REQUEST FOR PROPOSAL


RFP Document Serial Number – Director, Soil and Water Conservation/2018-19/01

Issued To:

(Bidder’s Name)

Issued By:

(Name) (Designation) (Signature)

Price of RFP Document: Rs. 5000/- (Rupees five thousand only)
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Terms Used

In the Contract (as defined below) the words and expressions defined below shall have the meanings assigned to them, except where the context requires otherwise:

1. “RFP” means Request for proposal
2. “Contract” means the Conditions of Contract, the Employer’s Requirements, the Bid, Bidder’s Proposal, the Schedules, he Letter of Acceptance, the Contract Agreement and such further documents as may be expressly in corporate in the Letter of Acceptance or Contract Agreement.
3. “Bid” means the Bidder’s offer to the Employer for the Services
4. “Appendix to Bid” means the completed appendices comprised in the bid, wherever the term “Appendix to Bid” issued, this shall mean “Appendix to Technical Proposal” and/or “Appendix to Financial Proposal”, as may be appropriate.
5. “GIS” means Geographical Information System
6. “Bidder’s Proposal” means the preliminary proposals submitted with the bid.
7. “Schedules” means the information and data submitted with the Bid.
8. “Schedule of Payments” means the Schedule designated as such (if any).
10. “Bidder” means the person/firm/company, whose bid has been accepted by the employer and the legal successors in, title to such person, but not (except with the consent of the Employer) any assignee of such person.
11. “Bidder’s Representative” means the person (if any) named as such in the Contractor other person appointed from time to time by the Bidder & notified as such to the Employer.
12. “Arbitrator” means Secretary, Soil and Water Conservation Department, Govt. of Maharashtra
13. “Services” means the services provided by the Bidder.
14. “Bidder” means any company incorporated under the Indian Law that plans to undertake the execution of this project and participates in the tendering process.
15. “GOI” means Government of India.
17. “BG” means Bank Guaranty
18. “Village” means unit as shown in revenue village map.
1 Invitation of Bids

e-Tender Notice No:-Director, Soil and Water Conservation/2018-19/01

e-Tenders are invited by Soil and Water Conservation Department for the following work from reputed firms/companies in India. E-Tender forms are available at www.mahatenders.gov.in from 30 January, 2019 to 13 February, 2019. All the information regarding the e-tender is available on www.wcd.maharashtra.gov.in, and www.krishi.maharashtra.gov.in Tenders shall be accepted from 30 January, 2019 to 13 February, 2019.

Tender shall be opened on 15 February, 2019 at 11.00 am in the presence of Bidder or their authorized representative

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Tender for Natural Resource Management works identification using open source satellite images for Soil and Water Conservation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Tender Form</td>
<td>Rs. 5000/- (Non Refundable)</td>
</tr>
<tr>
<td>Earnest Money Deposit</td>
<td>Rs. 100000/-</td>
</tr>
<tr>
<td>Pre bid quarries</td>
<td>The bidder has to submit pre bid quarries on or before 4/02/2019 up to 3.00 pm. On <a href="mailto:sdaopune@gmail.com">sdaopune@gmail.com</a>, <a href="mailto:jdasoil@rediffmail.com">jdasoil@rediffmail.com</a></td>
</tr>
<tr>
<td>Pre Bid Meeting</td>
<td>4/02/2019 at 4.00 pm at Office of The Director, Soil and Water Conservation Commissionerate of Agriculture, Central Building, Pune-411001.</td>
</tr>
<tr>
<td>Additional Performance Security Deposit</td>
<td>Will be calculated as per price quoted by the bidder</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>5% of sanctioned Tendered Amount</td>
</tr>
<tr>
<td>Validity Period</td>
<td>120 Days from the date of opening of financial Bid</td>
</tr>
</tbody>
</table>
2 General Information for Bidder

2.1 RFP Document
RFP is to be submitted as per enclosed format only. Attach the certificates, brochures & other relevant documents asked for in the RFP document.

