

Pimpri Chinchwad New Town Development Authority

NEAR AKURDI RAILWAY STATION,PUNE-411 044.



TENDER PAPER FOR

TENDER NO. Housing Scheme – I /2020-21

NAME OF WORK:-Appointment of an agency to carry out physical scrutiny of documents, necessary communications, deployment & configuration of post lottery software application for successful and waitlisted beneficiaries in PCNTDA lottery

| | |
|-----------------------|--------------|
| Tender Form Fee | 2000+GST 18% |
| Earnest Money Deposit | 1,50,000 |
| Period of Work | 3 Years |

Pimpri chinchwad New Town Development Authority

New Administrative Building,

Near Akurdi Railway station, Pune-411 044

Tel :- 020-27652934 Fax : 020-27652935

**Pimpri Chinchwad New Town Development Authority,
Akurdi, Pune-411044**

**Telephone: - 020 27652934/35.
Website: - www.pcntda.org.in**

**Appointment of an Agency for carrying out documents
scrutiny and process of lottery winners**

E-Tender Notice No - Housing Scheme 1/2020/21.

Pimpri Chinchwad New Town Development Authority through the process of e-tendering invites "on-line" e-bid from the experienced prospective bidders fulfilling mandatory eligibility criteria, for the work mentioned below.

| Sr. No | Description | Details |
|---------------|---|--|
| 1. | Name Of Work: | Appointment of agency to carry out physical scrutiny of documents, necessary communications and deployment & configuration of post lottery software application for successful and waitlisted beneficiaries in PCNTDA lottery. |
| 2. | Department | Housing Scheme Department. |
| 3. | EMD | 1,50,000/- (To be paid via online payment Gateway) |
| 4. | Form Fee: | INR 2360 (Indian Rupees Two Thousand Three Hundred Sixty only including GST) (Rs. 2000/- Bid Cost + Rs. 360/- For GST @ 18%) Non Refundable, to be paid via online payment Gateway Mode only. |
| 5. | Time limit of work | 3 Years |
| 6. | Date and Time of Publishing Tender | On 08/12/2020 at 10.00 am. |
| 7. | Date and Time of Pre-bid meeting | 21/12/2020 at 11.00 am. |
| 8. | Date and Time of Submitting the Tenders | From 08/12/2020 at 10.00 am to 06/01/2021 at 5.45pm. |
| 9. | Date of Opening of Technical Bid | On 08/01/2021 at 11.00 am. |

Note : All the payment towards EMD & Cost Of Tender Form will be done through, e-payment gateway by using Net banking only. Bidders are using SB MOPS other banks Internet Banking are requested to make online payment 4 days in advance

Note:-

- i. All eligible/interested contractors who want to participate in tendering process should compulsorily get enrolled on e-tendering portal "**<http://mahatenders.gov.in>**" in the appropriate category applicable to them.
- ii. **Contractor shall contact for details or any difficulties in submission of online tenders if any to "The 24 x 7 Toll Free Telephonic Help Desk Nos. 0120-4200462 and 0120-4001002**
- iii. **Mobile no. 91-8826246593**
- iv. It is compulsory for all participants to submit all documents online. Bids will not be accepted by hand or by post. In case of failure online offer will not be opened.
- v. Right to reject any or all online bids of work without assigning any reasons thereof are reserved with PCNTDA.
- vi. Detailed terms and condition are displayed on portal,
- vii. Above Tender Notice is displayed on www.pcntda.org.in

**Chief Executive Officer,
PCNTDA, Akurdi,Pune**

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A. DISCLAIMER

1. The information contained in this Bid Document or subsequently provided to Bidders, whether verbally or in documentary form or otherwise by or on behalf of PCNTDA, or any of its employees, is provided to Bidders on the terms and conditions set out in this BID document and such other terms and conditions subject to which such information is provided.
2. This BID document is neither an agreement nor an offer by PCNTDA to the prospective Bidders or any other person. The purpose of this BID document is to provide interested parties with information to assist in the formulation of their Proposals for selection pursuant to this BID. This BID document includes statements, which reflect various assumptions and assessments arrived at by the PCNTDA in relation to the work. Such assumptions and statements do not purport to contain all the information that each Bidder may require. This BID may not be appropriate for all persons, and it is not possible for PCNTDA, or its employees, to consider the objectives, technical expertise and particular needs of each party who reads or uses this BID. The assumptions, assessments, statements and information contained in this BID document may not be complete, accurate, adequate or correct and each Bidder should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this BID document and obtain independent advice from appropriate sources.
3. PCNTDA, or its employees, make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this BID or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the BID and any assessment, assumption or information contained therein or deemed to form part of this BID document.
4. PCNTDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, its assessment or assumptions contained in

this BID document. Such changes shall be intimated to all the Bidders. In case additional period for submission, if required due to such amendments, is necessitated the same shall be intimated to all the Bidders.

