and also SMS will be sending to respective users with employee with zone, BCNT, GLAC, and Objection No.
4	Ability to get Objection Reply from Department
5	The system should allow Verification - Basically it is used for validating an objection at three levels.
6	1st Level user checks all points one by one and makes it status as a "Filed" or "Return". If user don't want to make any changes in a point, then mark status of that particular point as a "Make Same" and pass to 2nd Level user. Same process will be follow as 1st level by 2nd Level user and pass to 3rd level user. 3rd level user also checks each and every point and makes status as "Filed" or "Return".
7	The system should allow decision of making "Filed" or "Return" is final by 3rd Level user.
8	SMS will be sent to respective users after completion of verification process with employee with zone, BCNT, GLAC, and Objection No.
9	The system should generate MB/SD Objection Summary Report <ul style="list-style-type: none"> <li>o Inward With No Objection</li> <li>o Inward With Objection</li> <li>o Inward Summary</li> <li>o Audit Search Box</li> </ul>
10	The system should have Search MB / SD <ul style="list-style-type: none"> <li>o Search Pension</li> <li>o Search Service Book</li> <li>o Search objection</li> <li>o Objection Detail</li> <li>o Objection Pending With Department</li> <li>o Objection Pending With Audit</li> </ul>
11	The system should have Inward Outward Status
12	The system should have Objection Filed Summary
13	The system should generate Employee Wise Report
14	The system should generate MB Report
15	The system should generate New Objection Summary Report
16	The system should generate Recovery Income Report
17	An automatic SMS needs to be triggered to concerned officer/ supplier/ contractor in case query is raised by Audit department with last dates and the required documents mentioned. 4-tier names to be assigned for each process.
18	This module will require integration with Payroll, Financial Management, Project management, Purchase for capturing the necessary audit investigations.

**14.2 SPOT Team**

1	Chief Auditor or his delegate should be able to create task randomly for his SPOT team for checking and assign them to each team member
2	SPOT team to have access of application on tablet on which they can fill the necessary details during the audit visit like cash in hand, inventory details etc.
3	Document management system should be integrated to reduce dependence on physical files.
4	Once the response is received from respective officers for the task, the system should allow generating consolidated audit findings/ query raised compiling the responses from each officer in pre-defined format.
5	Once the details are submitted, the same should be forwarded to higher concerned authority for further actions. Here the system should highlight any mismatch in document submitted by spot team (physical stock) from the entry in the ERP system (system inventory) automatically. Eg. If SPOT team records stock of a particular medicine in medical stores as 100 units while in the ERP system the same reflects as 105, this discrepancy should be highlighted automatically.
6	The system should have capability to alert the department officials through email, dashboard alerts, and automated SMS messages with reminders on deadlines for query response before the due time.

**15. Vigilance Work Assignment & Reporting**

Sr.No.	Functionalities
<b>15.1 Query Management &amp; work assignment system</b>	
1.	The system shall have the facility to capture the Queries from Vigilance department and allow the personnel to assign selected query to the respective officers simultaneously for response.
2.	The system should have capability to alert the department officials through email, dashboard alerts, automated SMS messages with reminders on deadlines for query response before the due time.
3.	Vigilance officer should be able to create daily task for his field of research and assign them to each team member
4.	Field officer to have an access on tablet on which he can fill the necessary details during the verification visit like details of attendance register, Time-in, Time-out entry which can now be accessed through ERP system.

5.	<p>Once the response is received from respective officers for a set of queries, the system will allow generating consolidated response letter compiling the responses from each officer in pre-defined format.</p> <ul style="list-style-type: none"> <li>Once the details are submitted, an automatic report should be made and sent to Vigilance officer for remark and approval.</li> <li>Vigilance officer will approve on the system and the report will be saved on the Document Management System.</li> <li>In the above module, starting point can be based either on complaint received from public, office bearers, commissioner, or task assignment by Vigilance officer. Based on this, the clerk will triage to the relevant team by putting inward number. And Vigilance officer will include the enquiry into his task assignment. In this case, the report will first go to Vigilance officer for approval where he can put his remarks and finally to Commissioner.</li> </ul>
6.	The system should have capability to record/update/close the status of Query.
7.	The system should have capability to reopen a query which was inappropriately addressed and closed.
8.	System should be able to generate the reports and data analytics based on user requirements like department wise, employee wise pending queries and ageing.

## 16. Court Case Management

Sr.No.	Functionalities
<b>16.1 General</b>	
1	The system should have robust task management system wherein Department Heads can route cases and work assigned with a case depending on skill-set, knowledge expertise, bandwidth and team collaboration required
2	The system should have dynamic routing of work or change in existing routing for real-time collaboration on cases
3	The system should have automation of core legal case management process along with its supporting processes like Meeting, Visit, Expense and Bill to track all the activities performed in achieving the case completion and delivery
4	The system should have Inbuilt tools & features for Contract Management, Fee Calculator, Effort Tracker, Capacity Tracker and Time Sheet are provided for better manageability, tracking, reporting and traceability
5	The system should be integrated with standard accounting software's like Navision etc. for exchanging billing and collection related information
6	The system should have provision to split the drafting work for collaborative working by multiple resources on a single case
7	The system should be able to create Court file including various court details such as Case no., Case Type, Date of Filing, Case details, Court Order details, Hearing date, Order date, etc.
8	The system should keep departments and zones as separate.
9	Along with court name-wise; zone-wise and department-wise formats should be incorporated in the system
10	The system should be able to Track court dates, hearing dates, etc.

11	The system should be able to provide alerts for the upcoming hearings.
12	The system should be able to Cross-reference all dates for one case, one client, one attorney, a group, or the entire office.
13	The system should have the capability to generate the Case Diary having complete details and history of the cases.
14	The system should be able to provide a mechanism for analysis of workflow, case status, and types of cases opened and closed
15	The system should be able to maintain an audit trail of entries and changes
16	The system should be able to capture note sheet with the court case files
17	The system should be integrated with all other departments and court websites.

## 17. Meeting Management

	Sr.No.	Functionalities
<b>17.1</b>	<b>General</b>	
	1	The system should have the capability to constitute the committee with its members and convener details.
	2	The system should have the capability to capture various details of the committee such as term of reference, tenure, committee members etc.
	3	The system should have the capability to define the role of each committee member.
	4	The system should have the capability to define the committee members from the internal departments as well as external users along with required details.
	5	The system should have the capability to define the message template for sending the notification to respective committee members.
	6	The system should have the capability to create and save the templates for different type of notification messages.
	7	The system should have the capability to define the approval process for committee constituted.
	8	The system should have the capability of User Inbox where committee members/approvers can view the pending request for approval.
	9	The system should have the capability to attach the required documents with various committees constituted.
	10	The system should have the capability to circulate the Office Memoranda with the respective committee members/stakeholders having details about the committee.
	11	The system should have the capability to define the meeting details such as Agenda, date, time, venue, priority etc. along with the required documents.
	12	The system should have the capability to link the members with meeting from the list of pre-approved committees.
	13	The system should have the capability to define the approval workflow for Meeting scheduled.
	14	The system should have the capability to define the Meeting invitation templates for sending the notifications to all the committee members.

15	The system should provide the calendar view having details about the meeting schedule on weekly/monthly basis.
16	The system should provide the capability to submit the response about their availability for the meeting scheduled.
17	The system should have the capability wherein convener can define the deadline for submitting the response of member's availability.
18	The system should have the capability to capture the Minutes of Meeting.
19	The system should have the capability to assign the actionable to the respective committee members based on meeting decisions.
20	The system should provide the capability to define the deadlines of submitting the response for defined actionable.
21	The system should provide the capability to designing the template for circulating the Minutes of Meeting (MOM).
22	The system should provide the capability to send the MOM notification through email.
23	The system should provide the capability to track the actionable assigned to the respective committee members. Notifications/ tracking facility to be given to respective players/ departments tracking expiry and renewal dates of committees/task forces
24	The system should allow scheduling meetings of constituted committees and keeping track of decisions taken
25	The system should allow allocating responsibilities and making online status updates
26	The system should allow maintaining attendance records and drafting agendas, reports, and minutes of meetings

## 18. RTI Management

	Sr.No.	Functionalities
<b>18.1 General</b>		
	1	The System shall provide facility to link cross-related documents like Application form and Grievance and reply sent, etc. The system should be built using the configurable Business Process Management and workflow framework.
	2	The system should be able to automatically set a deadline and priority for the resolution of complaints based on the type of grievance as per the department policy and provides option for setting deadlines and priority for exceptional cases.
	3	The system should have capability to delegate responsibilities to an alternate user in the absence of the assigned user.
	4	The system should allow the user who reviews the complaint to assign the task of redressing the grievance to another defined user from a list, and optionally also assign a criticality level.
	5	The system should have capability to automatically escalate the complaint to higher authorities on passing of the deadline for the RTI request.

6	The system should have the capability to define the workflow for RTI Application, First Appeal, and Second Appeal, etc.
7	The system should have the capability to assign the RTI request to concerned department.
8	The system should have capability to inform the Citizen by email that the grievance has been redressed.
9	The system should automatically generate call back lists when complaint has been resolved.
10	The system should have the capability to define & generate the RTI Response/Grievance Response Letter in a format from the system itself.
11	The system shall provide required reports like number of RTI queries received, number of RTI queries pending, etc. Also, the system should have the facility to generate ad-hoc reports on a need basis by the users.

## 19. Technical Requirements

Sr.No.	Specifications
<b>19.1 General</b>	
1.	Solution to be Unicode compliant with support of Gujarati Unicode Font
2.	Scalability in terms of number of users, no. of work flows, no. of organizational entities, in-built workflows, and drilldown reporting capabilities.
3.	Should support any operating system like Windows, Linux, Unix
4.	All components of the proposed solution to be interoperable and seamlessly integrated.
5.	Solution to support various user interface options like portal, mobile, tablet, and user friendly forms built into the platform.
6.	Ability to create ad hoc reports, generate reports at various organizational levels, facility to download reports in various formats like excel/PDF/text/XML/etc., and send reports electronically.
7.	Support multi-dimensional analysis of data collected for various workflow processes to identify bottlenecks and improve business processes.
8.	User should be able to generate dynamic report on basis of requirements without need of development
9.	System should support drill down reporting
10.	System to support dynamic workflows.
11.	System to support delegation management.
12.	System to maintain logs of transactions and audit trails.
13.	Solution to provide integrated user management and support role based access control.
14.	Ability to provide multiple roles to single user and bulk user maintenance and access management options
15.	Solution to provide access level security for data at transactional level.
16.	<b>LDAP &amp; Single Sign On</b>

		<p>ERP should be configured with LDAP server. Authentication and authorization of users logging into ERP system should happen with LDAP or any active directory server supporting LDAP. ERP should support single sign on with external domain applications within SMC. User should not be forced to log in multiple times to access different systems or modules within ERP.</p> <p>(a) System should allow a user to log in once, using a single authentication method to gain access to multiple applications.</p> <p>(b) SSO solution should provide Session Security to ensure that the information is not tapped by unauthorized people.</p> <p>Provision for LDAP &amp; SSO will be in scope of ERP SI</p>
17.		<p><b>High Availability &amp; Disaster Recovery</b></p> <p>In case of any disaster like flood, earthquake a Disaster Recovery (“DR”) Process is required. The purpose of a DR Process is to enable SMC IT leadership, key stakeholders to plan and respond to events negatively impacting the services supported by SMC. The DR Process will provide a foundation for managing disaster recovery, service continuity and IT Services’ responsibilities relating to crisis response and business continuity. The DR Process supports the following objectives:</p> <ul style="list-style-type: none"> <li>• Enable informed decision making</li> <li>• Efficiently build resilience</li> <li>• Verify resilience capability</li> <li>• Effectively manage events</li> </ul> <ol style="list-style-type: none"> <li>1. The Bidder shall be responsible for designing and implementing High Availability for ERP ecosystem.</li> <li>2. It will be the responsibility of the Bidder to work with SMC to define and implement consistent methods to assist in the resumption of critical business operation in the shortest time necessary, for the least possible cost, with minimal impact on users, citizens, and employees.</li> <li>3. Bidder should ensure necessary data (application specific) related to solution should be replicated with minimum downtime at mutually agreed timeframe.</li> <li>4. All the components proposed like database license, OS etc should support high availability</li> </ol>
18.		<p>System should have inbuilt features like workflows, file tracking, and knowledge repository.</p>
19.		<p>The IT infrastructure will be provided by SMC. Bidder to provide the expected hardware requirements from SMC data center and disaster recovery (DC/DR) for optimum performance and cost of the solution. The bidder to also provide the architecture diagram detailing the landscape proposed and justification/ merits of the same as part of technical proposal.</p>

	20.	Integration required with email gateway, SMS gateway, payment gateway, email solution, collaboration tool, ticketing tool
	21.	The solution shall support integration with Aadhar card as well as digital and electronic signature for applicable services.
	22.	System shall support future integration with any digital government initiatives.
<b>19.2 Document Management Requirements</b>		
	1.	The proposed DMS shall support separate Document/Image server for better management of documents and store only metadata information in database.
	2.	The system should comply with the latest Manual of Office Procedure (MOP), published by the Department of Administrative Reforms and Public Grievances (DARPG).
	3.	The systems must seamlessly integrate with any or all of the Core applications and shall support interface with other open-standard systems.
	4.	The system should be format agnostic and should allow storage of any digital data like images, Office Files, engineering drawings, PDF, PDF/A, photographs, video & audio files etc.
	5.	System should allow exporting documents from scanner, email & Microsoft Office documents directly to DMS.
	6.	System should allow creation of custom indexing field/tags for different documents at Folder & File level
	7.	The departmental officials should be able to index folders, files, letters and documents on user-defined indexes like department, Letter No, file no, year, project Id etc.
	8.	System should have an integrated Scanning module from same OEM as DMS, so that the scanned documents can be directly exported into the repository
	9.	The Scanning Module should allow officers to scan single document as well as document in bulk with facility of segregation of scanned images as different document types like letter, circular, GR, DPR etc.
	10.	The solution should provide support for automatic document quality analysis so that any bad quality document doesn't get uploaded to the Document Management System. The solution should audit scanned documents for resolution, format/ compression, orientation etc.
	11.	The solution should have the capability to capture the document through mobile devices along with indexing. Using mobile app, the users should be able to upload letters, circulars directly to the document management system.
	12.	The scanning system should support Web-based Scanning & Desktop scanning Module which should allow scanning of documents when not connected to Server.
	13.	The mobile app should have built in security so that the document captured cannot be tampered with. The copy of the document should be automatically deleted from the capturing mobile, once the document is transferred to DMS., as well as, compression features to compress the large size files to a smaller size file.

14.	The mobile capture app should have the facility to function both online and offline. Also, the solution should have facility to compress the image to a small size file.
15.	System shall provide the standard file hierarchy structure of folders and sub-folders to allow users and groups of users to manage and organize their documents.
16.	System should allow version controlling of the documents with both minor (1.1, 1.2 etc.) and major version (1, 2 etc.). System should show only the latest version of documents by default. All other version of the document will be visible to authorized users on need basis.
17.	System should allow search based on different parameters like file name, folder name, project name, index fields, Full text & Wild card search
18.	The system should have the capability to save the search queries or search results.
19.	The proposed DMS should have an inbuilt viewer for viewing the images. The rendering of multi-page images should be page by page for quick viewing and saving bandwidth.
20.	The system's in-built viewer should have the capability to perform annotations such as highlight, sticky note, underline, hide certain text etc. on the documents image with user name, date and time of putting annotations.
21.	The system can be accessed from mobile devices. The users can search and view the documents in DMS from mobile devices.
22.	System should have facility to set notifications (eg. Notifying change of version of a file to all stakeholders) & Alarms (eg. Delay in Approval) by email.
23.	System should have comprehensive & easy to set access rights controls at Folders & File level as well as Groups and users with inheritance
24.	The system should allow defining multiple levels of access rights (Delete/ Edit/ View/ Print/ Copy or Download) to officers based on their profile.
25.	The System should maintain audit-trail of all activities being done in the system, documents etc. by users as well as administrators.
26.	The system should manage lifecycle of content through retention, storage, retrieval, and destruction policies along with tracking and managing of physical location of the content using Records Management System

**Email Exchange & Collaboration tool:** Bidder to suggest and implement leading email exchange solution and collaboration tool that appears in latest Gartner Magic Quadrant of "Social Software in the workplace" for SMC employees. The license cost for the same should be added in the price proposal as per format in Appendix 2. The implementation and support cost should be part of overall project implementation and support. Total number of users expected are 1000. The solution proposed should meet all general requirements from email and collaboration tool expected. The email solution and collaboration tool can be on-premises or cloud provided it comply with Govt guidelines: "E-mail Policy Of Government of India".

## 2.3 INTEGRATION REQUIREMENTS

The successful selected system integrator is expected to propose a new solution in line with the functional requirements as specified in this document. But, there are several modules; (independently developed by other developers) which will have to be integrated with the proposed solution to be developed by the selected system integrator. Basic details of these applications are provided below. Selected system integrator may request SMC officials to inquire any further details about these existing applications.

During project preparation and business blueprint stage, system integrator is required to study the requirement of the modules and propose an approach on the type and level of integration of the existing module with the proposed solution. Necessary integration shall have to be undertaken by the SI.

#	Existing Applications	Indicative Integration Req.
1	Health Card and Medical Allowance	Finance, Payroll
2	Credit Society	Finance, Payroll
3	SMIMER College Stipend Payroll	Finance, Payroll
4	SMC website, mobile app, epay services	Citizen services & revenue management, Finance, Project Management
5	EWS EMI Mobile App – EMI calculation for lottery allotted houses	Revenue & Tax management, accounts
6	Email Gateway, SMS gateway, Payment Gateway, Aadhar authentication API, digital signature	All relevant modules
7	Night round - An application for survey	Complaint Redressal
8	Aawas: Housing - flat allocation to beneficiaries and EMI recovery	Finance, Asset management
9	Community hall booking system, Online hall booking, offline hall booking	Finance, Asset Management
10	Dashboard- summarized data of PTax, prof-tax, VBDC displaying system	Tax & Revenue
11	Encroachment management system	Complaint Redressal
12	Food License System (Central Govt system used)	Citizen Services, Tax & Revenue
13	Hospital Management system, SMIMER hospital and health centres (Central Medical store will use ERP inventory management system)	Finance, Inventory
14	SMAC - Command Center software & KPI analysis	Citizen Services, Complaint redressal, Revenue & Tax, Asset Management, Project management, Finance
15	Water Quality Surveillance activities	Complaint Redressal
16	Building permission system	Finance, Property Tax, Revenue management

17	Online Library Management	Finance, Inventory
18	GIS system – iGIS with details of properties, water connection, assets	Citizen Services, Water Utility, Asset management, Project management
19	MIS Reports	Entire solution
20	Web Feedback System, MySurat website, Social Media Analytics tools	Complaint redressal
21	Society registration (SMC Web)	Finance, Projects
22	Resource Management System: Used by fire department to maintain vehicle details	Asset Management & Planned maintenance
23	Mayor's Fund & Corporator's Grant Management	Finance, Grants Management
24	Intelligent Transport Management system	Asset management, Finance
25	Fleet Management and vehicle tracking system	Asset management, Finance
26	Surat Money Smart card	Citizen Services, Finance
27	Biometric Attendance system	HR & Payroll
28	Solid Waste Management system	Finance
29	Urban Health Center	Finance, complaint redressal
30	Smart Anganwadi	Finance, Inventory, Complaint redressal
31	Property Tax assessment application	Customer Services: property Tax
32	ITCS	Asset Management
33	Bank Interfaces	Accounts, Payroll
34	Smart Education	Asset Management, Inventory
35	Smart Financial management	Finance
36	Sitilink Applications	Asset Management, Inventory, Finance
37	Death, Birth & Marriage Registration	Revenue Management/ Finance, CRM
38	Parking Management System	Finance, Asset Management, Inventory

## 2.4 OEM ALIGNED AND APPROVED IMPLEMENTATION STRATEGY

SI to use proven implementation strategy aligned to OEM latest implementation strategy and should include following indicative stages as below.