2.2 Cost of Bidding
The Bidder shall bear all costs associated with the preparation and submission of its bid and DIRECTOR, SOIL AND WATER CONSERVATION shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2.3 Amendment of RFP Document
At any time before the deadline for submission of bids, Director, Soil and Water Conservation may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by amending, modifying and/or supplementing the same.

All prospective Bidders shall be notified of any amendments through proper notices and such amendments shall be binding on them without any further act or deed on Director, Soil and Water Conservation part.

In the event of any amendment, Director, Soil and Water Conservation reserve the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

2.4 Two Bid System
Offers (Technical bid & financial bid) must be submitted giving full particulars online through e-tendering process on or before 5:00 pm dated 13 February, 2019.

Technical Bid (Form - I)
Technical Bid should contain all the requisites qualifications mentioned in clause 2.5 of RFP document with necessary supporting documents. The Technical Offer should be in format given in Form I.

Financial Bid (Form II):
Financial bid will be opened for those bidders who qualify in the Technical bid. The Financial Offer should be in format given in Form II.

2.5 Qualification Criteria (To be submitted along Technical Bid)
I. The Bidder/Lead partner or consortium member should be registered under competent authority (Proof necessary)

II. The Bidder/Lead partner or consortium member should have minimum turnover of 50 lacs in each of the last three financial Years through GIS and IT Business and should be in profit (Proof necessary)

III. The Bidder/Lead partner or consortium member should submit IT Returns, Balance sheet & turnover certificate, certified from chartered accountant (Proof necessary)

V. The Bidder/Lead partner or consortium member should submit documents of work orders and completion certificates from the respective authority in IT works. (Proof necessary)

VI. The Bidder/Lead partner or consortium member should not be black listed in any of Government / Semi Government / ULB/ Municipal Corporation / Council any time in past, If it comes to the notice of Director, Soil and Water Conservation the bid of such bidder will be rejected. Affidavit stating that bidder is not black listed party in any such organization should be attached.

VII. Technical proposal against Scope of RFP in Concept note form (Concept note with workflow should be submitted as necessary document)

2.6 Conditional offers by the Bidder
The bidder should abide by the terms and conditions specified in the RFP Document. If bidders submit conditional offers it shall be liable for outright rejection.

2.7 Late Tender offers
Any tender offer received by Director, Soil and Water Conservation after the deadline for submission of tender offer prescribed by Director, Soil and Water Conservation, pursuant to the clause above, will be summarily rejected.

2.8 Offer validity Period
The offer should hold good for a period of 120 days from the date of the opening of tender.

2.9 Address of Communication
Offers should be addressed to the following officer at the address given below:

Director, Soil and Water Conservation
Commissionerate of Agriculture, Central Building, Pune-1

2.10 Modification and Withdrawal of Offers
Modification or Withdrawal of Offers is not permissible after its submission. If the offer is withdrawn before the validity period, the EMD will stand forfeited.

2.11 Opening of Offers
Offers received within the prescribed closing date and time will be opened on 15th Feb,2019 at 11.00 am. at the office of, Director, Soil and Water Conservation, in the presence of bidder or their representatives who choose to attend the opening of the tender. The bidder’s representatives present shall sign a register of attendance.

2.12 DIRECTOR, SOIL AND WATER CONSERVATION’s right to accept/reject any or all Bid
Notwithstanding anything stated herein, DIRECTOR, SOIL AND WATER CONSERVATION reserves the right to accept full or part of the Bid or reject any Bid, and to cancel/annul the bidding process and reject all Bids at any time before the award of the Purchase Order, without assigning any reason and thereby without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidder’s of the grounds for DIRECTOR, SOIL AND WATER CONSERVATION ‘s action/decision.
2.13 **Hand written documents, Erasures or Alterations**
The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as “OK”, “noted”, “as given in brochure/manual” is not acceptable. The Director, Soil and Water Conservation may treat offers not adhering to these guidelines as unacceptable.

2.14 **Costs & Currency**
The offer must be made in Indian Rupees only. Taxes and levies as applicable at the time of submission of bids to be mentioned separately.