5. The issue of this BID document does not imply that PCNTDA is bound to select or to appoint any Bidder or agency and it reserves the right to reject all or any of the Bidders without assigning any reasons whatsoever.
6. PCNTDA reserves the right not to proceed with the Bidding Process at any time or stage, without notice or liability, and to reject any or all Bid(s) without assigning any reasons whatsoever.

B. GLOSSARY

A glossary of the different acronyms & terms used in the document is given below with the reference of individual acronyms/terms. These are to be used in relation to the interpretation of the acronyms/terms mentioned in the BID.

| S.NO. | ACRONYM | REFERENCE TO |
|--------------|----------------|---|
| 1. | PCNTDA | Pimpri Chinchwad New Town Development Authority |
| 2. | Client | Pimpri Chinchwad New Town Development Authority |
| 3. | Agency | Bidder or Contractor or Supplier |
| 4. | BS | Bid Security |
| 5. | ITB | Instruction to Bidders |
| 6. | TFF | Technical & Financial Forms |
| 7. | GCC | General Conditions of Contract |
| 8. | PBG | Performance Bank Guarantee |
| 9. | GST | Goods & Services Tax |
| 10. | C.A. | Contract Agreement |

C. SECTION – I

QUALIFICATION DOCUMENT

(PLEASE SUBMIT BID AS PER INSTRUCTIONS IN SECTION I AND DETAILS USING THE FORMAT PROVIDED IN THE SAMPLE FORMS IN SECTION II IN ENVELOPE NO. 1 ALONG WITH THE SUPPORTING DOCUMENTS)

1. Instructions to Applicants

1. In sector – 12 of PCNTDA Authority is constructing Affordable Housing Project Under Prime Minister Awas Yojna (PMAY) The Project consists of construction of 337 EWS and 1566 LIG category Housing Stock. Pimpri Chinchwad New Town Development Authority through the process of e-tendering invites “On-line” e-bid from the experienced prospective bidders fulfilling mandatory eligibility criteria, for the work mentioned below:

| Sr. No. | Description | Details |
|---------|-------------------------|--|
| 1. | Name of Work: | Appointment of an agency to carry out physical scrutiny of documents, necessary communications and deployment & configuration of post lottery software application for successful and waitlisted beneficiaries in PCNTDA lottery |
| 2. | Department | Housing Scheme Department |
| 3. | EMD | Rs. 1,50,000/- (To be paid via online payment Gateway) |
| 4. | Form/Tender Fee: | INR 2,360 (Indian Rupees Two Thousand Three Hundred Sixty only including GST) (Rs. 2,000/- Bid Cost + Rs.360/- for GST @ 18%) Non Refundable, to be paid via online payment Gateway Mode only |

2. This BID DOCUMENT is non-transferable.
3. Joint Venture/Consortiums shall not be permitted.
4. Following is the mandatory eligibility criteria for the bidders. Therefore attach documents as per Check List with The Tender (To Be Submitted In Technical proposal Part)

I. Eligibility criteria for bidder and documents have to submit with letter of applications in envelop no. 1

1. Deposit Tender Fee (Tender Document Fee) (2,360).
2. Deposit Earnest money in prescribed format. (1,50,000).
3. Pan Card.
4. GST Registration Certificate.
5. Shop Act License.
6. Employee Provident Fund Registration Certificate.
7. The place of incorporation (for Applicants that are corporations), or the place of registration. (For Applicants that are partnerships or individually owned firms).
8. **Turnover and Net worth:** The bidder shall have minimum average annual turnover of
Rs. Four (4) Crores and net worth of 30 lakh from IT services business, which include Software development, customization, implementation and post implementation Support During last three financial years. (2016-17, 2017-18 & 2018-19).
Note: Certificate from Chartered Accountants and ITR and balance sheet of financial Year of 2016-17, 17-18 & 18-19 should be submitted.
9. **Certificate of experience** of execution of at least 5 software application project for housing lotteries for government and semi government.
10. Bidder shall have the **experience of execution of post lottery process** for the beneficiaries not less than 5,000 from Government / Semi-Government / Public Sector.
Note: Certificate should be from not below the rank of Executive Engineer or Equivalent.
11. **Experience:** Bidder should have experience in implementing at least two (2) projects of post lottery software development & implementation in State of Maharashtra over the last three financial years (2017-18, 2018-19 and 2019-20). The value of the each project shall not be less than Fifty Lakh Rupees.
IMP: ONLY completed projects will be considered.
Note: Certificate from Chartered Accountants should be submitted
12. The Post Lottery software application of the bidder must be audited by third parties.
Note: Certificate by CERT-In Empaneled Agency about third parties audits of software application post lottery.
13. **Certifications:**
 - i. CMMI Level 3 and Above.
 - ii. ISO certifications for IT/ ITES services.
14. The Successful Bidder should have to establish his office in pune within eight days after issuing work order.