- 2.4.1 Project Preparation
- 2.4.2 Business Blueprint
- 2.4.3 Realisation
- 2.4.4 Final Preparation

- 2.4.5 Go-Live and Hypercare Support
- 2.4.6 Release Management
- 2.4.7 Capacity Building & Training
- 2.4.8 Additional OEM obligations during implementation
- 2.4.9 Certification

The indicative list of key deliverables for each project phases are listed below.

#### 2.4.1 Project Preparation

Key Activities	Key Deliverables
<ul style="list-style-type: none"> <li>• Determine project team</li> <li>• Onboarding of System Integrator resources</li> <li>• Agreement on detailed project plan with defined WBS and assigned named resources to each WBS</li> <li>• Detail dependencies, project milestones and delivery schedules</li> <li>• Installation of development system environment</li> <li>• Setup of sandbox system environment</li> <li>• Prepare the data migration/conversion plan</li> <li>• Prepare for business blueprinting workshops with department spoc</li> <li>• Prepare and finalize Test Strategy, Training strategy</li> <li>• Set ground rules of project operations</li> <li>• The project manager should also prepare a detailed register of project related risks with details such as probability of occurrence of the risk factor, severity of the risk factor, risk rating, risk mitigation plan, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Project Plan Baseline</li> <li>• Resource deployment plan</li> <li>• Technical requirement plan</li> <li>• Project templates &amp; standards</li> <li>• Project charter document</li> <li>• Training plan</li> <li>• Test Plan</li> <li>• Communication Matrix and Project structure</li> <li>• Configuration Management Plan</li> <li>• Risk Register</li> </ul>

Selected SI should hold weekly review meetings with SMC providing detailed report on the progress of the project (project progress report) clearly highlighting the activities completed in the reporting period, activities planned for the next reporting period, deviations from the planned dates, issues / concerns affecting the project progress, impact on the overall project timelines, project related risks with their mitigation plans.

Selected SI should monitor the quality of the solution being developed in line with the project quality plan. SI's project manager should periodically review the performance of the project against defined quality goals and take necessary actions for any deviations.

SI to plan and use necessary test automation tools capable of defining test scope, creation of test cases, uploading test scripts, running the test, tracking the test completion rate, defect tracking and restoration, linking of test defects and dependencies, regression testing and performance testing. This will be part of SI's capability and proposal technical evaluation parameter as defined in section 6.2. No separate charges to be passed on to SMC/ SSCDL.

## 2.4.2 Business Blueprint

Key Activities	Key Deliverables
<ul style="list-style-type: none"> <li>• Detailed assessment of the functional requirements for the services described in the RFP</li> <li>• Conduct Requirement workshops and focussed interviews of user groups through structured questionnaire</li> <li>• Verify business processes flow diagrams (level 1 &amp; 2) and details wherever available with SMC and prepare the same if missing</li> <li>• Come up with high level design mapping the solution modules to various business processes</li> <li>• Detailed study of business processes (level 3 &amp; 4), Business process redesign for current processes to fit to selected best practices of product being implemented</li> <li>• Detailed level design to include reports, interfaces, enhancements, output forms</li> <li>• Fit-Gap Analysis</li> <li>• Security Authorization design</li> <li>• Master Data Design</li> <li>• Data migration requirements and conversion requirements</li> <li>• Integration plan</li> </ul>	<ul style="list-style-type: none"> <li>• AS IS process documents</li> <li>• Business process master list</li> <li>• System Requirement specification document covering: Functional requirement specification with test cases, Technical requirement specification</li> <li>• High Level design document</li> <li>• TO-BE Business process document aligned to ERP</li> <li>• Organization structure definition document</li> <li>• Fit Gap Analysis document</li> <li>• Final enterprise scope document</li> <li>• Detailed Design Document</li> <li>• Training Strategy document</li> <li>• Testing strategy document</li> <li>• Data migration strategy document</li> <li>• Data collection templates and guidelines</li> <li>• Authorization &amp; security design document</li> <li>• Fully functional development environment</li> </ul>

On gathering the requirements, selected system integrator shall analyze these requirements to ensure the requirements are complete, accurate, consistent, and unambiguous. Selected SI is also expected to visit the different office locations to understand the requirements of users at those locations.

SRS shall contain the objectives and scope of the system, overview, various levels of business requirements, architectural requirements, usability requirements, reliability requirements, audit trail, design constraints, sizing considerations, applicable standards, interfaces etc. User Role wise mapping to the various business functions with details regarding their access rights (insert /update / delete / view etc.) shall also be included in this document. Acceptance Criteria shall also be included explicitly promoting clear understanding with the end user about what the end user considers acceptable for the proposed solution and respective module.

The Selected system integrator as part of development of SRS shall develop a system prototype to capture and demonstrate the end user requirements in the form of screens and outputs. The prototype shall be enhanced continuously during the development of SRS. The prototype to also demonstrate how data migration activities will be carried out.

### 2.4.3 Realisation

Key Activities	Key Deliverables
<ul style="list-style-type: none"> <li>• Perform configurations</li> <li>• Custom development post approval of technical and functional specifications</li> <li>• Data conversion and preparation</li> <li>• Develop Unit, System, Integration, UAT, performance, business readiness check test plans and test scripts</li> <li>• The selected system integrator shall design the traceability matrix, Test cases and conduct testing of various components of the software developed/customized for the Project</li> <li>• QA test environment, Production environment and DR setup</li> <li>• Unit Testing, Functional Testing, Performance testing, Integration Testing</li> <li>• Interface setup and testing</li> <li>• Realization phase sign off and approval to start UAT</li> </ul>	<ul style="list-style-type: none"> <li>• Final configuration document</li> <li>• Signed Off UAT test scripts</li> <li>• Interface Design document</li> <li>• All technical objects delivered with unit test sign off</li> <li>• QA environment setup</li> <li>• Power user training and feedback</li> <li>• Test Reports</li> <li>• Identification of user groups for end user trainings and schedule the trainings as per test plan</li> </ul>

The selected SI should obtain the sign off on the design document before commencing the development /customization/installation of the solution. SI shall be responsible for ensuring the compliance of the end product to the requirements specified by SMC in this RFP.

The basic responsibility of testing the system lies with the selected system integrator. The SI shall after development and customization/configuration of the integrated solution, conduct tests to demonstrate that the system meets all the requirements (functional and technical) specifications as brought out in this RFP.

For achieving successful test results and managing test cycles in future releases, selected SI may propose and have to procure any test software required at no additional cost to the authority. SI to use and deploy its best practices and deploy any proprietary tools and accelerators with approval of the authority provided there are no negative impact on the system and no additional cost to SMC.

Change Management & Training: Training for all stakeholders of SMC including Core Team, End users etc. will be responsibility of SI. Activities such as documentation, training, simulation, conduct onsite workshops for process stakeholders and highlight the benefits of this new environment and gain stakeholder confidence will be required to be performed by SI.

#### 2.4.4 Final Preparation

Key Activities	Key Deliverables
<ul style="list-style-type: none"> <li>• Complete System Integration test</li> <li>• Complete performance test (stress and volume test)</li> <li>• Prepare and conduct end user training</li> <li>• Complete user acceptance testing</li> <li>• Establish production system administration</li> <li>• Refine hypercare plan</li> <li>• Finalize master data cutover plan</li> <li>• Master data migration validation and sign off</li> <li>• Perform cutover to production system</li> <li>• Setup ITIL based processes, ITSSM tool, help desk, for logging end user support issues and routing to consultants for resolution</li> <li>• End User system/ device readiness</li> <li>• Final preparation phase sign off and approval for Go-Live</li> </ul>	<ul style="list-style-type: none"> <li>• System Integration test sign off</li> <li>• Performance test sign off</li> <li>• UAT test sign off</li> <li>• End User trainings and user manual</li> <li>• Master data and Transaction data migration and sign off</li> </ul>

The selected SI is not responsible for the digitization of the data currently available in manual form. But SI shall interact and discuss with SMC and its other stakeholders to finalize the migration of the data available in the databases of the existing IT systems to the new database implemented for the proposed project. Data migration will include Data cleansing and preparation, Extracting Master and Transactional data from legacy applications, transforming the data into the necessary format to load into Quality & Production servers, conversion of data from non-Unicode to Unicode wherever required, loading the data, Reconciliation of the data loaded, Management of the sign off from the business before and after data load.

For successful data migration, selected SI may have to procure any software which may be required for data migration at no additional cost to the authority.

All system integration test cases should have been passed and defects closed before presenting the system for UAT testing. The system is expected to be free from defects and meet all the functional and technical requirements to ensure UAT success and timely completion.

Load, scalability, and Stress Testing would be conducted prior to 'Go – Live', once the System Integration Testing of the configured and customized solution has been conducted successfully.

Selected system integrator should use suitable simulation tools in accordance with the agreed test procedures keeping in view SMC's projected future load of transactional users.

#### 2.4.5 Go-Live and Hypercare Support

Key Activities	Key Deliverables
<ul style="list-style-type: none"> <li>• Business readiness check before handing over to end user</li> <li>• Provide Hypercare support</li> <li>• Transition and takeover of support task by AMS team</li> </ul>	<ul style="list-style-type: none"> <li>• End User Transaction processing reports</li> <li>• Issue logs and RCA document for issues raised post Go-Live</li> </ul>

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• PGLS team sign off on KT received along with above two documents</li> </ul> |
|--|--|

As part of different phases and key activities mentioned above, the SI is also expected to deploy the application software and other software required for successful implementation of integrated system at data centre of SMC. Necessary DR setup will be required to be done as and when the DR site is ready and made available by SMC at not extra cost. The database administration, server administration, security administration, user administration and tasks arising due to software version upgrade or hardware upgrade will be the responsibility of SI for the solution deployed as part of this project.

System Integrator is required to bring in automation tools for various functions like administration, monitoring etc. Bidder can propose its proprietary tools and best practices around the same which will be evaluated as their unique proposition of the bidder as part of technical proposal. The SI is expected to provide training to SMC project team on these software, tools, scripts, accelerators, and processes during different phases of the project as and when these are deployed.

#### 2.4.6 Release Management

All the changes approved as valid demands by Demand Management team will be classified as:

- Service request/minor enhancement: Effort < 40 hours
- Major Enhancements: Effort 40-180 hours
- Planned Projects: Effort >180 hours

All the minor enhancements can move to production system as service request following necessary approval from SMC from time to time. Major Enhancements and Planned Projects need to be aligned to a release. SMC intends to follow two Major releases per year along with three Just in Time releases only to cover TLS (Tax, Legal & Statutory) requirements and any urgent demand/requirement from SMC. However, in case of urgent requirement, the release will be done prior to above stated time line.

The Release and Deployment Management process "aims to plan, schedule and control the movement of releases to test and live environments".

The goals of release management include:

- Planning the rollout of software
- Designing and implementing procedures for the distribution and installation of changes to IT systems
- Effectively communicating and managing expectations of the customer during the planning and rollout of new releases
- Controlling the distribution and installation of changes to IT systems

Release management focuses on the protection of the live environment and its services through the use of formal procedures and checks. A Release consists of the new or changed software and/or hardware required to implement as a bundle.

Every even numbered release is recommended to include technical patch upgrade as well as enhancement pack upgrade to [latest patch level – 1] as on start of release alignment cutoff date. The upgrade process should be followed from the release 2 onward. Any associated cost of this upgrade and corresponding release management should be added as part of monthly support charges and no additional change request would be considered for the same during the contract period. The patch upgrade should be done with proper impact assessment, report on additional features and functional outcomes followed by approval from SMC.

In case of any upgrade in hardware, OS and database upgrade, selected SI has to migrate the solution to new version, limited to a maximum of five times for each category within the contract period. Same should also be aligned to a major release.

Each major release to go through all phases of implementation namely:

- Plan/ Scope Freeze
- Analyze
- Design
- Build/ Component Test
- Interface/ Integration Testing
- Role Creation & assignment (test Users)
- Product Test
- UAT
- Data Migration
- Regression Test
- Handover to support team
- Training
- Deployment
- Post Go-Live warranty/ Hypercare

Following Teams to constitute the overall Release Management Team performing the listed activities.

#### **2.4.6.1 Data Migration**

- Data cleansing and preparation
- Extracting Master and Transactional data from legacy applications
- Transforming the data into the necessary format to load into Quality & Production servers
- Loading the data
- Reconciliation of the data loaded
- Management of the sign off from the business before and after data load

#### **2.4.6.2 IT Deployment**

- Technical rehearsal
- Technical Cutover (TCO): Transport of changes made during Release into production
- Manual configuration of changes in the production environment
- Legacy system Technical Cutover + manual configuration
- Integration test of Interfaces in pre-production
- Integration test of Interfaces in production

- Interface ramp-up in production

#### **2.4.6.3 Business Deployment**

Key Activities (For projects with Business process transformation)

- The Business Process Change Team will identify, agree, and communicate business process changes and freeze periods with departments.
- Identifying and implement actions and workarounds to ensure minimal business disruption before, during and after the Business Cutover with the departments.
- Communication to the business, customers & vendors explaining any changes they will encounter with how the department will carry out its business and how they will contact the support teams after go live will be made by the Change & Communications Team.
- The Training Team will ensure all necessary training is carried out to enable the business users to work successfully.
- Carrying out business readiness checks.
- Business acceptance and sign-off.
- Identifying and putting business contingency plans in place.

#### **2.4.7 Capacity Building & Training**

Selected system integrator should impart end user training to SMC designated users on solutions being rolled out to allow end users to effectively and efficiently use the application system to support business processes. Selected system integrator should provide solution specific training manual for the training sessions.

- Selected system integrator should impart training to different users as stipulated below on usage and implementation of the features of the proposed products. Selected system integrator should provide Training Manuals covering product features specific to SMC requirements.
- Selected system integrator should update the Training Manuals, procedures manual, Deployment/Installation guides etc. to reflect the latest changes to the solutions implemented.
- All training manuals shall be prepared in English and Gujarati.
- Selected system integrator should ensure necessary environment setup, data creation to conduct end user training.
- SMC shall provide the necessary infrastructure such as training classrooms to conduct the end user training.
- Based on the identified education and training needs, selected system integrator should derive efficient delivery mechanisms and trainers. Selected system integrator should appoint trainers and organize training sessions on a timely basis and ensure that the attendance and performance evaluations are recorded.
- Selected system integrator would be required to provide training videos/ computer based training (CBT) material to SMC which can be used for training and to be handed over to SMC for training its users from time to time.

- h. Performance of Selected system integrator during these trainings should be assessed based on the trainee feedback collected for each training course. Selected system integrator should design the trainee feedback template in consultation with SMC. Selected system integrator should provide, collect, and collate the trainee feedback and submit the Trainee Feedback Report to SMC. Individual trainee feedback should also be submitted as part of this report.
- i. The trainers imparting the training should be well versed in English and Gujarati language.
- j. Training shall also be provided for teaching the basic trouble shooting activities in case of problems.
- k. The location of the training sessions shall be decided by SMC after discussions with the selected system integrator.
- l. The Selected system integrator will design different training curriculum for employees at different Class. The training for Class 1 employees needs to be more business focused, training material for Class 2 is more functional and for Class 3 employees it needs to be more operational.
- m. Detailed training plan will need to be approved from SMC which should have training on Integrated solution, Core training, functional training, technical & administrator training for ISD department, UAT user training, End User training and refresher course.

#### **2.4.8 Additional OEM obligations during implementation**

Bidder should ensure participation of OEM's representative of the software products procured as part of this RFP, who should mandatorily be present in SMC premises, in the Project review meeting (maximum 1 occurrences every month) without extra cost to SMC during project implementation phase.

An important step in the acceptance procedure of each milestone is OEM validation of the proposed solution, which will require the system integrator to engage with and validate the solution from corresponding OEM as solution audit before every milestone completion to ensure that installation and configuration has been done in line with the guidelines and according to the best practices by the OEM. The bidder shall provide SMC with the OEM's certification clearly certifying the same for different components thus proposed. It will be bidder's obligation to get this validation and bidder should factor in the necessary cost in its price proposal. Authority will not entertain any changes in price proposal regarding this at a later stage.

**Professional support from OEM:** It is expected that the system integrator has all necessary experience as authorized implementation partner of the OEM. The System Integrator is expected to have back to back support arrangements with OEM to provide technical support.

In case bidder is unable to resolve any critical issue or fulfil requirement, bidder may engage with OEM to bring in their Professional Consulting support and technical support during the engagement at its own cost. Any such engagement should be done with prior information to SMC. There would

be no obligation to SMC/ SSCDL to pay for this support and the price proposal should not include the cost of such consultation.

#### 2.4.9 Certification

The bidder to get the implemented solution ISO 27001 certified by STQC within six months of first Go-Live & need to get recertification after two years of the first certification.

The vendor is expected to undertake continuity measures for smooth functioning of the system, risk management plan for the continuity of services, data backup policy and business continuity plan during the execution of the entire project. The cost of the certification has to be borne by the bidder.

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## 2.5 POST IMPLEMENTATION SUPPORT AND MAINTENANCE

The following section describes post go live support requirements, service management and support requirements and enduring support requirements.

### 2.5.1 Post Go-Live Support

As part of the delivery of the solution it is expected that the Bidder shall provide Post Go Live Support ("PGLS") for the solution post first Go-Live Release 0 till completion of total contract period of seven years. The Post Go Live Support ("PGLS") will start after completion of 3 months of Hypercare Support after Go Live.

During the course of the project there will be functionality developed and deployed on a Release basis, as a result each Release will need to be supported following its go-live. Therefore, the PGLS will run from the moment the first Release (release 0) of the Solution is live till the end of the contract period. The Bidder shall provide appropriate levels of on-site and off-site support as necessary. The Bidder's PGLS team shall be responsible for the continued delivery of stable systems, development, and operational support.

This includes a preventive maintenance programme, managing releases, monitoring and system health checks and incident management. It is expected that out of business hours support will be provided as needed.

Support of the system is key to establishing system and process stability following the deployment. Over and above the technical support required in this period, it is expected that support efforts shall target improving end-user familiarization with new applications and processes to enhance adoption and aid transition of new processes to a business-as-usual status.

**Minimum Required onsite support:** The dedicated team of one functional consultant for each module (Finance, HR, Payroll, Asset management, Project Management, Water Utility, Revenue Tax management & CRM service, Property Tax, other Citizen Services, E-office applications), total 10 functional consultants along with four developers is requested onsite for first three years after first Go-Live, during the support period and will also act as the coordinator for any offshore support teams over and above the minor and major enhancement work assigned to them.