2.15 **Security Deposit**
Within 5 days of the communication by DIRECTOR, SOIL AND WATER CONSERVATION (by Letter / Fax / E-mail) successful bidder will have to sign an Agreement with DIRECTOR, SOIL AND WATER CONSERVATION & submit Security Deposit equal to 5% of the Order value in the form of a Bank Guarantee from any Nationalized or Scheduled Bank, valid for the period of 3 months. EMD will be returned to the successful bidder after submission of Security deposit in the form of Bank Guarantee.

3 **Introduction and Background**
Soil and Water Conservation department has been entrusted with the responsibility of monitoring important centers like State Water, Soil Conservation, Integrated Watershed Development, Micro Irrigation, padik Land Development and State-sponsored Schemes. The objective of this project is to identify and digitize water assets (activities) for Soil and Water Conservation Department. This will enable easy identification of water assets on map throughout state of Maharashtra. The project mainly consists of identification and digitization of soil and water conservation assets on open source satellite map throughout state of Maharashtra.

3.1 **Scope**
The scope under this activity includes the identifying and building of intelligent spatial data using Latest Satellite imagery to establish the latest and accurate water assets (activities) for Soil and Water Conservation completed by concerned departments. The water assets (activities) as mentioned below has to be identified and digitized for 22593 villages. The establishment of the office infrastructure (including the Hardware/software/manpower) will be within the scope of the concessionaire. The village (22593) list and Polygon in shapefiles (.shp) format would be provided by Soil and Water conservation department.

The following Soil and Water conservation activities need to be digitized:

1. Loose Boulder Structure / Small Earthen Bandh
2. Gabion Bandhara / Mati Nalabandh
3. Cement NalaBandh / Diversion Bandhara
4. Gated Cement Bandhara
5. KolhapuriBandhara (KT Weir)
6. Farm Pond
7. Desilting, Nala/ Bandhara Deepening
8. Continuous Contour Trench (CCT)/ Deep Continuous Contour Trench (Deep CCT)
The name of the shapefiles should be as listed above.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>NRM Activities</th>
<th>GIS feature class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Loose Boulder Structure / Small Earthen Bandh</td>
<td>Point</td>
</tr>
<tr>
<td>2</td>
<td>Gabion Bandhara / Mati Nala bandh</td>
<td>Point</td>
</tr>
<tr>
<td>3</td>
<td>Cement NalaBandh / Diversion Bandhara</td>
<td>Point</td>
</tr>
<tr>
<td>4</td>
<td>Gated Cement Bandhara</td>
<td>Point</td>
</tr>
<tr>
<td>5</td>
<td>Kolhapuri Bandhara ( KT Weir)</td>
<td>Point</td>
</tr>
<tr>
<td>6</td>
<td>Farm Pond</td>
<td>Point</td>
</tr>
<tr>
<td>7</td>
<td>Desilting, Nala/ Bandhara Deepening</td>
<td>Line</td>
</tr>
<tr>
<td>8</td>
<td>Continuous Contour Trench (CCT) /Deep CCT</td>
<td>Polygon</td>
</tr>
</tbody>
</table>

*Note: All structures in good/damaged condition should be identified and digitized*

### 3.2 Deliverables

It is required to submit the following deliverables:

1. Identified and Digitized soil and water conservation structure data in proper co-ordinates for the polygon, line, point etc. in shapefiles (.shp) and a copy of all the layers in File geodatabase for the following Digitized features.

   | Loose Boulder Structure / Small Earthen Bandh |
   | Gabion Bandhara / Mati Nala bandh            |
   | Cement Nala Bandh / Diversion Bandhara       |
   | Gated Cement Bandhara                        |
   | Kolhapuri Bandhara ( KT Weir)                |
   | Farm Pond                                    |
   | Desilting, Nala/ Bandhara Deepening          |
   | Continuous Contour Trench (CCT) /Deep CCT     |

2. QA/QC report for 10% of the features in every village

This project should be carried out on latest satellite imagery through open source to capture polygon, line, and point information with Projection parameters (WGS84 UTM) in selected villages.

### 3.3 Acceptance Criteria

1. The data will go through a QA/QC process by the department and will be accepted only if it is 95% accurate.

2. The data received is in prescribed format as per the RFP

### 3.4 Project Schedule

Following are key points related to project schedule:

The data should be submitted in the prescribed format as per the below given timeline:

- **1<sup>st</sup> milestone**: 6000 villages – at the end of first month
- **2<sup>nd</sup> milestone**: 8000 villages – at the end of second month
3rd milestone: 8593 villages – at the end of 2.5 month
Bidder should complete entire project within 2.5 months

3.5 Delivery Milestone and Payment schedule

Payments shall be released only after successful Quality check by department (within 30 days of submission of bill by the bidder). If during verification data is found to be incorrect, bidder will be liable for penalty. This penalty shall be calculated based on the Quality Check (QC) done by department. The QC will be done for 10% of the total submitted data by the bidder.

The penalty will be calculated as below:

e.g. Total feature count submitted = 100000
QC done = 10000
Errors found = 1200
Error percentage = 12%
Acceptable error = 5%
Error considered for penalty = 7%
Penalty = (7%* 2 ) =14%
Payment amount = Bill amount – (14% of Bill amount).

Note: Penalty will be deducted from the bill and will only be released after submission of corrected data and re-verification by department of the resubmitted data. The corrected data should be resubmitted within 8 days after intimation by the department.

The data should be submitted in the prescribed format as per the below given timeline:

1st milestone: 6000 villages – at the end of first month
2nd milestone: 8000 villages – at the end of second month
3rd milestone: 8593 villages – at the end of 2.5 month

Payment Schedule:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Delivery Milestone</th>
<th>Payment schedule</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1st Milestone</td>
<td>100% of accepted data</td>
<td>1st month</td>
</tr>
<tr>
<td></td>
<td>Submission of spatial data for 6000 villages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2nd Milestone</td>
<td>100% of accepted data</td>
<td>2nd month</td>
</tr>
<tr>
<td></td>
<td>Submission of spatial data for 8000 villages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>3rd Milestone</td>
<td>100% of accepted data</td>
<td>2.5 month</td>
</tr>
<tr>
<td></td>
<td>Submission of spatial data for 8593 villages</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.6 Penalty

1. Bidder is bound to complete the directed work within the time period of 75 days, if not completed in prescribed period then the bidder will be fined Rs 1000/- per day after 75 days from date of work order to next 15 days, and from 16 to 45 days Penalty of Rs 5000/-
per day will be imposed. If bidder fails to fulfill the complete work submission with penalty charges in 45 days, after that work order will be treated as cancelled and security deposit will be forfeited immediately.

2. Penalty charge will be deducted from payable payment schedule.

**Template**

### 3.7 Loose Boulder Structures

Layer Description- A Loose boulder check dam is a small barrier constructed of rock, across a constructed on 1st drainage order. These check dams reduce the effective slope of the channel, thereby reducing the velocity of flowing water, allowing sediment to settle and reducing erosion and can provide a ‘drought-proof’ water supply (from groundwater).

![Loose Boulder Structures](image1.jpg)

### 3.8 Earthen Structure

Layer Description:- Earthen bunds are essentially an external catchment, long slope technique of water harvesting. A nala bund acts like a mini percolation tank. Earthen bunds which harvest runoff from adjacent upslope catchments, this technique usually collects rainwater.

![Earthen Structure](image2.jpg)
3.9  **Cement Nala Bandh**

**Layer Description:** Soil/rock surface for longer body. Nala bunds are constructed across bigger streams of second and third order in areas having gentler slopes. The Nala bunds should be preferable located in area where contour or graded bunding of lands have been carried out.

3.10  **Kolhapuri Type Weirs (KT Weirs)**

**Layer Description:** The Kolhapuri Type Weirs (KT Weirs) and bridge-cum-barrages built across dams and rivers are used to regulate the water flow and storage, which is significant for tackling drought.
3.11 Farm Pond

**Layer Description:** - is a large hole dug out in the earth, usually square or rectangular in shape, which harvests rainwater and stores it for future use. It has an inlet to regulate inflow and an outlet to discharge excess water. The pond is surrounded by a small bund, which prevents erosion on the banks of the pond.
3.12 Nalla Deepening: Layer Description Required

3.13 CCT

**Layer Description:** Contour trenching is an agricultural technique that can be easily applied in runoff areas to allow for water, and soil conservation.
4 Assistance to be provided by SOIL AND WATER CONSERVATION DEPT.