The purpose of the PGLS period is to accelerate business stabilization and aimed to achieve following possible objectives:

1. To measure, and communicate, how performance is stabilizing against expectations;
2. To inform decision making about how performance issues should be resolved;
3. To prioritize and coordinate efforts to where they will have the most impact;
4. To monitor the impact of any changes until stabilization is achieved;
5. To help determine when the solution is able to transition to the enduring support model;
6. The PGLS team should have flexibility to scale up/down;
7. To ensure timely resolution of incidents;
8. When incidents occur, to restore normal service as quickly as possible to minimize business impact;
9. To ensure that incidents and service requests are processed consistently and that none are lost;
10. To direct support resources where most required;
11. To provide information that allows support processes to be optimized, the number of incidents to be reduced, and management planning to be carried out.

After Go Live of Release 0 and Release 1,, system integrator shall provide 3 months Hyper Care Support followed by support. Necessary transition needs to be taken care by the bidder during these hand over from implementation team to support team. Warranty support for the solution will be provided for the 3 months Hyper Care Support period or until all defects in the Solution for which the Bidder shall be responsible are resolved, whichever is longer.

Defects include those that were known prior to Go-Live and any new defects that materialize in operation during Warranty period.

A defect can only be resolved if:

1. Test passes
2. A valid workaround is approved by SMC/SSCDL
3. Alternate resolution is approved by SMC/SSCDL

A Warranty Defect can be defined as: any defects in the technical performance or functionality of any aspect of the Solution when assessed by reference to the Acceptance Criteria which are identified or known on the date of Acceptance or which arise during the Warranty Period.

The Bidder shall work to ensure that all defects and issues are resolved in line with agreed processes and procedures.

### **2.5.2 Service Transition**

Each transition phase should be supported and tracked by a clearly defined and agreed Transition Plan. The transition plan should outline who the current owner is, the future owner will be, key stake holders and the date of the transition and measure the progress of the transition based on agreed handover criteria. This pertains to transition between implementation team and support team.

### **2.5.3 Service Management Support Process**

It is envisaged that SMC would have its own IT help desk. The SMC admin team/ L1 support help desk

is envisaged to log tickets for issues noticed in the solution by the citizens/others.

The Bidder needs to provide a centralized Service team which will be responsible for:

- 1) the diagnosis and repair required to close the problem;
- 2) documenting all actions in the call record/ ticket logs;
- 3) performing root cause analysis, as required;
- 4) working with other vendors, as appropriate, to attempt to resolve problems;
- 5) making recommendations for process and tool improvements; and
- 6) contacting other support groups or organizations, as required.

Level 2 and Level 3 Support consists of deep level support provided by specialists.

It is expected that system integrator will implement an IT Service Support Management (ITSSM) tool that appeared in latest Gartner magic quadrant and have sales and support in India, which will be used by support desk, SMC ISD, IT vendors including ERP SI for IT service management/ ticket handling/ KPI and SLA monitoring across SMC and SSCDL. The tool should support integration with ERP system and provide necessary reporting and dashboard capabilities by vendor or by contract.

The Support teams to follow all the ITIL processes namely

- 1) Incident Management,
- 2) Service Management
- 3) Problem Management
- 4) Change Management
- 5) Release Management

All the changes approved as valid demands by SMC which involve below two categories will be aligned to a release.:

1. Major Enhancements: Effort 40-180 hours
2. Planned Projects: Effort >180 hours

All the minor enhancements can move to production system as service request following necessary approval from SMC from time to time. Major Enhancements and Planned Projects need to be aligned to a release. SMC intends to follow two Major releases per year along with three Just in Time releases only to cover TLS (Tax, Legal & Statutory) requirements and any urgent demand/requirement from SMC. However, in case of urgent requirement, the release will be done prior to above stated time line.

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## 2.6 KPIS & SLAS

### 2.6.1 Timelines & Deliverables

The following is an indicative list of deliverables and milestones for the Bidder, assuming that the engagement starts at time T (Signing of LOA/ Issuance of Work Order + 20 Days). The bidder is required to be clearly indicating the release wise time schedule in the proposal. The development process will be reviewed regularly as per the time schedule

The implementation (Release 0 and 1) must be completed in 8 months and 14 months respectively and post implementation support will be for overall 7 years of contract period starting post first release Go-Live.

## 2.6.2 Project phases and deliverables

Milestone #	Project Phase	Exit Criteria	Release 0 (in days)	Release 1 (in days)
Milestone 0	Initiation & Team mobilization	Project Kickoff at project site with all key personnel and other resources as per resource deployment plan.	T+20	T+220
Milestone 1	Project Preparation	All deliverables signoff as per section 2.4.1	T+50	T+250
Milestone 2	Business Blueprint	All deliverables signoff as per section 2.4.2	T+110	T+310
Milestone 3	Realisation	All deliverables signoff as per section 2.4.3	T+200	T+400
Milestone 4	Final Preparation	All deliverables signoff as per section 2.4.4	T+230	T+430
Milestone 5	Go Live	Solution Go Live & Deployment Document	<b>T+230</b>	<b>T+430</b>
Milestone 6	Hyper-Care & Transition to Support team	All deliverables signoff as per section 2.4.5	T+320	T+520

### Note:

1. UAT for all releases would be iterative in nature, limited up to 2 iterations per release. The Bidder is expected to incorporate the changes in solution post UATs as per SMC feedback.
2. For delay of every week per milestone, a penalty of 1% of payment for corresponding/relevant milestone would be deducted, provided the delay is attributable to the vendor. The decision of SMC/SSCDL will be binding in this regard.
3. Hypercare deliverable will include closing of all issues reported with Go-Live along with minor enhancements arising due to those defects.

## 2.6.3 Payment Schedule or payment terms during implementation

### 2.6.3.1 Payment schedule for license cost:

- a. Payment 95% on respective product installation certified by SI on completeness, validity and correctness of the product installed.
- b. 5% after Release-1 UAT signoff

### 2.6.3.2 SI Implementation cost

All Key Deliverables mentioned in section 2.4 need to be signed off by SMC/ SSCDL and will be prerequisite for completion of the milestone. All the deliverables need to be submitted along with signoff report in hard copy. SMC/ SSCDL will provide sign-off as quickly as possible with maximum time of 20 working days after any queries raised are resolved by the bidder satisfactorily.

Milestone #	Release 0	Release 1
Milestone 0	10%	10%
Milestone 1	10%	10%
Milestone 2	10%	10%
Milestone 3	5%	5%
Milestone 4	-	-
Milestone 5	10%	10%
Milestone 6	5 %	5 %

This % implies the percentage of total implementation cost as specified by the vendor.

Monthly Progress Reports/MIS to be submitted every month or as and when desired by SMC indicating the activities remaining/completed and progress as against the scheduled tasks / activities

### 2.6.4 Payment Schedule for SI annual maintenance cost

The payment to the Selected Bidder shall start on a quarterly basis based on SLAs in the Support phase. This would also include any Annual technical support charges of the products.

### 2.6.5 KPIs

The vendor who is awarded the contract will be measured on certain KPIs and SLAs during the support phase. This is to ensure that they are accountable for their tasks and only get compensated if their work is of high quality and bears maximum efficiency. Some basic parameters in KPI and SLA are mentioned below. Vendor will provide daily/monthly reports for these parameters. (e.g. total number of instances of Portal/CMS/Mobile App being down in a month)

#### Measurement of KPIs

No.	Performance Indicator	Below Acceptable Levels	At Acceptable Levels	Above Acceptable Levels	Frequency of Report	Area Catered to
	FOR OVERALL SOLUTION					
1	Availability of Services- Uptime	<=98%	99.9-98%	=>99.9%	Monthly	System Monitoring

2	Security Breach	>0	0	0	Monthly	System security
3	Number of incident tickets raised per month*	>35	15-35	<15	Monthly	System Monitoring & security
4	Number of UAT defects (Applicable for each release)	>50	20-50	<50	During UAT phase	Solution Efficacy
5	Backlog count	>10%	2-10%	<2%	Monthly	Solution Efficacy
6	User Adoption	<85%	85-95%	>95%	30 days after go-live	User Experience

### 2.6.6 Monthly Penalty for Missed KPIs

Missed KPI would mean below acceptable levels defined above.

- Penalty for missed KPIs for 1<sup>st</sup> instance in a particular month: No penalty
- Penalty for missed KPIs (up to 3) in a particular month: 5% deduction of relevant implementation milestone/monthly support cost
- Penalty for missed KPIs (up to 6) in a particular month: 10% deduction of relevant implementation milestone/monthly support cost

\* Note: The number of tickets would vary as per the following:

For the first three months post release Go-Live, Tickets should be less than 50.

Going further, tickets should be less than 35

### How KPIs would be measured?

No.	Performance Indicator	Measurement Methods
1	Availability of Services-Uptime	The proportion of the time the various applications were available to employees of SMC
2	Security Breach	Number of security breach incidents received per month
3	Number of incident tickets per month	Number of incidents received per month
4	Number of UAT defects (Applicable for implementation phase only)	Number of UAT defects in overall solution
5	Backlog count	Backlog is defined as number of open/aging tickets for more than 10 days of ticket logging.
6	User Adoption	Business processes completed on new systems with normal volumes compared to previous period. System reports like number of work order raised, number of invoice payments etc.

### 2.6.7 Support Service Level Agreements and Penalty

SLAs will be measured during the support phase and implementation phase as defined in the section 2.6.1

Severity levels are defined using two dimensions: impact and urgency

- Impact is classified into 4 categories:
  - Extensive: Either no or extremely limited workaround is available requiring very intense incident support; Extremely inconvenient to the SMC/SSCDL OR >10% of users impacted by incident; More than one module is impacted
  - Significant: Limited workaround available that requires intense level of incident support; very inconvenient to the SMC/SSCDL and high incident occurrence risk OR >5% & <=10% of users impacted by incident
  - Moderate: >2% & <=5% of users impacted by incident
  - Minor: <=2% of users impacted by incident
  
- Urgency is classified into 4 categories:
  - Critical: If not dealt with immediately the service will escalate many times over within a short time-period or Incident has Tax, Legal or Statutory impact
  - High: If not dealt with in the very near future (within the half day) the service will escalate severely till solved
  - Medium: If not dealt with in the near future (within 2 days) it will impede business/ IT processes
  - Low: All others

Severity Levels (P1/P2/P3/P4) are decided based on these two dimensions through the following grid:

	Impact			
Urgency	Extensive	Significant	Moderate	Minor
Critical	P1	P1	P1	P1
High	P1	P2	P2	P2
Medium	P2	P2	P3	P4
Low	P3	P3	P3	P4

Applications Support	Expected	Minimum	Measurement Window	Penalty (% of monthly support charges)
<b>Incident Response Time</b>				
P1 Severity Level Incidents Responded within 15 mins	99.00%	95.00%	Monthly	0.5%
P2 Severity Level Incidents Responded within 30 mins	99.00%	95.00%	Monthly	0.5%

P3	Severity Level	99.00%	95.00%	Monthly	0.5%
Incidents Responded within 90 mins					
P4	Severity Level	99.00%	95.00%	Monthly	0.5%
Incidents Responded within 120 mins					
<b>Applications Support</b>		<b>Expected</b>	<b>Maximum Resolution Time</b>	<b>Measurement Window</b>	<b>Penalty (% of Monthly support cost)</b>
<b>Incident Resolution Time</b>					
P1	Severity Level	2 Hours	4 Hours	Monthly	1% (for every P1 incidents breaching SLA) beyond which 0.1% per hour per incident
Incidents Resolved as agreed					
P2	Severity Level	8 Hours	8 Hours	Monthly	1% (for three P2 incidents breaching SLA) beyond which 0.05% per hour per incident
Incidents Resolved as agreed					
P3	Severity Level	16 Hours	16 Hours	Monthly	0.5% (for five P3 incidents in a month) beyond which 0.02% per hour per incident
Incidents Resolved as agreed					
P4	Severity Level	32 Hours	32 Hours	Monthly	0.5% (for ten P4 incidents in a month) beyond which 0.02% per hour per incident
Incidents Resolved as agreed					

The SLAs are subject to review and revision by SSCDL at regular intervals.

### 2.6.8 SLA Change Process

The parties may amend this SLA by mutual agreement. Changes can be proposed by either party. The bidder representative may initiate an SLA review at least half yearly which is subject to approval from SCCDL.

The bidder representative will maintain and distribute current copies of the SLA document as directed by SSCDL. Additional copies of the current SLA will be available at all times to authorized parties.

### 2.6.9 Version Control

All negotiated SLA changes will require changing the version control number. As appropriate, minor changes may be accumulated for periodic release (e.g. every quarter) or for release when a critical threshold of change has occurred.

### 2.6.10 Management Escalation Procedures

The purpose of this escalation process is to provide a quick and orderly method of notifying both parties that an issue is not being successfully resolved at the lowest possible management level. Implementing this procedure ensures that SSCDL and Bidder's management are communicating at the appropriate levels.

- a) Escalation should take place on an exception basis and only if successful issue resolution cannot be achieved in a reasonable time frame.
- b) Either SSCDL or bidder can initiate the procedure
- c) Escalation will be one level at a time

### 2.6.11 Penalty

- a) In case the overall support of the bidder to the SSCDL is not found sufficient or satisfactory, the same will also amount to failure and attract a penalty generally up to 10% of the consideration of Contract. The penalty will be proportionate to the time period for which the support is not found to be sufficient or satisfactory.
- b) In case the bidder fails to be compliant with SLAs and KPIs requirements at regular intervals as mentioned above, penalty will be imposed generally up to 10% of the consideration of contract depending upon the nature of failure or the short-fall.
- c) In case a serious bug/ flaw/ error is found in a system or the system is not found working as intended/ satisfactorily/ properly due to the software developed then in that case, generally a penalty of up to 10% of the consideration of contract will be imposed. The penalty will be proportionate to the delay in amending the bug / flaw / error, etc. after the date of report.
- d) In case the support of the bidder's staff to the SMC is not found sufficient or satisfactory, the same will also amount to failure and attract a penalty generally up to 10% of the consideration of Contract. The penalty will be proportionate to the time period for which the support is not found to be sufficient or satisfactory.
- e) In case of unavailability of the Application for the lack of proper configuration /administration / maintenance of the system by the bidder's staff at SMC, a direct penalty of 10% of the consideration of Contract will be imposed, charged.
- f) In case the bidder fails to deliver service as depicted in the scope of work, penalty will be imposed generally up to 10% of the consideration of contract depending upon the nature of failure or the short-fall.
- g) The cumulative value of penalties stated under the above clauses {a) to f}) could be up to 10% of the consideration of the contract.
- h) The decision of CEO/Chairman of SSCDL will be final and binding in case of the percentage of penalty to be applied, imposed in all the above cases to the bidder.

- i) In case of continued failure or short-falls from the established standard, the contract shall be terminated and no payments will be made nor will any damages be paid to the bidder besides forfeiting Security Deposit.

#### **2.6.12 Limitation of Liability**

- a) Except in case of gross negligence or willful misconduct on the part of the bidder or on the part of any person or Firm acting on behalf of the bidder in carrying out the Services, the Bidder, with respect to damage caused by the Bidder to the SSCDL/SMC's property, shall not be liable to the SSCDL/SMC:
  - I. for any indirect or consequential loss or damage; and
  - II. for any direct loss or damage that exceeds a fixed amount equal to total price submitted online as part of Appendix 2.
- b) This limitation of bidder shall not affect the bidder's liability, if any, for damage to Third Parties caused by the bidder or any person or Firm acting on behalf of the bidder in carrying out the Services or any obligation of the bidder to indemnify the Authority with respect to intellectual property rights infringement claims.

## B. INSTRUCTION TO BIDDERS

### 3. GENERAL

#### 3.1 INTRODUCTION TO THIS BID PROPOSAL

SSCDL intends to invite proposals through this RFP. The Technical Bid along with EMD & Bid Fee in the name of "Surat Smart City Development Ltd." is to be submitted in hardcopy whereas the Price Bid is to be submitted online on <https://smc.nprocure.com>.

#### 3.2 BID AVAILABILITY & VALIDITY

Bid documents can be downloaded from the web site <https://smc.nprocure.com> up to the date and time mentioned in the Online RFP Notice "**SSCDL-ERP-RFP-01-2017**".

The proposal should be valid for acceptance for a minimum period of 180 days from the Bid Due Date/Bid Submission Date (the "**Proposal Validity Period**"). If required, Authority may request the bidder to have it extended for a further period.

#### 3.3 GOVERNING LAW AND JURISDICTION

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Surat shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process.

#### 3.4 AUTHORITY'S RIGHT TO ACCEPT AND REJECT ANY PROPOSALS OR ALL PROPOSALS

- a) Authority reserves the right to accept or reject any Proposal and annul the bidding process/ Proposal Evaluation Process and reject any/all Proposals at any time, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Authority's action.
- b) Without prejudice to the generality of Clause (a), the Authority reserves the right to reject any Proposal/Bid if:
  - 1) at any time, a material misrepresentation is made or discovered, or
  - 2) The Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
  - 3) Bidder submitted conditional Proposal/Bid.

- c) If such disqualification/ rejection occurs after the Proposals have been opened and the Selected Bidder as per award criteria gets disqualified/ rejected, then the Authority reserves the right to consider the next best Preferred Bidder, or take any other measure as may be fit in the sole discretion of the Authority, including annulment of the Selection Process.

### 3.5 EARNEST MONEY DEPOSIT (EMD)

- (a) EMD of Rs. 50,00,000 (Rupees Fifty lakhs only) whereby 50% amount shall be in the form of Demand Draft / Banker's Cheque in favour of **"Surat Smart City Development Limited"**, from Nationalized or Scheduled bank and 50 % amount shall be in the form of Bank guarantee of any nationalized / scheduled banks with validity of 180 days from the date of Bid opening.
- (b) Any bid not accompanied with valid Earnest Money Deposit in the acceptable amount, form and validity period will be summarily rejected by the Authority as being non-responsive and bids of such Bidder shall not be evaluated further.
- (c) No interest will be payable by the Authority on the Earnest Money Deposit.
- (d) The EMD of unsuccessful Bidders will be returned by the Authority, without any Interest, as promptly as possible on acceptance of the Proposal of the Selected Bidder or when the Authority cancels the Bidding Process.
- (e) The Selected Bidder's EMD will be returned, without any interest, upon the Selected Bidder signing the Agreement and furnishing the Security Deposit in accordance with the provision thereof.
- (f) The EMD shall be forfeited and appropriated by the Authority as damages without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise, under the following conditions:
- 1) If a Bidder submits a non-responsive Proposal;
  - 2) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice;
  - 3) If a Bidder withdraws its Proposal during the Proposal Validity Period as specified in this RFP and as extended by mutual consent of the respective Bidder(s) and the Authority;
  - 4) In the case of Successful Bidder, if it fails within the specified time limit –
    - i to sign and return the duplicate copy of LOA
    - ii to sign the Agreement within the time period specified by the Authority
    - iii to furnish the Security Deposit along with the signed copy of LOA; or
  - 5) In case the Successful Bidder, having signed the Contract, commits any breach thereof prior to furnishing the Security Deposit.

### 3.6 DUE DILIGENCE

The Bidders are encouraged to examine and familiarize themselves fully about the nature of assignment, scope of work, all instructions, forms, terms and conditions of RFP, local conditions and any other matter considered relevant by them before submitting the Bid by paying a visit to the site, sending written queries to the Authority, and attending Pre-Bid meetings.

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### **3.7 ACKNOWLEDGEMENT BY BIDDER**

- a) It shall be deemed that by submitting the Bid, the Bidder has:
  - 1) made a complete and careful examination of the RFP
  - 2) received all relevant information requested from the Authority;
  - 3) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority
  - 4) acknowledged that it does not have a Conflict of Interest
  - 5) agreed to be bound by the undertakings provided by it under and in terms hereof.
  