The SOIL AND WATER CONSERVATION DEPT. will endeavor to:

- Provide a liaison officer (designated staff) to liaise with the bidder
- Nominate officers to participate to supervise digitization work.

5 Terms & Conditions

1. The bidder should quote their prices inclusive of all taxes.
2. The Director, SOIL AND WATER CONSERVATION DEPT. reserves the right to reject any or all tenders without assigning any reason.
3. SOIL AND WATER CONSERVATION DEPT. will not provide any arrangement/facilities to carry-out the work by way of labour, transport or residential accommodation etc.
4. SOIL AND WATER CONSERVATION DEPT. will not be liable for any loss of life or asset of the bidder during the project period.
5. The TDS/GST or other applicable taxes as applicable under GOI Act/rules shall be deducted from due payments of the bidder.
6. All the data has to be supplied in digital form on CD and pendrive in compatible format, any popular and compatible GIS software, as specified by SOIL AND WATER CONSERVATION DEPT.
7. Bidding firms are advised to attend pre-bid meeting to make them fully aware of the situation as well as operational feasibility before tendering.
8. All arrangements for accommodation, travel, computers, stationary, forms, office space etc. shall be made by the bidder at its own cost.
9. The documentation and data shall be the property of SOIL AND WATER CONSERVATION DEPT.
10. Data created during digitization should be kept confidential and in no circumstance should be used for any other purpose or leaked out, if done SOIL AND WATER CONSERVATION DEPT. will have right to penalize the bidder as finalized by Director, SOIL AND WATER CONSERVATION DEPT. and may pursue legally.
11. If the agency fails to execute the work within the stipulated time period, the order (contract) shall be cancelled and the earnest money/bank guarantee will be forfeited without issuing any notice.
12. In extreme circumstances, if the tendering agency requires an extension of the time limit for completion of the work due to unavoidable circumstances, it shall apply in writing to the Director, Soil and Water Conservation Dept., well before the expiry of the time limits. Decision of Director, SOIL AND WATER CONSERVATION DEPT. shall be final and binding.

6 Law and Jurisdiction

The consultancy services and agreement made with successful bidder shall be governed by the laws of Republic of India and first court of jurisdiction shall be Pune.

7 Amicable Settlement

This Contract shall constitute the entire Agreement between the Parties, and may not be altered or amended except by the written agreement of the Parties. No duties, obligations, liabilities or warranties other than those expressly provided in this Contract and its attachments shall be applied. Both Parties to this Agreement will make every attempt to resolve in an amicable way all differences concerning the interpretation of this Contract and the execution of the work. Any dispute or disagreement which cannot be resolved by both Parties and any controversy claim or dispute otherwise arising in connection with this Contract or breach thereof shall be referred to an arbitrator (Secretary, Soil and Water Conservation Department, Government of Maharashtra) to be agreed between the Parties or, failing such agreement, will be referred to the Courts of Pune. The decision of the arbitrator shall be final and binding on both Parties.

The place of arbitration shall be Mumbai.
8  Form I: Technical Bid Format

Technical qualification criteria details (Form - I)

1. The firm:
2. Name:

Regd. Address

   a) Address of office
   b) Contact person
   c) Name and Designation
   d) Address
   e) Telephone no Landline ________________ Mobile __________
   f) Email ID

3. Type of Firm:
4. Registering Authority:
5. Registration no. and validity period:
6. PAN:
7. Annual turnover:

Please upload duly signed copies by authorized signatory as mentioned in clause 2.5 of the RFP document.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Full Name</th>
<th>Designation</th>
<th>Address</th>
</tr>
</thead>
</table>

9  Form II: Price Bid Format

Price Bid Format

<table>
<thead>
<tr>
<th>Sr. NO</th>
<th>Particulars</th>
<th>Cost @ per village including all taxes in INR</th>
<th>Grand Total for 22593 villages including all taxes in INR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total in words:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