- b) The Authority shall not be liable for any omission, mistake, or error in respect of or any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.
  
- c) A bidder cannot be a member of more than one bidding consortium. An individual firm applying as a single/lead bidder cannot at the same time be the member of any other consortium. No Bidder shall submit more than one Proposal pursuant to this RFP. If a Bidder submits or participates in more than one Proposal, such Proposals shall be disqualified.

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### **3.8 COST OF BIDDING**

All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the Bid and bidder's participation in the Bid Process, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by Authority, will be borne entirely and exclusively by the bidder.

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### **3.9 BID FEE**

All Bidders must submit non-refundable Bid Fee of Rs. 18,000 (Rupees Eighteen Thousand only) by Demand Draft or Banker's Cheque in favour of the **“Surat Smart City Development Limited”** payable at Surat.

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### **3.10 SCHEDULE OF BIDDING PROCESS**

The Authority shall endeavor to adhere to the bidding schedule as specified in table below:

<b>Earnest Money Deposit (EMD)</b>	EMD of Rs. 50,00,000 (Rupees Fifty lakhs only) whereby 50% amount shall be in the form of Demand Draft / Banker's Cheque in favour of "Surat Smart City Development Limited", from Nationalized or Scheduled bank and 50 % amount shall be in the form of Bank guarantee of any nationalized / scheduled banks with validity of 180 days from the date of Bid opening.
<b>Date of Issue of the Bid Document</b>	12 <sup>th</sup> May 2017
<b>Last date for Submission of Online Queries</b>	By email to <a href="mailto:it@suratsmartcity.com">it@suratsmartcity.com</a> on or before 20.05.2017, 16:00 hrs
<b>Pre-Bid Meeting</b>	On 24.05.2017 at 12:00 noon 2nd Floor, Room No. 88, Conference Hall, Muglisara, Surat
<b>Price Bid Submission</b>	To be submitted online only on <a href="https://smc.nprocure.com">https://smc.nprocure.com</a> on or before 01.06.2017 up to 18:00 hrs.
<b>Technical Bid Submission (in Hard Copy)</b> filled-in Technical Bid along with Bid Fee, EMD, Solvency Certificate and other documents.	In sealed envelope strictly by RPAD/Postal Speed Post on or before 06.06.2017 up to 18:00 hrs. to the Chief Accounts, Surat Municipal Corporation, Muglisara, Surat – 395003
<b>Date, Time and Venue for Opening of Financial Bid</b>	The technically qualified bidders will be notified with the date and time of the Financial Bid Opening.
<b>Signing of Agreement</b>	Within 15 days from the date of issuance of LOA/ work order

### 3.11 TERMS OF CONTRACT

- 3.11.1 Selected Bidder shall undertake project on design-build-maintain-transfer model basis.
- 3.11.2 Consortium Conditions
- 3.11.2.1. The number of consortium members cannot exceed two, including the Prime/Lead Bidder.
- 3.11.2.2. A Bidder applying individually or as consortium member shall not be entitled to submit another application either individually or as a member of any other consortium, as the case may be.

- 3.11.2.3. The lead bidder will be responsible for implementing COTS ERP along with man power deployed onsite for the implementation and support purpose throughout the contract period. Consortium partner (if any) can be used for implementing peripheral products and productivity tools, provided they are authorized by respective OEM as implementation partner for the same. Consortium partner can also be utilized for Gujarati language related dependencies and administrative tasks.
- 3.11.2.4. Consortium members must provide a Memorandum of Understanding (MoU) showing their intention to enter into such an Agreement at the time of bidding along with bid.
- 3.11.2.5. A Bidding Consortium is required to nominate a Prime Member. The formation of the consortium including identification of Prime member and role and responsibilities of each member shall be supported by Memorandum of Understanding and Power of Attorney signed by all the members on a stamp paper of INR 100/-.
- 3.11.2.6. The successful bidder (SI) shall require to enter into agreement with all member of Consortium Members specifying following points in the Agreement. These points shall also be captured in MoU
- (i) Identity Prime Member and Power of Attorney in favor of Prime Member.
  - (ii) Roles and responsibilities of each consortium partner in line with RFP requirements, the identification of the lead partner, and providing for joint and several liability for each partner.
  - (iii) All consortium members would be available throughout the Contract Period.
  - (iv) Each member of the Consortium shall be jointly and severally liable for the due implementation, operation and maintenance of the Project.
  - (v) The role and responsibility of any member must be commensurate with the technical/financial capabilities that such member is contributing towards meeting the qualification criteria. Each consortium member is liable to contribute resources in terms of knowledge, skills and trained manpower commensurate with its role and responsibilities during the Contract Period.
  - (vi) The Consortium Agreement must also state that the period of the Agreement would coincide with the Contract period. Consortium must continue to be in existence during the period of the contract and that any change will be subject to approval of the Authority (SSCDL) only.
  - (vii) The final contract between the consortium members (The Consortium Contract) would be available for legal vetting and open to suggestions by

the SSCDL. SSCDL will suggest binding corrections if it finds that such contract does not meet its requirements and interests as per the Tender in letter and spirit.

- (viii) The Agreement should be on stamp paper and notarized. The signatories must be duly authorized.
- (ix) Any Dispute arising during Contract Period between the Consortium Member shall be resolved amicably without adversely impacting Project Implementation and Operation. If in SSCDL's opinion, Dispute between Consortium members adversely impacting implementation and operation of the Project then Authority may its sole discretion in the interest of the Project (a) Terminate the Contract after due process and/or (2) Provide a binding solution.
- (x) In case SSCDL Intends to proceed for Termination on account of SI Event of Defect and /or unresolved disputes between the Consortium Members, both the Consortium Members shall be jointly and severally liable for Implementation, Operation and Maintenance of project at Agreed prices and payment terms specified in this Tender till Authority or any new agency appointed by it takes over the Project
- (xi) SSCDL reserves the right to reject the Bid in case of change in the constitution of the consortium after the submission of Bid and before the execution of the Agreement

- 3.11.4 Bidders to use licensed COTS software from OEM, subject to the criteria as specified in pre-qualification section 6.1.1.
- 3.11.5 Selected Bidder shall design, build, maintain, and transfer the project during the Contract Period. Provided in the event of earlier termination of the Contract, this period shall be ending with the date of termination of the Contract.
- 3.11.6 The eligible and technically qualified bidder having the highest score (QCBS) shall be considered as the Selected Bidder as per the terms of this RFP.
- 3.11.7 The payment to the Selected Bidder shall start based on milestones defined in section 2.6.3
- 3.11.8 In case of Termination due to Selected Bidder's Event of Default, the Authority shall have right;
  - To forfeit the Security Deposit in full.
  - To appoint another Bidder. In such case, selected bidder will need to handover to SSCDL or appointed bidder as per clause 3.11.18 under this section.
- 3.11.9 Performance and fulfillment of its roles & responsibilities and obligations as per the provisions specified in RFP and Addenda & Corrigenda if any.

- 3.11.10 **Termination / Withdrawal:** SSCDL reserves the right to withdraw/ terminate the contract in whole or in part with a written notice to the bidder in any of following circumstances:
- Bidder becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant organization
  - Information provided to SSCDL is found to be incorrect;
  - Delivery conditions are not met within the specified time period;
  - Misleading claims about the Bidder are made;
  - Clear evidence is received that Bidder has breached copyright laws/ plagiarized from another source;
  - If the bidder fails to perform any other obligation(s) under the contract;
- 3.11.11 If the Bidder does not execute the contract to the satisfaction of the SSCDL, then the SSCDL may invoke any or all of the following clauses.
- Forfeit the Security Deposit Amount
  - Terminate the contract without any liability of SSCDL towards the Bidder.
- 3.11.12 Intellectual Property Rights: SSCDL shall remain the owner and have a right in perpetuity to use all newly created Intellectual Property Rights including but not limited to all processes, products, specifications, reports, customized code, design documents, other artifacts “conceptualized, created, and implemented” by the selected Bidder during the performance of the services under this contract. All documentation and configuration items such as scripts, code, queries etc. developed by the SI shall be property of SSCDL. The SI should create a repository of such resources and provide access to SMC/SSCDL. All analytical models, dictionaries and libraries created as a result of this engagement would be SSCDL proprietary, and all requisite Intellectual Property Rights shall be transferred to SSCDL from the time they are created and the selected SI has no right to assign, license, sell, or use any content conceptualized, created and implemented under this engagement and/or accompanying agreement to any third party under any circumstances. All the artifacts conceptualized, created, and implemented by the selected Bidder whether in tangible or intangible form shall bear relevant copyright notices in the name of SMC/SSCDL. The selected SI shall take all such appropriate legal actions to safeguard violation of SSCDL’s intellectual property rights, if any.
- 3.11.13 The bidder’s team should arrange their own Laptops/Computers, software, etc. SSCDL would provide only space, electricity, and connectivity for operations. Vendor represents and warrants that its collection, access, use, storage, disposal, and disclosure of SSCDL’s Information does and will comply with all applicable SMC’s privacy and data protection laws, as well as all other applicable regulations and directives.
- 3.11.14 The selection shall be for a total period of seven years from the signing of LOA, which shall be reviewed periodically to assess the performance during the specified duration of project.

- 3.11.15 **Indemnification:** ERP SI (the "Indemnifying Party") at its expense and to the maximum extent permitted by law, undertakes to indemnify, defend and hold harmless SSCDL (the "Indemnified Party") from and against all losses, liabilities, costs, damages and expenses and will reimburse such fees and expenses as they are incurred, including in connection with any claim or action threatened or brought against the Indemnified Party, attributable to the Indemnifying Party's or its representative's negligence or willful default, including but not limited to, mismanagement of the brand SSCDL, bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) in performance or non-performance under this Agreement; provided, however, that Indemnifying Party shall not be obligated to defend, indemnify, or hold the Indemnified Party from and against any such liabilities, costs, losses, damages and expenses to the extent caused solely by any negligent act or omission or intentional wrongdoing of such Indemnified Party. In case of any negligence or willful default by Bidder, leading to disrepute/ financial obligations/ penalties to SSCDL, during the course of contract or after, the selected Bidder will be held liable.
- 3.11.16 The Selected Bidder must provide a dedicated team based in Surat to service the account of the SMC/SSCDL within 20 days from the date of award of contract.
- 3.11.17 The Authority expects all the Key Personnel as specified in the resource deployment plan in the Proposal to be available during the contract period. The Authority will not consider any substitution of Key Personnel except under compelling circumstances beyond the control of the Selected Bidder and the concerned Key Personnel. Such substitution shall be subject to equally or better qualified and experienced personnel being provided to the satisfaction and approval of the Authority with an overlap period of minimum 15 days at Selected Bidder cost.
- 3.11.18 The Selected Bidder must coordinate between SSCDL, SMC departments and sister concerns of SMC to achieve the objective of the project. The system may be used by both SSCDL and SMC employees.
- 3.11.19 **Exit Management:** The exit process would start at the beginning of the last two quarters in case contract is not extended further. At the beginning of the second last quarter of the end of the contract period or in the event of termination of contract, the Bidder is required to provide necessary handholding and transition support, which shall include but not limited to, conducting detailed transition, trainings, demos/drills for the project services, project documentation, configuration, customization, etc., and addressing the queries/clarifications of new SI selected by SSCDL/SMC.

Bidder shall provide support in terms of smooth handing over of its services. At the end of the Contract Period or earlier Termination of Contract due to Bidder's event of default, the Bidder shall transfer functional and technical know-how, processes, documentation and all artifacts of the project at no additional cost to Authority.

During the contract period, the Bidder shall ensure that all the documentation including policies, procedures, etc. are kept up to date and the same are handed over to SMC/SSCDL during the Exit management process.

- 3.11.20 The bidder shall certify that no product quoted in the bid has its End-of-life announced. Also, at the time of supplying the quoted product, if the product has reached its end of sale, then the bidder will be required to supply similar product for the same OEM with similar or higher specifications.
- 3.11.21 The bidder shall try to depute the same key personnel at SMC/SSCDL as listed in the BoQ and CV submitted as per form 1.10 in Appendix 1. The bidder shall depute a person on its staff at SMC/SSCDL only after the person is interviewed/ screened using any selection procedure by SMC/SSCDL and/or its any representative(s) and the sanction for the same is given in writing. The bidder would also remove a person from its staff at SMC/SSCDL if instructed to do so by the SMC/SSCDL within one month and provide suitable replacement with minimum overlap of 15 days. All persons deputed shall be on the payroll of the Bidder's organization. All the staff proposed to be deployed at SSCDL/ SMC (as per form 1.10- Appendix 1) should be full time employees of the bidder's organization at the time of bid submission.
- 3.11.22 The person deployed for the project at SMC/SSCDL will inform about any leave of absence to SMC/SSCDL.
- 3.11.23 In case of personnel deputed at SMC/SSCDL by bidder as per the resource deployment plan is on a leave of absence for more than a week,
- then a competent substitute, fully conversant with the processes at SMC/SSCDL will have to be provided by the bidder. Thus, the bidder is required to keep other personnel employed but not deputed at SMC/SSCDL so that the vacancy of the key personnel could be kept filled in.
  - if the substitute is not provided for more than a week then such leaves after fifth day will be considered as if a person is not deployed by the bidder and monetary deduction may be made accordingly.
- 3.11.24 The personnel of implementation team as per the resource deployment plan will observe the work-time of 8 hours per day, and follow SMC's calendar; but they may have to put in extra time whenever called for by SSCDL without any additional charges. The bidder shall make necessary arrangements during post implementation support to meet defined SLAs.
- 3.11.25 The leaves of key personnel as per the resource deployment plan should not affect the deliverables as per scheduled timelines.
- 3.11.26 Non-adherence to above clauses within the said resource deployment plan will be considered as Absence of employee. For each day, the absence of resources may invite a penalty as billing rates submitted as part of BoQ.

- 3.11.27 The persons deployed by the bidder shall not claim nor shall be entitled to pay, perks, and other facilities admissible to casual, ad-hoc, regular/confirmed employees of SMC/SSCDL during the contract period or, after expiry of the contract.
- 3.11.28 The bidder's personnel shall not divulge or disclose to any person, any details of office, operation process technical know-how, administrative/organizational matters as all are confidential/secret in nature.
- 3.11.29 The bidder's personnel's working should be polite, cordial, positive and efficient, while handling the assigned work and his/her actions shall promote goodwill and enhance the image of SMC. The bidder shall be responsible for any act of indiscipline on the part of persons deployed.
- 3.11.30 The bidder shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. SMC/SSCDL shall, in no way, be responsible for settlement of such issues whatsoever.
- 3.11.31 The transportation, food, medical and other statutory requirements in respect of personnel of the service provider shall be the responsibility of the bidder.
- 3.11.32 **Force Majeure:** The bidder shall not be liable for any delay or failure of performance of any of its obligations under or arising out of this contract, if the failure or delay is the result of an event of Force Majeure. "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the End customer in its sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, quarantine restrictions. The bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and feasible.
- 3.11.33 **Solvency certificate:** Valid Solvency Certificate amounting to minimum 20% of the consideration of the Contract from a scheduled/nationalized bank to be submitted by the bidder along with technical proposal. Bidder may resort to submitting a solvency certificate of higher value to keep its prices disguised.
- 3.11.34 During the bidding process or during the contract period, if any bidder is found involved in fraudulent and corrupt practices, SMC/SSCDL reserves the right to reject the bid or cancel the contract, forfeiting the EMD and security deposit.
- 3.11.35 The Bidding Process and contract shall be governed by, and construed in accordance with, the laws of India and the Courts at Surat shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the bidding process and contract.
- 3.11.36 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations

hereunder, pursuant hereto and/ or in connection with the Bidding Process and waives, to the fullest extent permitted by applicable laws, any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or in future.

- 3.11.37 Nothing contained in the RFP shall be construed or interpreted as constituting a partnership between the Parties. Neither Party shall have any authority to bind the other in any manner whatsoever.
- 3.11.38 The selected bidder shall be deemed to be acting as an independent contractor of Authority and shall not be deemed an agent, legal representative, joint venture, or partner of Authority. Neither party is authorized to bind the other to any obligation, affirmation, or commitment with respect to any other person or entity.
- 3.11.39 The authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to:
- (i) suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
  - (ii) consult with any Bidder in order to receive clarification or further information;
  - (iii) retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Bidder; and/ or
  - (iv) Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- 3.11.40 Ownership and Licenses: The ownership of all software developed/ customized/ configured/ procured as part of the project and related documentation for the project would always lie with the SMC. All licenses for software procured related to project have to be in the name of SMC.

## 4. DOCUMENTS AND PRE-BID CONFERENCE

### 4.1 CLARIFICATION TO RFP DOCUMENTS

- a) The prospective Bidder requiring any clarification on the RFP Document may submit queries, via email, to "it@suratsmartcity.com" on or before 20/05/2017, 16:00 hrs.
- b) They should send in their queries on or before the above stated date to enable Authority to have adequate notice of the said queries so that the same may be addressed at the Pre-Bid Meetings. The Authority shall endeavor to respond to the queries at short span of time prior to Bid/Proposal Due Date. The responses to queries will be sent to Bidders by the Authority.

**The queries must be submitted in the following format only:**

#### Request for Clarification

Name and Address of the Organization submitting query		Name and Position of Person submitting query	Contact Details of the Organization / Authorized Representative
			Tel: Mobile: Fax: Email:
Sr. No	RFP Reference(s) (Section, Page)	Content of RFP requiring clarification	Points of clarification required

- c) The Authority shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, the Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.
- d) The Authority may also on its own motion, if deemed necessary, issue interpretations and clarifications and amendment to all Bidders. All clarifications and interpretations issued by the Authority shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on the Authority.

## 4.2 PRE-BID MEETING

- a) A pre-bid meeting will be held on **24/05/2017 at 12:00 hrs** at 2<sup>nd</sup> Floor, Room No. 88, Conference Hall, Surat Municipal Corporation, Muglisara, Surat, Gujarat. This meeting is arranged to clarify bidder queries.
- b) During the course of pre-bid conferences, the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent, and competitive Bidding Process.
- c) Non-attendance at the pre-bid conference shall not be a cause for disqualification of a Bidder. However, terms and conditions of the Addendum(s) shall be legally binding on all the Bidders irrespective of their attendance at the Pre-Bid Conference.

## 4.3 AMENDMENT OF BIDDING DOCUMENTS

- a) At any time prior to the Proposal/Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFP by the

issuance of Addenda/corrigendum. The same will form the part of the original bid documents and shall override any contradicting effects in the original bid papers.

- b) Any Addendum/Corrigendum issued hereunder will be made available on <https://smc.nprocure.com>.

## 5. PREPARATION AND SUBMISSION OF PROPOSALS

### 5.1 LANGUAGE OF PROPOSAL

The proposals prepared by the bidder shall be in the English language. The related correspondence and supporting documents in language other than English/Hindi/Gujarati must have its English translation (which is to be duly attested by the bidder). For purposes of interpretation and evaluation of the Proposal, the English translation shall govern.

### 5.2 PROPOSAL CURRENCY

Prices shall be expressed in Indian Rupees only.

### 5.3 FORMAT AND SIGNING OF PROPOSAL

- a) The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respects.

The Bidder shall prepare and submit the Technical Bid (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) along with the EMD and Bid Fee **as per clause 5.4**.

The Price Bid must be submitted online. In case, the Price Bid is submitted physically which leads to revelation of prices before the due date of opening of the Price Bid, the bid will be disqualified.

- b) The Technical Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page, preferably in blue ink and the signature of the authorized signatory shall bind the Bidder to the contract. In case of printed and published documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. Each page of the Proposal must be numbered at the right-hand top corner.
- c) The Proposal must be properly signed by the authorized signatory (the "Authorized Signatory") as the Bidder holding the power of Attorney. If possible, such Power of Attorney shall be supported by a Board Resolution in favour of the person vesting power to the person signing the Bid.

## 5.4 PROPOSAL SUBMISSION FORMAT & SEALING AND MARKING OF PROPOSALS

- a) The Bid Fee and EMD of the required value and in approved format as specified in clause 3.5 shall be sealed separately in an envelope on which the following shall be super scribed:  
**“Envelope 1 – Bid Fee & EMD for RFP No.: “SSCDL-ERP-RFP-01-2017”**
- b) The Technical Proposal shall be sealed separately in an envelope on which the following shall be super scribed:  
**“Envelope 2 – Technical Proposal for RFP No.: “SSCDL-ERP-RFP-01-2017”**

The bidder shall submit all the relevant documents so as to ascertain the claims made. Following is the indicative list of documents that are to be submitted. The documents of Technical Proposal shall be as per the Appendix 1 of this RFP and should comprise of all documents required to be submitted as per the said Appendix 1. All the pages submitted should have page numbers along with an index or content page for easy reference. The technical proposal in envelope 2 should not have loose papers and must bind logically together. The checklist of Technical Proposal presented below:

### 5.4.1 Check list for documents - Technical Proposal

Sr. No.	Appendix	Particulars
1	Appendix 1 Form -1.15 for EMD	Bid Fee (100% DD/Banker's cheque) and EMD (50% by DD / Banker's Cheque & 50% in the form of PBG as per Appendix 1 Form-1.15)
2	Appendix 1 Form -1.1	Covering Letter signed by authorized signatory of Bidder. Constituent documents such as MOA, AOA, Certificate of Incorporation, Service Tax Registration etc.
3	Appendix 1 Form -1.2 A	Authorization of signatory in the form of Board Resolution or Power of Attorney (POA notarized and Applicable in case of bid not being signed by the person directly authorized by the bidder), as applicable.
4	Appendix 1 Form 1.2 B	Joint Bidding Agreement on Requisite Stamp Paper in case Bidder is a Consortium
5	Appendix 1 Form –1.3	Particulars of the Bidders (in the formats given subsequently) by each consortium member
6	Appendix 1 Form –1.4	Financial Capability statement by each consortium member
7	Appendix 1 Form -1.5	Experience Statement along with client work order/ completion certificate for each project by relevant consortium member
8	Appendix 1 Form -1.6	Project Execution Methodology

9	Appendix 1 Form -1.7	Undertaking for information and document provided are true. All Consortium Member should provide this undertaking
10	Appendix 1 Form -1.8	Anti-Blacklisting Certificate in the format attached. All Consortium Member should provide Anti Blacklisting Certificate
11	Appendix 1 Form -1.9	Non-Disclosure Agreement signed and submit to SSCDL
12	Appendix 1 Form -1.10	Curriculum Vitae of Proposed Team Members (Key Personnel)
13	Appendix 1 Form -1.11	Resource Deployment Plan
14	Appendix 1 Form -1.12 (A, B, C, D)	Self-declarations from OEM
15	Appendix 1 Form – 1.13	Infrastructure requirements from SMC datacenter
16	Appendix 1 Form – 1.16	Experience Statement BPM based E-office applications implementation
17	Appendix 1 Form-1.17	MAF - Format for Authorization Letters from OEMs
18	Appendix 1 Form-1.18	Power of Attorney for Lead Member of Consortium
19		Certificates and Self-certificates as requested in section 6.1
20		Original RFP documents issued along with addendums/amendments thereto, duly signed by the Bidder through its authorized signatory on all pages.
21		Valid Solvency Certificate amounting minimum 20% of the consideration of the Contract from a scheduled/nationalized bank.

- c) **Outer Envelope:** Both the above stated envelopes, shall be placed in a large envelope/ outer envelope containing above envelopes must be sealed and super scribed

#### Details to be mentioned on sealed envelope

<p><b>Tender Details</b></p> <ul style="list-style-type: none"> <li>• <b>Notice No.:</b> SSCDL-ERP-RFP-01-2017</li> <li>• Last date of Submission: On or before 06.06.2017 up to 18:00 hrs.</li> </ul>	<p>To,  <b>The Chief Accountant,</b>  <b>Surat Municipal Corporation,</b>  Mahanagar Seva Sadan,  Gordhandas Chokhawala Marg,  Muglisara, Surat - 395 003,  Gujarat, INDIA</p>
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- d) The Bid must be sent strictly by **Postal Speed Post or Registered Post AD** only so as to reach on or before 06.06.2017 up to 18.00 hrs. **Bids received in any other manner or mode (like courier, in person, etc.) will not be considered. SSCDL won't be responsible for postal delays.**
- e) SSCDL will not accept submission of a proposal in any manner other than that specified in the document. Proposals submitted in any other manner shall be treated as defective, invalid and rejected.
- f) If the envelopes are not sealed and marked as instructed above, the SSCDL assumes no responsibility for the misplacement or premature opening of the contents of the application and consequent losses, if any suffered by the Bidder.
- g) **Each page of the above should bear the initials of the Applicant along with the seal of the Applicant in token of confirmation of having understood the contents. In case of consortium the bid will be signed by the Prime Bidder.**
- h) The **Price Proposal (Appendix-2)** and **Monthly Billing Rate (Appendix-4)** must be submitted online.
- i) The Bidders are required to submit its Proposal (i.e. Technical Proposal and Price Proposal) on or before the due date.
- j) If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted and consequent losses, if any, suffered by the Bidder. Proposals submitted by fax, telex, telegram, or e-mail shall not be entertained and shall be rejected.

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## 5.5 PROPOSAL DUE DATE

- a) The last date and time of submission of the Proposals (the "Proposal Due Date/Bid Due Date") is specified in Schedule of Bidding Process Clause 3.10.
- b) The Authority may, in its sole discretion, extend the Proposal Due Date by issuing an Addendum uniformly for all Bidders. In such event, all rights and obligations of Authority and Bidders previously subject to the earlier deadline will thereafter be subject to the Proposal Due Date as extended. Any such change in the Proposal Due Date shall be in the form of addenda and be made available on <https://smc.nprocure.com>.

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## 5.6 LATE PROPOSALS

- a) Proposals not reaching to the Authority on or before the specified time limit on the Proposal Due Date will not be accepted.
- b) Authority shall not be responsible for any postal delay or non-receipt/ non-delivery of any documents.

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## **5.7 MODIFICATION AND WITHDRAWAL OF PROPOSALS**

- a) Proposal once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the Earnest Money Deposit shall be liable for forfeiture.
- b) Any alteration/ modification in the Proposal or additional information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

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## **5.8 FIRM PRICES**

Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The proposal prices shall be indicated in India Rupees (INR) only.

## C. PROPOSAL EVALUATION

### 6. PRE-QUALIFICATION & EVALUATION CRITERIA

#### 6.1 PRE- QUALIFICATION CRITERIA / BASIC ELIGIBILITY CRITERIA

##### 6.1.1 Pre-Qualification Criteria – ERP OEM

To be considered qualified for evaluation of Technical Proposal, each ERP OEM suggested should meet pre-qualification Criteria specified hereunder.

#	Basic Requirements	Pre-Qualification Criteria	Proof Document Required
1	<b>Presence in India including Public Sector / Government</b>	The proposed ERP should have been implemented and “Gone Live” in minimum five (5) clients out of which two (2) in Government (State or Central) / Public Sector Units/ ULB customers in India with minimum license cost and annual technical support of Rs. 5 crore encompassing any three out of the following five modules in last 7 years a. Financial Accounting and Costing b. Payroll and HR c. Project Management d. Purchase and material management e. Asset management	Appendix 1 Form 1.12D along with license agreement and client certificate
2	<b>Turnover</b>	The OEM's average annual turnover for the last three financial years i.e. 2013-14, 2014-2015 & 2015-16 should be minimum INR 500 crores.	Financial Capability Statement as in Appendix 1 Form –1.4

3	<b>Development Center</b>	The ERP OEM should have at least one development center in India. OEM development centers across world should have minimum 1000 developers involved in ERP product development.	OEM Self-certificate as per Appendix 1 Form –1.12B
4	<b>Support</b>	The ERP OEM should also have SLA based 24/7 x 365 days support center located in India with minimum 200+ support team members.	OEM Self-certificate as per Appendix 1 Form –1.12B
5	<b>System Integrators</b>	The ERP solution should be implemented and maintained by at least Five System Integrators in India as on date of issue of the RFP.	Appendix 1 Form 1.12A
6	<b>Native Integration</b>	The proposed COTS solution should have all the following functions as natively integrated a. Financial Accounting and Costing b. Payroll and HR c. Project Management d. Purchase and material management e. Asset management	OEM Self-certificate as per Appendix 1 Form –1.12C
7	<b>Source Code</b>	Proposed solution to come with complete transparency including the Source Code for Customization	OEM Self-certificate as per Appendix 1 Form –1.12C
8	<b>Integration</b>	The solution should support integration with third party applications like open standard based GIS software, BPM software, Document Management Software, payment gateway, email gateway.	OEM Self-certificate as per Appendix 1 Form –1.12C
9	<b>Commitment to Support</b>	The OEM should commit to support the software for which license is provided in the scope of this RFP at least for 7 years. End of support date should not have been announced for the product proposed. OEM will abide by the same SLA during	OEM self-certification as per Appendix 1 Form –1.12B indicating the commitment to

		annual maintenance support period as System Integrator in case of any product bug raised on their service portal by the SI based on the priority matrix.	support along with product roadmap
10	<b>India Localization</b>	The ERP product must be the country specific version for India with statutory requirements incorporated and should have a localization support in terms of VAT, Service Tax, Income Tax, GST, Payroll etc. specific to India.	OEM Self-certificate as per Appendix 1 Form – 1.12C

**Note:**

*OEM must provide the self-certification as per Annexure-1 (Form-1.4) and Annexure-1 (Form 1.12 A, B, C, D) for points above  
Necessary license agreements for point 1 need to be provided by OEM*

### 6.1.2 Pre-Qualification Criteria - System Integrator

To be considered qualified for evaluation of Technical Proposal, each bidder should meet pre-qualification Criteria specified hereunder.

#	Pre-Qualification Criteria	Proof Document Required	Applicable to Prime Bidder / Sole Bidder	Applicable to Consortium Partner
1.	<p>The Bidder should be:</p> <ul style="list-style-type: none"> <li>A company incorporated in India under the Companies Act, 1956 (and subsequent amendments thereto) and in operation for at least 5 years as on publication of bid</li> </ul> <p style="text-align: center;">OR</p> <p>Registered LLP as per the schedule 3 of the LLP Act 2008 and in operation for at least 5 years as on 01.03.2017.</p> <ul style="list-style-type: none"> <li>Registered with the Service Tax authorities</li> </ul>	<p>Certificate of Incorporation / Registration Certificate</p> <p>Service Tax Registration</p>	Yes	Yes
2.	The prime bidder should have average turnover of minimum INR 150 crores in last three financial years (FY-13-14, FY-14-15, FY-15-16) from IT/ ITeS.	Financial Capability Statement as in Appendix 1 Form –1.4	Yes	No
3.	In case of consortium, the second member of consortium should have average turnover of minimum INR 10 crores in last three financial years (FY-13-14, FY-14-15, FY-15-16) from IT/ ITeS.	Financial Capability Statement as in Appendix 1 Form –1.4	No	Yes
4.	The Bidder (All Members in case of a consortium) must have positive net worth as on 31 <sup>st</sup> March 2016.	Certificate from the statutory auditor / CA towards positive net worth of the company as in Appendix 1 Form – 1.4	Yes	Yes
5.	The Prime Bidder should have experience of implementing same COTS ERP (as proposed)	<ul style="list-style-type: none"> <li>Experience Statement as in Appendix 1 Form – 1.5</li> </ul>	Yes	No

	<p>solution in at least one (1) Government (State or Central) / Public Sector Units/ ULB customers in India with minimum project value of Rs. 10 crore (excluding hardware cost) encompassing any three out of the following five modules in last 7 years (as on date of issuance of Bid).</p> <p>a. Financial Accounting and Costing b. Payroll and HR c. Project Management d. Purchase and material management e. Asset management</p>	<ul style="list-style-type: none"> <li>• Provide Evidences in terms of copy work order / purchase order and completion certificate from client for each of the projects undertaken.</li> <li>• In case of an ongoing project, the project must have achieved a value of 10 Cr. from financial perspective. The Certificate to this effect from the client on client's letter head to be provided along with copy of work order / purchase order.</li> </ul>		
6.	<p>The Prime Bidder should have executed atleast 3 projects which includes implementation or post implementation support for any COTS ERP solution with order value not less than Rs. 10 crore (excluding hardware cost) in last 7 years (as on date of issuance of Bid).</p>	<ul style="list-style-type: none"> <li>• Experience Statement as in Appendix 1 Form – 1.5</li> <li>• Provide Evidences in terms of copy work order / purchase order and completion certificate from client for each of the projects undertaken.</li> </ul> <p>In case of an ongoing project, the project must have achieved a value of 10 Cr. from financial perspective. The Certificate to this effect from the client on client's letter head to be provided along with copy of work order / purchase order.</p>	Yes	No

7.	The Prime Bidder providing the application development/customization, deployment and maintenance as described in of scope of work, should have an active SEI CMMI Level 5 (as on date of issuance of Bid).	Copy of Certificates (valid as on date of submission)	Yes	No
8.	Second member of consortium (if any), should have an active SEI CMMI Level 3 (as on date of issuance of Bid).	Copy of Certificates (valid as on date of submission)	No	Yes
9.	The Bidder (Prime Bidder) to provide the Manufacturer's Authorised Form (MAF) to be eligible to bid for the proposed COTS ERP	Letter from OEM as in Appendix 1 Form – 1.17	Yes	No
10.	Respective consortium partners to provide the authorization from respective OEM(s) as authorized implementation partner.	Letter from OEM as in Appendix 1 Form – 1.17	Yes	Yes
11.	In case of consortium, the second bidder should have experience of implementing similar COTs based implementation or similar customized software development IT project in atleast one Government (State or Central) / Public Sector Units/ ULB customers in India with minimum project value of Rs. 50 lakhs (excluding hardware cost and ) in last 7 years (as on date of issuance of Bid) on its own without consortium.	<ul style="list-style-type: none"> <li>• Experience Statement as in Appendix 1 Form – 1.5</li> <li>• Provide Evidences in terms of copy work order / purchase order and completion certificate from client for each of the projects undertaken.</li> <li>• In case of an ongoing project, the project must have achieved a value of 50 lakhs from financial perspective. The Certificate to this effect from the client on client's letter head to be provided along</li> </ul>	No	Yes

		with copy of work order / purchase order.		
12.	The Bidder (All members) should not be debarred/blacklisted by any Government / PSU in India as on date of submission of bid.	Self-declaration / Undertaking by bidder (All members) on respective letter head as per Appendix 1 Form – 1.8	Yes	Yes

### 6.1.3 Pre-Qualification Criteria – Workflow/ BPM based E-office applications (if not part of COTS ERP)

#	Requirement	Details	Documents Required
1	Implementation Partners	The OEM should have at least 3 Implementation Partners in India	OEM self-certification as Appendix 1 Form 1.12A
2	Implementations	The product must have been implemented in at least 3 projects in Government (State or Central) / Public Sector Units/ ULB government organizations/ public sector undertakings in India in the last 7 financial years.	OEM self-certification as Appendix 1 Form 1.12D
3	Product Acceptability	The product must be listed in the latest Gartner Magic Quadrant (2016 or later) of Enterprise Content Management and Intelligent Business Process & Management	Supporting reports
4	Support	The OEM should also have SLA based 24/7 x 365 days support center located in India	OEM Self-certificate as per Appendix 1 Form –1.12B
5	Source Code	Proposed solution to come with complete transparency including the Source Code for Customization	OEM Self-certificate as per Appendix 1 Form –1.12C
6	Integration with proposed solution ERP	The proposed solution should support integration with proposed ERP solution.	OEM Self-Certificate

7	Integration	The proposed solution should support integration with third party applications like Open Standard based GIS software, payment gateway, email gateway.	OEM Self-certificate as per Appendix 1 Form –1.12C
8	Commitment to Support	The OEM should commit to support the software for which license is provided in the scope of this RFP at least for 7 years. End of support date should not have been announced for the product proposed. OEM will abide by the same SLA during annual maintenance support period as System Integrator in case of any product bug raised on their service portal by the SI based on the priority matrix.	OEM self-certification as per Appendix 1 Form –1.12B indicating the commitment to support along with product roadmap

## 6.2 TECHNICAL EVALUATION CRITERIA

Points assigned for each submission of the Technical Proposals, for the purpose of technical evaluation of bidder, shall be as under. All necessary supporting documents for evaluation purpose must be submitted along with the technical bid. The Total Technical Score of any bidder would be an arithmetic sum of scores obtained by the bidder for each of the parameter indicated below. **The minimum total technical score required shall be 70% to become eligible for opening of the Financial Proposal.**

#	Criteria	Marks
<b>Bidder's Experience [Total – 70 marks]</b>		
1.	<p>Relevant experience of prime bidder in proposed COTS ERP Implementation in India in past 7 years (as on date of issuance of Bid) covering the following modules (maximum 4 projects):</p> <ul style="list-style-type: none"> <li>a. Financial Accounting and Costing</li> <li>b. Payroll and HR</li> <li>c. Project Management</li> <li>d. Purchase and material management</li> <li>e. Asset management</li> </ul> <ul style="list-style-type: none"> <li>▶ For the project where 4 out of 5 core modules have been implemented having user base of more than 500 transactional users – 10 marks each</li> <li>▶ For the project where 4 out of 5 core modules have been implemented having user base of more than 250 transactional users – 9 marks each</li> <li>▶ For the project where 3 out of 5 core modules have been implemented having user base of more than 500 transactional users – 8 marks each</li> <li>▶ For the project where 3 out of 5 core modules have been implemented having user base of more than 250 transactional users – 7 marks each</li> </ul>	40 marks
2.	<p>Relevant experience of bidder in proposed Workflow/ BPM based E-office applications implementation in Public Sector Units(PSU)/State/Central Govt. / ULB in India in past 7 years (as on date of issuance of Bid) (maximum 2 projects)</p> <ul style="list-style-type: none"> <li>▶ For the project having user base of more than 250 concurrent users – 5 marks each</li> <li>▶ For the project having user base of more than 125 concurrent users – 3.5 marks each</li> </ul>	10 marks

3.	<p>Experience of prime bidder in COTS ERP (as proposed) implementation in India in past 7 years (as on date of issuance of Bid) in Public Sector Units(PSU)/State/Central Govt. / ULB</p> <ul style="list-style-type: none"> <li>▶ 1<sup>st</sup> project – 10 marks</li> <li>▶ 2<sup>nd</sup> project – 5 marks</li> <li>▶ Experience with ULB – 5 marks</li> </ul>	20 marks
<b>Bidder's Profile [Total – 15 marks]</b>		
4.	<p>Average annual turnover of prime bidder</p> <ul style="list-style-type: none"> <li>▶ &gt;=150 Cr to 200 Cr – 2 marks</li> <li>▶ &gt;=201 Cr to 300 Cr – 3 marks</li> <li>▶ &gt;=301 Cr to 500 Cr – 4 marks</li> <li>▶ &gt;=501 Cr – 5 marks</li> </ul>	5 marks
5.	<p>Employee Strength in India (combined for both consortium partners)</p> <ul style="list-style-type: none"> <li>▶ &gt;=250 to 500 – 2 marks</li> <li>▶ &gt;=501 to 750 – 3 marks</li> <li>▶ &gt;= 751 to 1000 – 4 marks</li> <li>▶ &gt;=1001 – 5 marks</li> </ul> <p>(Bidders are required to submit letter indicating employee strength in India from authorized signatory or HR Manager)</p>	5 marks
6.	<p>Consortium capability</p> <ul style="list-style-type: none"> <li>▶ No Consortium / consortium with a partner having SEI CMM Level-5 Certificate – 5 marks</li> <li>▶ Consortium with a partner having SEI CMM Level-4 Certificate – 4 marks</li> <li>▶ Consortium with a partner having SEI CMM Level-3 Certificate – 3 marks</li> </ul>	5 marks
<b>Project Understanding and Approach [Total - 15 marks]</b>		
7.	<p><b>Understanding of the project requirements of SMC through followings</b></p> <ul style="list-style-type: none"> <li>- Overall understanding of SMC requirement explaining how the proposed solution would meet the SMC requirement clearly specifying split between standard vs. custom development.</li> <li>- Solution &amp; Proposed Architecture for including product and software selection criteria, integration mechanism and MIS.</li> </ul>	15 marks

	<b>Project Management Plan, Work Plan including consortium partner role</b>	
	<b>USP of proposal in terms of followings</b> Implementation methodology, change management, Proposed automation, accelerators, training plan, testing innovations and tools	
	<b>Timelines &amp; Release Strategy</b>	
	<b>Project Risk Identification and Mitigation Strategies</b>	
	<b>Relevant Experience</b> highlighting ERP implementations in ULB/ Public Sector/ Government sector	
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>- Value of project must be for contract value of the services and excludes hardware and other infrastructure costs.</li> <li>- For computing the project value, single work order will be considered.</li> <li>- Bidder must provide the experience statement as per Annexure-1 (Form-1.5) for each project claimed for Points-1 &amp;3 and Annexure-1 (Form-1.16) for point 2 above along with the documentary evidences (such as letter of award/PO, contract copy or letter of completion from client) regarding fulfillment of above criteria for Bidder's Experience.</li> <li>- Bidders are required to submit letter indicating employee strength in India from authorized signatory or HR Manager for point 5 above.</li> <li>- 'Clients' or 'Customers' in this section refers to work order issuing authority.</li> </ul>		

### 6.3 EVALUATION OF PRICE PROPOSAL

- a) The Price Proposal of only qualified Bidders passing the Responsiveness Test specified in clause 7.2, and meeting the Technical Proposal Evaluation Criteria specified in clause 6.2, shall be opened. The Price Proposal opening process is specified in clause 7.3.
- b) Bidders are required to quote online as per Price Proposal format provided in Appendix-2
- c) The Bidder scoring the highest total final score as per Final Evaluation as specified in "Section-6.4: Final Evaluation" shall be considered as the Selected Bidder and considered for award after following due process as per clause d) hereunder. In case of two bidders scoring the same total score, a closed bid will be requested.
- d) The Authority shall determine the responsiveness of Price Proposal of Bidder determined to be highest scorer in relation to the Market rate or Authority's Internal Estimate or Good Industry Practice. In case the Price Proposal of the Selected Bidder is found seriously unbalanced by Authority in relation to the market rate or its internal estimate or Good Industry Practice, the Authority shall be entitled to solicit, at its sole discretion, detailed price analysis for any or all items specified in Price Proposal, from the Lowest and/or all Bidders to demonstrate the internal consistency of those prices. In case of the Price Proposal of the Selected Bidder, which is unrealistically lower or higher than internal estimate or market rate or Good Industry Practice and which could not be substantiated satisfactorily by the bidder, may be rejected as non-responsive.

### 6.4 FINAL EVALUATION OF PROPOSAL

The Total Technical Score of any bidder would be an arithmetic sum of scores obtained by the bidder for each of the parameter indicated above. The minimum total technical score required shall be **70% to become eligible for opening of the Financial Proposal.**

The Technical Bid Score 'St' of the Tenderer shall be derived as under

$S_t = (S_{tm}/S_H)$ , where

$S_t$  is the Total 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

The Financial Proposal should contain the total cost of all services, comprising of all items as mentioned under Scope of Work. Formula to determine the scores for the Commercial 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

$F_L$  and  $F$  would be computed as:  
 = [Total Charges specified as per Appendix 2]

The final evaluation of proposals shall be on the principle of Quality Cum Cost Based Selection (QCBS) based on the final weighted score. A weightage of 60% will be assigned to the Technical Bid Score and a weightage of 40% will be assigned to the Financial Bid Score.

**The final weighted score will be:  $(0.60 \times St) + (0.40 \times Sf)$**

The assignment shall be awarded to the bidder scoring the highest final weighted score.

## 7. EVALUATION PROCESS

### 7.1 OPENING OF TECHNICAL BID/PROPOSAL

- (i) The Authority shall open the Technical Proposals received to this RFP, at time, date and Place specified in Clause 3.10.
- (ii) The Authority will subsequently examine and evaluate Technical Proposals in accordance with the provisions set out hereunder in clause 7.2.

### 7.2 EVALUATION OF TECHNICAL BID/PROPOSAL

The Bidders shall be required to submit documents as listed in this RFP document as per clause 5.4 along with supporting documents. The Authority shall examine and evaluate the Technical Bids as per the evaluation steps specified below:

#### a) **Test of Responsiveness**

- 1) Prior to evaluation of Technical Proposals (i.e. Technical Proposal Evaluation Criteria), the Authority shall determine whether each Bid/Proposal is responsive to the requirements of the RFP. A Bid/proposal shall be considered responsive only if:
  - (i) It is submitted by the bidders fulfilling the pre-qualification criteria.
  - (ii) It is received as per the format specified in RFP and prior to Proposal Date and time.
  - (iii) Technical Proposal along with the supporting documents are received through RPAD/Speed Post only.
  - (iv) It is signed, sealed, and marked as specified in clause 5.3 and 5.4
  - (v) It contains all the information, Appendices, documents, and Authorizations in accordance with clause 5.4
  - (vi) It contains two separate sealed and marked envelopes for Bid Fee & EMD and Technical Proposal in Single Outer Envelope.

- (vii) It contains the Bid Fee & EMD as per the amount, in formats and Validity Period as specified in RFP.
  - (viii) It does not contain any condition.
  - (ix) It is not non-responsive in terms hereof and any other conditions specified elsewhere in RFP.
- 2) The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the Authority in respect of such Proposal.
  - 3) Evaluation of Technical Proposal Criteria of only those Bidders shall be carried out whose Bids/proposals determined to be responsive.

**b) *Assessment of Technical Proposal Evaluation Criteria***

- 1) The Bidder must meet Technical Proposal Evaluation Criteria specified in clause 6.2.
- 2) Evaluation of Price Proposal of only those Bidders meeting the Technical Evaluation Criteria as above (1) shall be carried out.

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### **7.3 OPENING OF FINANCIAL BID**

- (i) The Financial Bid must be submitted online at <https://smc.nprocure.com>. The Financial Bid, if submitted physically will lead to rejection of the bid.
- (ii) The Price Proposal of only the Bidders determined to be Responsive and meeting the Technical Proposal Criteria in accordance with Clause 6.2, is declared "Technically Qualified Bidders", shall be opened.
- (iii) The Authority shall evaluate Price Proposal in accordance with the provision set forth in clause 6.3 and clause 6.4 for final evaluation.

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### **7.4 CLARIFICATION OF BIDS AND REQUEST FOR ADDITIONAL/ MISSING INFORMATION**

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications/documents/missing information in writing from any Bidder regarding its Proposal. The request for clarification or submission of information and the response shall be in writing. If the response from the Bidder is not received by the Authority before the expiration of the deadline prescribed in the written request, the Authority reserves the right to proceed with evaluation process at the total risk and cost of the Bidder.

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### **7.5 VERIFICATION AND DISQUALIFICATION**

- (i) The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP and the Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority there under.
- (ii) The Authority reserves the right to reject any Proposal and forfeit the EMD if:
- 1) At any time, a material misrepresentation in terms of misleading or false representation is made or uncovered, or
  - 2) Bidder or its parents/subsidiary/sister concern from whom it is taking credit for meeting Qualification Criteria is blacklisted/barred by any Government Agency in India or abroad.
  - 3) The Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
  - 4) In case of fraudulent Bid/proposal and involved in fraudulent and corrupt practice
  - 5) A Bidder makes an effort to influence Authority in its decisions on Evaluation process/Selection process.
  - 6) While evaluating the Proposal, if it comes to Authority's knowledge expressly or implied, that some Bidders may have compounded in any manner whatsoever or otherwise joined to form an alliance resulting in distorting competitive price discovery or delaying the processing of proposal.
  - 7) A bidder who submits or participates in more than one Bid/ Proposal under this RFP. Such misrepresentation/blacklisting shall lead to the disqualification of the Bidder. If such disqualification/ rejection occurs after the Bids/Proposals have been opened and the Selected Bidder gets disqualified / rejected, then the Authority reserves the right to:
    - a. invite the remaining Bidders to submit their Bids/proposals, or
    - b. take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.
- (iii) In case it is found during the evaluation of Proposals or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that one or more of the prequalification/eligibility criteria/ conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Selected Bidder either by issue of the LOA or entering into of the Contract, and if the Successful Bidder has already been issued the LOA or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority to the Successful Bidder or the Selected Bidder, as the case may be, without the Authority being liable in any manner

whatsoever to the Successful Bidder or the Selected Bidder. In such an event, the Authority shall be entitled to forfeit the EMD or Security Deposit, as the case may be, without prejudice to any other right or remedy that may be available to the Authority under the RFP and/or the Contract.

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## **7.6 CONTACTS DURING PROPOSAL EVALUATION**

Proposals shall be deemed to be under consideration immediately after they are opened and until such time the Authority makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, the Authority and/ or their employees/representatives on matters related to the Bids under consideration.

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## **7.7 CORRESPONDENCE WITH BIDDER**

Save and except as provided in this RFP, the Authority shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid/Proposal.

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## **7.8 CONFIDENTIALITY**

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

# **8. APPOINTMENT OF SELECTED BIDDER AND SIGNING OF AGREEMENT**

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## **8.1 SELECTION OF BIDDER**

Subject to the provisions of clause 6 and clause 7, the Bidder whose Bid is

- adjudged as responsive in terms of clause 7.2(a)
- meeting the Technical Proposal Evaluation Criteria as per clause 6.2 and clause 7.2(b)

- whose Price Proposal offered, on evaluation as per clause 6.3 has been determined to be responsive as per clause 7.3(b) and
- whose final weighted score has been determined to be highest on the principle of QCBS as per clause 6.4

shall be considered as the **"Selected Bidder"** for award of work after following due process including negotiation.

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## 8.2 NOTIFICATION OF AWARD

- a) Authority shall notify the Selected Bidder(s) as the Successful Bidder through letter that its/their Bid has/have been accepted (the **"Successful Bidder(s)"**). This letter (**"Letter of Award"** / **"LOA"**) shall be issued, in duplicate and shall specify the sum which the Authority shall pay to the Successful Bidder in consideration of the project scope as per the terms of Contract.
- b) Successful Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Successful Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the Earnest Money Deposit of such Bidder as damages on account of failure of the Successful Bidder to acknowledge the LOA, and the authority will take suitable actions including blacklisting of the bidder.

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## 8.3 SIGNING OF CONTRACT AGREEMENT

- a) After acknowledgement of the LOA as aforesaid by the Successful Bidder, it shall cause the Successful Bidder, subject to furnishing the Security Deposit as per clause 8.4, to execute/sign the Agreement within fifteen (15) days from the date of LOA. The Successful Bidder shall not be entitled to seek any deviation, modification, or amendment in the Draft Contract Agreement.
- b) The Draft copy of Contract Agreement is specified in Appendix 3.
- c) The Successful Bidder shall get correct amount of Stamp Duty adjudicated, at Surat in accordance with applicable laws, and submit the same in two copies duly stamped and executed within fifteen (15) days from the dispatch of Letter of Award. Stamp Duty, and any other charges as may be levied under applicable law, shall be paid by the Successful Bidder.

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## 8.4 SECURITY DEPOSIT

- a) The successful bidder will be required to place Security Deposit at 5% of the consideration of the Contract by in the form of Bank guarantee of any nationalized / scheduled banks as specified in

Appendix 1 Form 1.14 or by Demand Draft or Banker's Cheque Payable at Surat in favour of "**Surat Smart City Development Limited**" of any scheduled/nationalized bank within 10 days from the date of notice of award of contract/LOA, failing which a penalty at 0.065% of the amount of security deposit will be imposed for delay of each day. The EMD placed may be considered for conversion towards the security deposit and amount falling short of the required amount shall be payable.

- b) If the Bidder, fails to furnish the Security Deposit, it shall be lawful for the Authority to forfeit the EMD and cancel the contract or any part thereof.
- c) The Authority shall be entitled to forfeit and appropriate the amount of the Security Deposit in whole or in part:
  - i) In the event the Authority requires to recover any sum due and payable to it by the Selected Bidder including but not limited to Damages; and which the Selected Bidder has failed to pay in relation thereof; and
  - ii) In relation to Selected Bidder's Event of Default in accordance with the terms contained in the Agreement.
- d) At the end of the Contract Period, the Security Deposit shall be returned to the Selected Bidder without any interest, subject to any deductions which may be made by the Authority in respect of any outstanding dues in terms of penalties/deductions under the terms of the Contract Agreement.

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## **8.5 ANNULMENT OF AWARD**

Failure of the Successful Bidder to submission of Security Deposit and signing of Agreement as per RFP terms and any other requirements and/ or the provisions of RFP and the Contract Agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

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## **8.6 TAX LIABILITY**

- a) The rates quoted online in Price Proposal Appendix-2 shall be exclusive of Service Tax including surcharges but inclusive of any other directly or indirectly applicable taxes. Service Tax as applicable shall be payable by the Authority to the Selected Bidder based on invoice raised and on submitting the evidence of payment of such Service Tax including surcharges. Any deviations due to change in the rate of directly applicable taxes and duties except Service Tax would be Liability of the Selected Bidder. If any other tax is introduced by the Government of India replacing the service tax, the same will be made applicable accordingly.
- b) The Authority shall be entitled to deduct tax at source as may be applicable. The TDS certificate(s) shall be submitted as per the due date specified in the Income Tax Act.

## D. APPENDIX

## Appendix 1: CONTENTS AND FORMATS FOR TECHNICAL PROPOSALS

### Form –1.1: Covering Letter

(On letterhead of the Bidder, including full postal address, telephone, fax, email, addresses)

Date.....

To,

General Manager (IT),

**Surat Smart City Development Limited (SSCDL)**

115, Smart City Cell, Surat Municipal Corporation - Head Quarter,

Muglisara, Main Road, Surat - 395003, Gujarat

Dear Sir,

**REF: RFP No. SSCDL-ERP-RFP-01-2017**

1. Being duly authorized to represent and act on behalf of ..... (hereinafter "the Bidder"), and having reviewed and fully understood all the information provided in the RFP document, the undersigned hereby applies as a Bidder for the Project.
2. Attached to this letter are certified copies of original documents defining:
  - (a) Incorporation as per the Companies Act along with Memorandum and Article of Association, service tax registration whichever is applicable.
  - (b) The Bidder's principal place of business; and
  - (c) The place of incorporation; or the place of registration (or Income Tax registration).
  - (e) Required Earnest Money Deposit and Bid/RFP fees as specified in RFP and all documents as specified in RFP in respective envelopes.
  - (f) Price Proposal online through <https://smc.nprocure.com>.
3. SSCDL and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from client(s) regarding any technical aspects hereof by way of letters or otherwise from any such institutions, in order to verify statements and information provided in this application, or with regard to our resources, experience, and competence.
4. This application is made in the full understanding that:
  - (a) Our Proposal and any information submitted at the time of bidding will be subject to verification by SSCDL;

- (b) SSCDL reserves the right to reject or accept any application, cancel the qualification/Bid process, and reject all applications; and
  - (c) SSCDL shall not be liable for any such actions as at (b) above and shall be under no obligation to inform us of the grounds for the same.
5. We confirm that in the event our bid is successful resulting in award of contract, the same will be:
- (a) Signed so as to legally bind all the concerned jointly and severally; and
  - (b) Submitted with a consortium agreement providing the joint and several liabilities of all partners/ Consortium members in the event contract is awarded to us.
6. We confirm that we agree with the terms and conditions provided in RFP. The Proposal submitted by us shall be valid for a period of Proposal Validity Period specified in RFP.
7. The Bid Fee & Earnest Money Deposit of stipulated amount in the form of the Demand draft.
8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

Signature of Authorized Signatory (with official seal)

Name:

Designation:

Address:

Telephone & Fax:

E-mail address:

For and on behalf of (name of consortium)

## Form –1.2 A: Format for Power of Attorney for Signing of the Proposal

(On a Stamp Paper of appropriate value)

*(Applicable in case of bid not being signed by the person directly authorized by Board of firm. In the latter case, please provide a copy of the relevant Board Resolution signed by Company Secretary/ Director authorizing the Signatory.)*

**Dated:**

To,

**General Manager (IT),**

**Surat Smart City Development Limited (SSCDL)**

115, Smart City Cell, Surat Municipal Corporation - Head Quarter,  
Muglisara, Main Road, Surat - 395003, Gujarat

Dear Sir,

**REF: RFP No. SSCDL-ERP-RFP-01-2017**

<Bidder's name> \_\_\_\_\_ hereby authorizes <Designated Representative's name> \_\_\_\_\_ to act as a representative of <Bidder's name> \_\_\_\_\_ for the following activities vide its Board Resolution/ Power of Attorney attached herewith.

To attend all meetings with Surat Smart City Development Limited or other entities associated with this project including Surat Municipal Corporation and to discuss, negotiate, finalize, and sign any bid or agreement and contract related to RFP for Selection of Qualified Bidder for Implementation of ERP for SMC.

Yours faithfully,

<Signature of appropriate authority of the Bidder >

Name of appropriate authority of the Bidder:

<Signature and name of the Designated Representative of the Bidder for acceptance of this Power of Attorney>

For

<Name of Bidder > Encl: Board Authorization

Notarised

---

### **Form –1.2 B: Joint Bidding Agreement**

The Bidder shall be required to submit Joint Bidding Agreement on Requisite Stamp Paper in case Bidder is a Consortium. Such Agreement shall specify followings

- (i) Clearly outline the proposed roles and responsibilities, if any, of both members;
- (ii) Include a statement to the effect that all members of the Consortium shall be liable jointly and severally for all obligations/Scope of Work in relation to the Project.
- (iii) The role and responsibility of any member must be commensurate with the technical/financial capabilities that such member is contributing towards meeting the qualification criteria. Each consortium member is liable to contribute resources in terms of knowledge, skills, and trained manpower commensurate with its role and responsibilities and terms of RFP.
- (iv) No change in composition of the Consortium shall be permitted during the Bidding Process and during the Contract Period, in case the Project is awarded to the Consortium.

**Form –1.3: Format to Share Bidder’s Particulars**

(Required from each member)

Sr. No.	Description	Details (to be filled by the responder to the RPF)
1	Name of the Bidder	
2	Official address	
3	Phone No. and Fax No.	
4	Corporate Headquarters Address	
5	Phone No. and Fax No.	
6	Website Address	
7	Details of Bidder’s Registration (Please enclose copy of the Bidder registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	Sales Tax /VAT registration No.	
11	Permanent Account Number (PAN)	
12	Bidder’s Revenue for last 3 years (Year wise)	
13	Bidder’s Profitability for the last 3 years (Year wise)	
14	Registration details under the Companies Act 1956	
15	No. of years of operation in India	
16	Service Tax Registration No.	

Please submit the relevant proofs for all the details mentioned above along with your Bid response.

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorised Signatory	Contact Person
Name		
Title		
Bidder’s Address		
Phone		
Mobile		
Fax		
E-mail		
Signature		

**Form –1.4: Financial Capability Statement**

{To be submitted separately on Statutory Auditor's letterhead for  
ERP OEM & each consortium member}

I hereby declare that I have scrutinized and audited the Financial statements of M/s\_\_\_\_\_.  
Turnover\* of the bidder (name of the Bidder) as on 31<sup>st</sup> March, 2016 / 31<sup>st</sup> December, 2015 as per  
Audited statement is as follows:

Financial year	Turnover (INR Crore)	Net Worth (INR Crore)
2015-16		
2014-15		
2013-14		

*\*To be provided from latest available Audited statement*

The organization is a profit making company with positive net worth for each of the last three financial years (FY-13-14, FY-14-15, FY-15-16) as on 31<sup>st</sup> March 2016

\_\_\_\_\_  
(Signed and Sealed by the statutory auditor)

**Enclosure:**

- (1) Copy of latest available Audited annual reports for last three years as applicable or as per Financial Year/Calendar Year followed by the bidder firm.

### Form –1.5: Experience Statement [Project Title]

(Attach separate sheet for each project)

- A. Project Brief
- B. Client (Name, Address & Contact no.)
- C. Cost of the Project (with breakup of license cost, implementation cost, support cost, hardware cost)
- D. Duration & period of the Project (including current completion status)
- E. Scope of work and Roles & responsibility of the organization
- F. Whether Project executed by forming Joint venture or Consortium with other organization (In case of consortium, provide share in consortium)
- G. Other features of the Project (Such as Mobility, Document management, technologies used, total efforts in man months, etc.)
- H. Country in which it was executed
- I. Provide the relevant project details as under:

Modules	Yes/No	Name of the COTS product	Provide Relevant Details (e.g. no of users, no of properties, key functionality, USP of the solution)
Finance Management			
HR with Payroll			
Project Management			
Material management			
Enterprise asset management			
Water Utility & Billing			
Citizen services including property tax			
E-office applications using DMS			

The information submitted above is true and I am aware that submitting false information will lead to rejection of our bid and SSCDL can take appropriate action in this regard.

**(Sign & Stamped by authorized signatory)**

***Enclosure:***

*Purchase Order or Work Order copy duly authenticated/ signed by the respective client be furnished.*

*Completion Certificates/ Project Acceptance Certificate/ Go-Live certificate*

### Form –1.6: Project execution Methodology (Detailed Write up and presentation)

The technical proposal should explain the solution proposed by the Bidder and should highlight its salient features (if any). The Bidders will be required to provide a Solution Overview through brief Write-up & Presentation in written form not exceeding broadly 6000 words.

Project Understanding and Approach	
#	Particulars
<b>1</b>	<b>Understanding of the project requirements of SMC through followings</b>
	Overall understanding of SMC requirement explaining how the proposed solution would meet the SMC requirement clearly specifying split between standard vs. custom development.
	Solution & Proposed Architecture for including product and software selection criteria, integration mechanism and MIS.
<b>2</b>	<b>Project Management Plan, Work Plan including consortium partner role</b>
<b>3</b>	<b>USP of proposal in terms of followings</b>
	Implementation methodology, change management, Proposed automation, accelerators, training plan, testing innovations and tools
<b>4</b>	<b>Timelines</b>
<b>5</b>	<b>Project Risk Identification and Mitigation Strategies</b>
<b>6</b>	<b>Relevant Experience</b> highlighting ERP implementations in ULB/ Public Sector/ Government sector.

Supporting Documents for Technical and Project Management Evaluation Criteria should be submitted.

The write-up is required to ensure that a workable solution is proposed. SSCDL reserves the right to call the bidder for any clarifications/discussions regarding the solution and suggest binding changes in the solution if it feels such solution deviates majorly from its needs and purposes.

**The requirements stated in section 2.2 need to be evaluated whether they are fulfilled through standard out-of-the-box with configuration OR need customization**

<Name of the module>		
Sr.No	Functionalities	Availability
		<b>STD - Supported as standard business process with/ without configuration</b>

			CUST - Supported via customization	
			STD	CUST
			Y=Yes	
<b>&lt;Sub Module&gt;</b>				
1	<Functionality>			

**Form –1.7: Undertaking**

(On letterhead of each member, including full postal address, telephone, fax, email, addresses)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information/ documents.

Dated this \_\_\_\_ day of \_\_\_\_\_ 201\_.

Signature

(Company Seal)

\_\_\_\_\_

In the capacity of duly authorized to sign bids for and on behalf of:

**Signed by**

**Authorized Signatory with designation**

**Form –1.8: Format for Declaration by the bidder for not being Blacklisted / Debarred**

(To be submitted on a 100-rupee stamp paper by each member of consortium separately)

**Anti-Blacklisting Affidavit**

I M/s. ...., (the names and addresses of the registered office) hereby certify and confirm that our company is not black-listed / debarred by any of the Government or Public Sector Units in India as on the date of the submission of the proposal.

We further confirm that we are aware that our Proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the Bidding Process or thereafter during the agreement period. Dated this .....Day of ....., 201...

Name of the Bidder

Signature of the Authorized person

Name of the Authorized Person

**Form –1.9: Non-Disclosure Agreement**

{To be given on the Company's Letter Head}

WHEREAS, we, \_\_\_\_\_, having Registered Office at \_\_\_\_\_, hereinafter referred to as the Bidder, are agreeable to provide Implementation and post implementation support of Enterprise Resource Planning Project services to SSCDL, having its office at 115, Smart City Cell, Surat Municipal Corporation - Head Quarter, Muglisara, Main Road, Surat - 395003, Gujarat hereinafter referred to as the AUTHORITY and, WHEREAS, the Bidder understands that the information regarding the AUTHORITY's business shared by the AUTHORITY in their Request for Proposal is confidential and/or proprietary to the AUTHORITY, and WHEREAS, the Bidder understands that in the course of submission of the offer for providing **Bidder capabilities for Implementation of Enterprise Resource Planning for Surat Municipal Corporation (SI Bidder)** and/or in the aftermath thereof, it may be necessary that the Bidder may perform certain jobs/duties on the Authority's properties and/or have access to certain plans, documents, approvals or information of the Authority; NOW THEREFORE, in consideration of the foregoing, the Bidder agrees to all of the following conditions, in order to induce the AUTHORITY to grant the Bidder specific access to the AUTHORITY's property/information. The Bidder will not publish or disclose to others, nor, use in any services that the Bidder performs for others, any confidential or proprietary information belonging to the AUTHORITY, unless the Bidder has first obtained the AUTHORITY's written authorization to do so.

The Bidder agrees that notes, specifications, designs, memoranda, and other data shared by the AUTHORITY or, prepared or produced by the Bidder for the purpose of submitting the offer to the AUTHORITY for the said solution, will not be disclosed to during or subsequent to submission of the offer to the AUTHORITY, to anyone outside the AUTHORITY.

The Bidder shall not, without the AUTHORITY's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample, or information (to be) furnished by or on behalf of the AUTHORITY in connection therewith, to any person(s) other than those employed/engaged by the Bidder for the purpose of submitting the offer to the Authority and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

**Date:****Signature with Seal :****Name :****Designation :**

### Form –1.10: Curriculum Vitae of Proposed Team Members (Key Personnel)

Résumés of all the staff proposed to be deployed at SSCDL shall be attached along with the technical bid as per the format below. The bidder may submit résumés of more than 15 persons and the position on which a person will be deployed to at SSCDL shall be clearly mentioned on the right hand top corner of the first page of that person's résumé. Based on the resource requirement for completion of the above scope of work, Bidder may have to deploy additional resources. The roles and CV for these resources need to be submitted as per Form 1.10 of Appendix 1. The additional resources will not be considered for technical evaluation. **Each resume must be submitted with the necessary qualification & experience certificates.** The details provided should help in ascertaining the eligibility of the candidate vis-à-vis the qualification and experience requirement for that post. Resumes must be recently signed and dated, in blue ink by the respective personnel. Photocopy or unsigned Resumes shall be rejected. The attested photocopies of relevant documents (educational, experience) to be submitted as proof along with Resumes.

Sr. No.	Item	Curriculum Vitae of Proposed Team Member		
1	Name			
2	Specify role to be played in the project			
3	Name of Organization			
4	Number of years with the Current Organization			
5	Total Experience (in Years)			
6	Experience in months (Provide details regarding name of organizations worked for, Designation, responsibilities, tenure, etc.)			
	Name of Organization	From	To	Designation/ Responsibilities
6.1				
6.2				
7	Summarized professional experience (Relevant to the Current Project) in reverse chronological order			
	From	To	Company / Project / Position / Relevant Functional, Technical, and Managerial Experience	
7.1				

7.2			
8	Educational Background, Training / Certification including institutions, % of marks, specialization areas etc.		
	Degree	Year of Award of Degree	University % of marks
8.1			
8.2			
<b>9</b>	<b>Candidate's Attestation for the Resume:</b>		
	I am available for full-time assignment for the duration and location specified in this RFP at Surat.		
	Signature (in blue ink)	Date (DD/MM/YY)	
<b>10</b>	<b>Bidder's Attestation for the Resume:</b>		
	<i>[All resumes shall be individually attested by the bidder]</i>		
	Place	Signature of Authorized Person	
	Date	Designation	
	Company Stamp	Name	

**Form –1.11: Resource Deployment Plan**

The bidder should have a detailed resource deployment plan in place to ensure that technically qualified staff is available to deliver the project.

#	Name of Staff	Area of Expertise	Implementation Phase							Total Man-Months proposed	Full time/ Part time	Onsite/ Offshore	
			Release 0			Release 1							
		Project Manager	Y			Y					Full Time	Onsite	
		Primary Functional Consultants (module)	Y/N			Y/N					Full Time	Onsite	
		Secondary Functional Consultants (module)	Y/N			Y/N					When needed	Onsite	
		Solution Architect	Y			Y					When needed	Onsite	
		Application Development Lead	Y			Y					Full Time	Onsite	
		Trainer	Y			Y					When needed	Onsite	
		Application Developers									When needed		
		Integration Lead									When needed	Onsite	
		Operational Support staff									When needed		
		Others (if any)											
#	Name of Staff	Area of Expertise	Support Period (In Months)							Total Man-Months proposed	Full time/ Part time		
			M1	M2	M3	M4	M5	M6	M7	Mn.			
		Functional Consultant	Required throughout first 3 years										Onsite
		Application Developers	Required throughout first 3 years										Onsite
		Others											

**Form –1.12A: Format for Self-declaration by OEM for Implementation Partner**

*(This form has to be provided by each OEMs of the software solutions proposed on its letter head. This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the OEM.)*

To,  
General Manager (IT),  
**Surat Smart City Development Limited (SSCDL)**  
115, Smart City Cell, Surat Municipal Corporation - Head Quarter,  
Muglisara, Main Road, Surat - 395003, Gujarat

Subject: OEM's Authorization Form

Ref: **RFP No. SSCDL-ERP-RFP-01-2017**

Dear Sir,

We \_\_\_\_\_ (Name of the OEM) who are established and reputable OEM of \_\_\_\_\_ (product proposed), do hereby authorize \_\_\_\_\_ (Name and address of the Bidder) to bid, negotiate and conclude the contract with you against RFP No. SSCDL-ERP-RFP-01-2017 for the above product developed by us.

The list of our approved implementation partners for the product in India is as below or as per list attached (tobe signed & stamped by OEM) and include the bidder: \_\_\_\_\_ (Name and address of the Bidder)

\_\_\_\_\_

Thanking you,  
Yours faithfully,

(Signature)  
For and on behalf of: \_\_\_\_\_ (Name of the OEM)

Authorised Signatory  
Name:  
Designation:  
Place:  
Date:

**Form –1.12B: Format for Self-declaration by OEM**

*(This form has to be provided by each OEMs of the software solutions proposed on its letter head. This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the OEM.)*

To,  
General Manager (IT),  
**Surat Smart City Development Limited (SSCDL)**  
115, Smart City Cell, Surat Municipal Corporation - Head Quarter,  
Muglisara, Main Road, Surat - 395003, Gujarat

Subject: OEM's Authorization Form

Ref: **RFP No. SSCDL-ERP-RFP-01-2017**

Dear Sir,

We \_\_\_\_\_ (Name of the OEM) who are established and reputable OEM of \_\_\_\_\_ (product proposed) having product development centers at the locations \_\_\_\_\_ or as per list attached, with \_\_\_\_\_ no of employees involved in product development extend, our warranty maintenance or support services for proposed product against this invitation for bid by \_\_\_\_\_ (Name of the Bidder) as per requirements of this RFP for next 7 years. End of support date have not been announced for the product proposed and product roadmap is attached for your reference.

We have SLA based 24/7 x 365 days support center located in India with \_\_\_\_\_ (number) support team members.

\_\_\_\_\_  
Thanking you,  
Yours faithfully,

(Signature)  
For and on behalf of: \_\_\_\_\_ (Name of the OEM)

Authorised Signatory  
Name:  
Designation:  
Place:  
Date:

**Form –1.12C: Format for Self-declaration by OEM on product capabilities**

*(This form has to be provided by each OEMs of the software solutions proposed on its letter head. This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the OEM.)*

To,  
General Manager (IT),  
**Surat Smart City Development Limited (SSCDL)**  
115, Smart City Cell, Surat Municipal Corporation - Head Quarter,  
Muglisara, Main Road, Surat - 395003, Gujarat

Subject: OEM's Authorization Form

Ref: **RFP No. SSCDL-ERP-RFP-01-2017**

Dear Sir,

We \_\_\_\_\_ (Name of the OEM) who are established and reputable OEM of \_\_\_\_\_ (product proposed) which has following functions/modules as natively integrated

- <name of module 1 >
- < name of module 2>...
- < name of module n >

The product comes with complete transparency including the Source Code for Customization and it supports integration with third party applications like open standard based GIS software, BPM software, Document Management Software, payment gateway, email gateway.

The product supports country India functions for statutory requirements support localization in terms of VAT, Service Tax, Income Tax, GST, Payroll specific to India.

\_\_\_\_\_  
Thanking you,  
Yours faithfully,

(Signature)  
For and on behalf of: \_\_\_\_\_ (Name of the OEM)

Authorised Signatory  
Name:  
Designation:  
Place:  
Date:

**Form –1.12D: OEM Project Statement**  
**[Project Title]**

**(to be submitted by OEM on its letter head)**

(Attach separate sheet for each project)

- A. Project Brief
- B. Client (Name, Address & Contact no.)
- C. Cost of the Project (with breakup of license cost, and Annual Technical Support cost)
- D. Duration & period of the Project (including current completion status)
- E. Name of the System Integrator/ Implementing agency:
- F. Other features of the Project (Such as Mobility, Document management, technologies used, total efforts in man months, etc.)
- G. Country in which it was executed: India
- H. Provide the relevant project details as under:

<b>Modules</b>	<b>Yes/No</b>	<b>Name of the product version</b>	<b>Provide Relevant Details (e.g. no of users, no of properties, key functionality, USP of the solution)</b>
Finance Management			
HR with Payroll			
Project Management			
Material management			
Enterprise asset management			
Water Utility & Billing			
Citizen services including property tax			
E-office applications using DMS			

The information submitted above is true and I am aware that submitting false information will lead to rejection of our bid and SSCDL can take appropriate action in this regard.

**(Sign & Stamped by authorized signatory)**

***Enclosure:***

- *License Agreement with respective client/ System Integrator clearly specifying the number of users and license cost*
- *Completion Certificates/ Project Acceptance Certificate/ Go-Live certificate*

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**Form –1.13: Infrastructure Requirements  
(Detailed Requirement and design)**

**Architecture diagram detailing the landscape proposed:**

The solution as part of the RFP shall be hosted at the Data Centre of Surat Municipal Corporation, whereas bidder should provide the designing and sizing of the hardware required. Similarly the bidder should provide the designing and sizing of the hardware requirements from DR. The Same shall be optimized from performance and cost perspective.

**Justification/ merits of the same.**

**Form –1.14: Format for Performance Bank Guarantee****<< To be printed on Rs. 100/- Stamp Paper >>**

IN CONSIDERATION OF ..... Through  
 .....

Surat Smart City Development Corporation (SSCDL) for Selection of Qualified System Integrator for Implementation of Enterprise Resource Planning System for Surat Municipal Corporation (hereinafter referred to as the "said work") on the terms and conditions of the AGREEMENT dated the .....day of ..... 2017 executed between SSCDL on the one part and the Company (Name of the Company) on the other part (hereinafter referred to as "the said AGREEMENT) and on the terms and conditions specified in the Contract, Form of Offer and Form of acceptance of Offer, true and complete copies of the offer submitted by the Company, the said Acceptance of Offer and the said AGREEMENT are annexed hereto.

The Company has agreed to furnish SSCDL in Guarantee of the Nationalized Bank for the sum of Rs ..... (Agreement in Words and Figures) only which shall be the Security Deposit for the due performance of the terms covenants and conditions of the said AGREEMENT. We..... Bank Registered in India under Act and having one of our Local Head Office at..... do hereby guarantee to SSCDL in ..... Department.

- i. Due performance and observances by the Company of the terms covenants and conditions on the part of the Company contained in the said AGREEMENT, AND
- ii. Due and punctual payment by the Company to SSCDL of all sum of money, losses, damages, costs, charges, penalties and expenses that may become due or payable to SSCDL by or from the Company by reason of or in consequence of any breach, non-performance or default on the part of the Company of the terms covenants and conditions under or in respect of the said AGREEMENT.

AND FOR THE consideration aforesaid, we do hereby undertake to pay to SSCDL on demand without delay demur the said sum of Rs. .... (Rupees ..... only) together with interest thereon at the rate prescribed under ..... from the date of demand till payment or such lesser sum, as may be demanded by SSCDL from us as and by way of indemnity on account of any loss or damage caused to or suffered by SSCDL by reason of any breach, non-performance or default by the Company of the terms, covenants and conditions contained in the said AGREEMENT or in the due and punctual payment of the moneys payable by the Company to SSCDL thereunder and notwithstanding any dispute or disputes raised by the Company in any suit or proceeding filed before the Court relating thereto our liability hereunder being absolute and unequivocal and irrevocable AND WE do hereby agree that –

- a) The SI shall maintain a valid and binding Performance Guarantee for a period of six months after the expiry of the Contract Period ("Validity Period"). The guarantee herein contained shall remain in full force and effect during the subsistence of the said AGREEMENT and that the same will continue to be enforceable till all the claims of SSCDL are fully paid under or by virtue of the said AGREEMENT and its claims satisfied or discharged and till SSCDL certifies that the terms and conditions of the said AGREEMENT have fully and properly carried out by the Company.
- b) We shall not be discharged or released from liability under this Guarantee by reason of
  - a. any change in the Constitution of the Bank or
  - b. any arrangement entered into between SSCDL and the Company with or without our consent;
  - c. any forbearance or indulgence shown to the Company,
  - d. any variation in the terms, covenants or conditions contained in the said AGREEMENT;
  - e. any time given to the Company, OR
  - f. any other conditions or circumstances under which in a law a surety would be discharged.
- c) Our liability hereunder shall be joint and several with that of the Company as if we were the principal debtors in respect of the said sum of Rs..... (Rupees ..... Only).
- d) We shall not revoke this guarantee during its currency except with the previous consent of SSCDL in ..... department in writing;
- e) Provided always that notwithstanding anything herein contained our liabilities under this guarantee shall be limited to the sum of Rs..... (Rupees..... only) and shall remain in force until SSCDL certifies that the terms and conditions of the said AGREEMENT have been fully and properly carried out by the Company.
- f) Bank hereby agrees and covenants that if at any stage default is made in payment of any instalment or any portion thereof due to SSCDL under the said AGREEMENT or if the Company fails to perform the said AGREEMENT or default shall be made in fulfilling any of the terms and conditions contained in the said AGREEMENT by the Company, the Bank shall pay to SSCDL demand without any demur, such sum as may be demanded, not exceeding Rs..... (Rupees.....) and that the Bank will indemnify and keep SSCDL indemnified against all the losses pursuant to the said AGREEMENT and default on the part of the Company. The decision of SSCDL that the default has been committed by the Company shall be conclusive and final and shall be binding on the Bank/Guarantor. Similarly, the decision of SSCDL as regards the Agreement due and payable by the Company shall be final and conclusive and binding on the Bank /Guarantor.

- g) SSCDL shall have the fullest liberty and the Bank hereby gives its consent without any way affecting this guarantee and discharging the Bank/Guarantor from its liability hereunder, to vary or modify the said AGREEMENT or any terms thereof or grant any extension of time or any facility or indulgence to the Company and Guarantee shall not be released by reason of any time facility or indulgence being given to the Company or any forbearance act or omission on the part of SSCDL or by any other matter or think whatsoever which under the law, relating to sureties so releasing the guarantor and the Guarantor hereby waives all surety ship and other rights which it might otherwise be entitled to enforce.
- h) That the absence of powers on the part of the Company or SSCDL to enter into or execute the said AGREEMENT or any irregularity in the exercise of such power or invalidity of the said AGREEMENT for any reason whatsoever shall not affect the liability of the Guarantor/Bank and binding on the bank notwithstanding any abnormality or irregularity,
- i) The Guarantor agrees and declares that for enforcing this Guarantee by..... against it, the Courts at Surat only shall have exclusive jurisdiction and the Guarantor hereby submits to the same

- 1.....
- 2.....

Being respectively the Director of the Company, who in token thereof, has hereto set his respective hands in the presence of –

- 1.....
- 2.....

**Form –1.15: Format for Bank Guarantee for Bid Security (Earnest Money Deposit)****<< To be printed on Rs. 100/- Stamp Paper >>**

This Deed of Guarantee is made on this \_\_\_\_day of \_\_\_\_\_, 2017 at \_\_\_\_\_ by \_\_\_\_\_ a \_\_\_\_\_ Bank and having its Head Office/Registered Office at \_\_\_\_\_ and a Branch Office at \_\_\_\_\_, Surat (hereinafter referred to as "the Bank" or "the Guarantor", which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns) in favour of Surat Smart City Development Ltd (SSCDL),having its Registered Office at \_\_\_\_\_ (hereinafter referred to as "Authority" which expression shall unless it be repugnant to the subject or context hereof be deemed to include its successors and assigns).

WHEREAS, the AUTHORITY undertook the process of competitive bidding in order to select the most desirable firm/company for Selection of Qualified System Integrator for Implementation of Enterprise Resource Planning System for Surat Municipal Corporation which purpose AUTHORITY issued a RFP document inviting Bids from the Bidders;

WHEREAS, [name of Bidder] (hereinafter called "the Bidder") has submitted his Bid dated [date] for the execution of the Works (hereinafter called "the Bid").

In the event of any breach or non-performance of the following terms and conditions contained in the Tender document:

- (1) If the Bidder withdraws or modifies his Bid during the period of Bid validity specified in the Tender; or
- (2) If the Bidder refuses to accept the correction of errors in his Bid; or
- (3) If the Bidder submits a conditional Bid which would affect unfairly the competitive provision of other Bidders who submitted substantially responsive Bids and/or is not accepted by AUTHORITY, or
- (4) if the Bidder, having been notified of the acceptance of his Bid by the AUTHORITY during the period of Bid validity and the bidder fails or refuses to execute the Agreement in accordance with the Tender documents;
- (5) If the bidder engages in fraudulent or corrupt practices

The Guarantor agrees absolutely, irrevocably and unconditionally guarantees and undertakes to pay to AUTHORITY a sum of Indian Rupees ..... (Amount of EMD in INR) without any protest or demur and upon receipt of first written demand from AUTHORITY, without having to substantiate

his demand, provided that in his demand AUTHORITY will note that the amount claimed by him is due to him owing to the occurrence of any one or more of the conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date \_\_\_\_\_ (180 days) days from the date of Bid opening or as it may be extended by the bidder on a written request by AUTHORITY, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

The jurisdiction in relation to this Guarantee shall be the Courts at Surat and Indian Law shall be applicable.

The claim in respect of this Bank Guarantee shall be admissible at any of our Surat Branches and such Bank Guarantee is encashable at Surat Branch.

IN WITNESS WHEREOF the Guarantor has executed this Guarantee on this \_\_\_\_ day of \_\_\_\_\_ and year first herein above written.

Signed and delivered by the

Above named \_\_\_\_\_ Bank by

its Authorized Signatory as authorized by

Board Resolution passed on \_\_\_\_/

Power of Attorney dated [.....]

\_\_\_\_\_

Authorized Signatory

Name :

Designation:

In the presence of:

- 1.
- 2.

## Form –1.16: Experience Statement BPM based E-office applications implementation [Project Title]

(Attach separate sheet for each project)

- A. Project Brief
- B. Client (Name, Address & Contact no.)
- C. Cost of the Project (with breakup of license cost, implementation cost, support cost, hardware cost)
- D. Duration & period of the Project (including current completion status)
- E. Scope of work and Roles & responsibility of the organization
- F. Number of users
- G. Whether Project executed by forming Joint venture or Consortium with other organization (In case of consortium, provide share in consortium)
- H. Other features of the Project (Such as Mobility, Document management, technologies used, total efforts in man months, etc.)
- I. Country in which it was executed
- J. Provide the relevant project details as under:

Modules	Yes/No	Name of the COTS product	Provide Relevant Details (e.g. no of users, no of properties, key functionality, USP of the solution)
RTI Application			
Field Inspection and Reporting			
Integrated Audit management			
All inter-dept. Approvals & file movement (Inward /outward)			
Vigilance work assignment & report			

Court case management			
Meeting Management			
Others (Please specify)			

The information submitted above is true and I am aware that submitting false information will lead to rejection of our bid and SSCDL can take appropriate action in this regard.

**(Sign & Stamped by authorized signatory)**

***Enclosure:***

*Purchase Order or Work Order copy duly authenticated/ signed by the respective client be furnished.*

*Completion Certificates/ Project Acceptance Certificate/ Go-Live certificate*

**Form-1.17: MAF - Format for Authorization Letters from OEMs**<< **To be printed on letter head of OEM and signed by Authorized signatory of OEM** >>

Date: dd/mm/yyyy

To  
 The General Manager IT,  
 Surat Smart City Development Ltd.  
 115, Smart City Cell,  
 Surat Municipal Corporation - Head Quarter,  
 Muglisara, Main Road, Surat - 395003, Gujarat.

**Sub** : Authorization Letter from OEM for **"RFP for Selection of System Integrator for Implementation of Enterprise Resource Planning System for Surat Municipal Corporation"**

**Ref** : RFP No.: SSCDL-ERP-RFP-01-2017

Dear Sir/ Madam,

We \_\_\_\_\_ (Name of the OEM) who are established and reputable OEM of \_\_\_\_\_ (product proposed), do hereby authorize \_\_\_\_\_ (Name and address of the Bidder) to bid, negotiate and conclude the contract with you against RFP No. SSCDL-ERP-RFP-01-2017 for the above product developed by us.

We authorized the \_\_\_\_\_ (name of the bidder) for the following modules/products:

Sr. No.	Product Name	Make & Model
1		
2		
...		
n		

We \_\_\_\_\_ (Name of the OEM) extend our warranty maintenance or support services for proposed product against this invitation for bid by \_\_\_\_\_ (Name of the Bidder) as per requirements of this RFP for next 7 years. End of support date have not been announced for the product proposed and product roadmap is attached for your reference.

Thanking you,  
 Yours faithfully,

(Signature)  
 For and on behalf of: \_\_\_\_\_ (Name of the OEM)

Authorised Signatory  
 Name:  
 Designation:  
 Place:  
 Date:

**Form-1.18: Power of Attorney for Lead Member of Consortium****<< To be printed on Rs. 100/- Stamp Paper >>**

Whereas the Surat Municipal Corporation has invited applications from interested parties for the Selection for "**RFP for Selection of System Integrator for Implementation of Enterprise Resource Planning System for Surat Municipal Corporation**".

Whereas .....and ..... (Collectively "Consortium") being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal (RFP document) and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Project and its execution.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS

We, ..... Having our Registered office at .....,  
 M/s,..... Having our Registered office at .....,  
 (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s. .... having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney"). We hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the concession/contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the pre-qualification of the Consortium and submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the SSCDL, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium's bid for the Project and/ or upon award thereof till the Concession Agreement is entered into with the SSCDL.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise

of the powers hereby conferred shall and shall always be deemed to have been done by us/  
Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF  
ATTORNEY ON THIS ..... DAY OF ....., 20....

For .....

(Signature)

.....

(Name & Title)

For .....

(Signature)

.....

(Name & Title)

Witnesses:

1.

2.

(Executants)

(To be executed by all the Members of the Consortium)

**Notes:**

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate*

## **CONTENTS AND FORMAT OF PRICE PROPOSAL**

## Appendix 2: CONTENT AND FORMAT OF PRICE PROPOSAL

**[Note: Must be submitted online, not to be sent physically]**

Date.....

To,  
General Manager (IT),  
**Surat Smart City Development Limited (SSCDL)**  
115, Smart City Cell, Surat Municipal Corporation - Head Quarter,  
Muglisara, Main Road, Surat - 395003, Gujarat

**Subject:** Submission of Price Proposal for RFP for Selection of System Integrator for Implementation of Enterprise Resource Planning for Surat Municipal Corporation.

Dear Sir,

I/We, the undersigned Bidder, have read and examined in detail all the bidding documents in respect of selection of System Integrator for Implementation of Enterprise Resource Planning.

We fully understand and agree to the scope of work, our roles and responsibilities, obligations, risks involved and terms and conditions specified in RFP documents. I/We undertake to do design, development, integration, implementation, operation, maintenance, and management of Implementation and post implementation support of Enterprise Resource Planning, on 'Design-Develop-Maintain-Transfer' basis as per the terms of the RFP.

Following is our financial offer for contract period of seven years, for undertaking the Project

**Table-A: Total Charges Except License Cost**

#	Description	No of units (b)	Unit	Unit Price (in INR) (b)	Quote of the Bidder (in INR) (a * b)	Amount in words
A	Implementation Cost	1	Lumpsum			

B	Annual Support Cost for first three years with required mandatory onsite presence (defined under PGLS section) supported by offshore team	3	Years			
C	Annual support cost post first three years with optimum mix of onsite and offshore resources	3	Years			
D	Annual Technical Support charges for COTS ERP OEM for 7 years (if any)	7	Years			
E	Annual Technical Support charges for other OEM(s) for 7 years (if any)	7	Years			
F	Email Exchange & Collaboration tool for 1000 users	1000	Users			
<b>Total of Table-A</b>						

**Table-B: Software and Product License Cost for COTS ERP Core modules and Other OEM Softwares**

Item	Item Description	No of units (a)	Unit (e.g user count, lumsum, etc)	Unit Price (in INR) (b)	Quote of the Bidder (in INR) (a X b)	Amount In words
1						
2						
3						
4						
5						
6						
7						
8						
9						

<b>10</b>						
<b>11</b>						
<b>12</b>						
<b>13</b>						
<b>14</b>						
<b>15</b>						
<b>16</b>						
<b>17</b>						
<b>18</b>						
<b>19</b>						
<b>20</b>						
<b>Total of Table-B</b>						

**Note:** The bidder needs to provide details of the OEM Licenses and its components indicating the count and unit of the same in table above (The licenses for the **Email Exchange & Collaboration tool for 1000 users** is already captured in Table-A and shall not be repeated here in Table-B).

Table-C: Total Price as per the scope of work

<p><b>Total Price as per the scope of work</b> <b>(Total of Table-A + Total of Table-B)</b></p>	
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**Notes:**

- a) The rates quoted online in Price Proposal Appendix-2 shall be exclusive of Service Tax but inclusive of any other directly or indirectly applicable taxes. Service Tax as applicable shall be payable by the Authority to the Selected Bidder based on invoice raised and on submitting the evidence of payment of such Service Tax. Any deviations due to change in the rate of directly applicable taxes and duties except Service Tax would be Liability of the Selected Bidder.

- b) The Authority shall be entitled to deduct tax at source as may be applicable. The TDS certificate(s) shall be submitted as per the due date specified in the Income Tax Act.
- c) Total charges except license cost shall be defined in Table-A. The detailed breakup of license cost needs to be specified in Table-B. Table-C is derived based on the Table-A and Table-B.
- d) If SMC wants to procure additional license for its users the rates as per Table-B will be applicable.

Thanking you.

Yours faithfully,

Name and Signature of the Authorized Person

Seal:

Address and contact number:

## Appendix 3: CONTRACT AGREEMENT

(draft of contract agreement, subject to change at the time of execution)

This agreement made on the <Day> day of <Month, Year> between the GM (IT) of the Surat Smart City Development Limited, Muglisara, Surat - 395003 (hereinafter called the "**Authority**") of the FIRST PART and \_\_\_\_\_ (Name of Bidder) having its registered office at \_\_\_\_\_ (Address of the company where registered) (hereinafter called "**Successful Bidder**" of the SECOND PART) through < Name of Authorized Representative>, <Designation> empowered to sign and execute the agreement as the SECOND PART which shall include successors assigns.

Whereas the FIRST PART the Authority is desirous in view of a tender (bid) notice no. SSCDL-ERP-RFP-01-2017 that the services as per the Financial quote in the proposal submitted by the bidder should be provided by the SECOND PART. <<Approving authority>> of the Authority by its resolution no. <> dated <> has accepted a tender of the Successful Bidder for the work of Implementation and post implementation support of Enterprise Resource Planning Project for the sum of Rs. <> + Service Tax for a period of 7 years.

AND WHEREAS the work has been awarded to the SECOND PART vide letter <>, dated <>.

AND WHEREAS the SECOND PART has agreed for Implementation and post implementation support of Enterprise Resource Planning Project vide its bid.

Now this agreement witnesseth as follows:

- The following documents shall be deemed to form part and be read and considered as part of this agreement. viz
  - a. The said Request for Proposal – SSCDL-ERP-RFP-01-2017 of the FIRST PART
  - b. Addendum & Corrigendum to the RFP (if any)
  - c. Technical and Financial Proposal submitted by the SECOND PART
  - d. LOA issued by FIRST PART
  - e. Non-Disclosure Agreements
- In this agreement, words and expressions shall have the same meaning as are respectively assigned to them in the tender papers hereinabove referred to.
- The SECOND PART will deliver the Scope of Work/Services as detailed in the RFP SSCDL-ERP-RFP-01-2017.
- In consideration of the payments to be made by the Authority, the FIRST PART to the Successful Bidder, the SECOND PART as hereby covenants with the Authority to provide services and deliverables in conformity to the bid documents referred as per the RFP. In case

of failure of the Successful Bidder to deliver the products/services, the Authority is authorized to get the work done from third party at the cost and risk of the SECOND PART.

- The Authority and the Successful Bidder shall make payments to either party in accordance with the provisions of the Request for Proposal. All other terms and conditions shall be as per the RFP.
- The contract shall be governed by the Laws in India and shall be subject to the **Jurisdiction of Surat.**

IN WITNESS WHEREOF the parties mentioned hereinbefore cause this agreement to be signed and hereunto set their respective hands and seals through their authorized representatives on the day, month and year first above written at SURAT.

In presence of:

1. Witness \_\_\_\_\_  
Name \_\_\_\_\_

For and on behalf of  
( < Name > )  
Designation of Authorized Representative  
Surat Smart City Development Limited

2. Witness \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
( < Name > )  
Designation of Authorized Representative  
Surat Smart City Development Limited

1. Witness \_\_\_\_\_  
Name \_\_\_\_\_

For and on behalf of  
Successful Bidder

2. Witness \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
( < Name > )  
Designation of Authorized Representative

Sealed with the Common Seal of the Surat Smart City Development Limited in the presence of

1. \_\_\_\_\_

2. \_\_\_\_\_

Authorized Persons of SSCDL

## Appendix 4: BILL OF QUANTITIES

### Credentials of Team Members

Bidder to share the profiles of named key personnel (as per format described in Form 1.10 of Appendix 1) who would be assigned to the project based out of Surat working from SMC office. The Authority expects all the Key Personnel specified in the Proposal to be available during implementation.

**Conditions of Eligibility for Key Personnel:** Each of the Key Personnel must fulfill the Conditions of Eligibility specified below:

Key Personnel	Minimum qualification (Full Time)	Post qualification relevant experience	Experience required
Project Manager	B.Tech/B.E./ MCA/ CA	10 years	Total 10 years of post-qualification experience, out of which minimum 3 years' experience as a project manager for ERP projects with proven functional & technical expertise, excellent client management, communication and leadership skills.
Functional Consultants (Finance - 2, HR - 2, Project Management, Material management, Asset Management, Water Utility, citizen services - 2, E-office	B.Tech/B.E./ CA/ MBA	5 years	Total 5 years of post-qualification experience out of which minimum 3 years' experience including one implementation project in the same module to be handled during project

application - 2)			
System Architect	B.Tech/B.E./MCA	8 years	Total 8 years of post-qualification experience out of which minimum 3 years' experience as system architect and one implementation project.
Lead Application Developer	B.Tech/B.E./MCA	5 years	Total 5 years of post-qualification experience out of which minimum 3 years' experience as technical lead and one implementation project.
Integration Lead	B.Tech/B.E./MCA	5 years	Total 5 years of experience out of which minimum 4 years of experience as integration consultant using same ERP product with interface development experience to multiple third party systems.
Application Developers (3)	B.Tech/B.E./MCA	3 years	Total 3 years of relevant post-qualification experience

The Bidder shall have to provide billing rates for each profile in online form along with Financial Proposal. Though the pricing is a fix bid type and billing rates will not be considered in financial evaluation, but in case additional resources are required at a later stage, the below mentioned rates would be used.

Note: The cost of additional resources will not be considered for financial evaluation. If required, SMC/SSCDL may ask the bidder to deploy additional resources as per the rates specified in the table. **Monthly Billing Rate (Appendix-4)** must be submitted online.

Sr. No.	Role	Monthly Billing Rate
1	Project Manager	
2	Functional Consultant	
3	System Architect	
4	Lead Application Developer	
5	Application Developers	
6	Integration Lead	