15. Bidder black listed by any Central/ State Government organization/ departments/ Authorities are not allowed.

Note:- Affidavit should be submitted

16. Litigation History if any furnish Details in form no.5

17. Declaration by bidder the information furnished by him is true and correct

18. General Information – Form No 1

19. Structure and Organization – Form No 1A

20. General Experience Record - Form No 2

21. Particular Experience Record - Form No 3

22. Details Of Contracts of similar nature – Form No 3A

23. Summary Sheet- Current Contract Commitments/ Work in progress Form No – 4

24. Summary Sheet – Work Performed On Works of Similar Nature – Form No 4A

25. Litigation History – Form No 5

26. The Applicant's legal status documents

27. The principal place of business documents

28. Authorized Power of Attorney in name of person on behalf of applicant should be Submitted.

2. Other Transactions

| | |
|---|---|
| <p>a) Content of Qualification and Bidding Documents</p> | <ul style="list-style-type: none"> • The contents of the Qualification and Bid Documents are listed below and should be read in conjunction with any issued: Section I Qualification Document Section II Sample forms for Qualification Section III Bidding Document • Applicants are expected to examine all instructions, forms, terms, specifications, and other information in the Qualification and Bid Document. Failure to furnish all information required by the Document or to submit a bid not substantially responsive to the Qualification and Bid Document in every respect will be at the Applicant's risk and may result in its rejection. |
| <p>b) Bid Opening</p> | <ul style="list-style-type: none"> • The following is the schedule of bid opening: The date of opening of technical qualification bid is to 07/ 01/2021 at 11:00 hrs or as decided by PCNTDA. If 3 bidder qualifies in technical qualification bid, the financial bid will be opened in case of not qualifying of 3 bidders the tender process will be cancelled and PCNTDA with call new tenders |
| <p>c) Submission of Qualification & Bid document</p> | <ul style="list-style-type: none"> • Applicants shall have to submit the documents envisaged in Section I and details using the format provided in the sample forms envisaged in Section II in envelope number 1 along with the supporting documents, which will substantiate the submission. Incomplete forms will be result in outright rejection. |
| <p>d) Security Deposit</p> | <ul style="list-style-type: none"> • Successful bidder have to deposit 2% of total amount of financial bid as security deposit with PCNTDA. |
| <p>e) Tender Fee and EMD</p> | <ul style="list-style-type: none"> • Tender fee is non - refundable EMD will be return (Without any interest) after issuing work order to successful bidder. |

| 3. Qualification Criteria | |
|--------------------------------------|--|
| a) General | <ul style="list-style-type: none"> • Qualification will be based on Applicants meeting all the eligibility criteria regarding their general and particular experience, financial position, personnel and equipment capabilities, other relevant information as demonstrated by the Applicant's responses in the Information Forms attached to the Letter of Application. Commercial bid will be opened only if bidder qualifies all the Eligibility Criteria. |
| b) Right to Waive | <ul style="list-style-type: none"> • PCNTDA reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract. |
| c) Disqualification | <ul style="list-style-type: none"> • Even though the applicants meet the above criteria, they are subject to be disqualified if they have: <ul style="list-style-type: none"> - made misleading or false representation in the form, statements and attachments submitted; and/or - Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. |
| 4. Subcontracts | |
| a) Subcontracting | Subcontracting will not be allowed. |
| 5. Requests for Clarification | |
| a) Notification and Response | <ul style="list-style-type: none"> • Applicants shall be responsible for requesting any clarification of the Qualification documents. A request for clarification shall be made in writing at the time of pre-bid meeting held as per the schedule mentioned in the Tender Notice. Clarification to those queries shall be made which are raised in the pre-bid meeting only. The queries raised before or after the date time of pre-bid shall not be entertained. Address: Chief Executive Officer Pimpri Chinchwad New Town Development Authority, New Administrative Building, Near Akurdi railway station, Akurdi, Pune-411044. |

| 6. Submission of Applications | |
|---|--|
| a) Delivery | <ul style="list-style-type: none"> The technical eligibility document should be submitted on-line in technical option. Financial bid should be submitted on-line in commercial option only and nowhere else. |
| b) Late Applications | <ul style="list-style-type: none"> Late applications will not be accepted. |
| C) Language | <ul style="list-style-type: none"> All information requested for Qualification shall be provided by Applicants in English. |
| d) Lack of Information | <ul style="list-style-type: none"> Failure of an Applicant to provide comprehensive and accurate information that is essential for PCNTDA’s evaluation of the Applicant’s qualifications, or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Applicant. |
| e) Material Changes | <ul style="list-style-type: none"> Applicants, and those subsequently qualified or conditionally qualified, shall inform PCNTDA of any material change in information that might affect their qualification status. |
| 7. PCNTDA Notification and Bidding Process | |
| a) Conditional Qualification | <ul style="list-style-type: none"> An Applicant may be “conditionally pre-qualified,” that is, qualified subject to certain specified nonmaterial deficiencies in the Qualification requirements being met by the Applicant to the satisfaction of PCNTDA. Upon full compliance with the Qualification requirements, other qualified applicants will be notified accordingly. |
| b) PCNTDA’s Rights | <ul style="list-style-type: none"> PCNTDA reserves the right to take the following actions, and shall not be liable for any such actions: <ul style="list-style-type: none"> (a) amend the scope and cost of any contract to be bid under this project, in which event bids will be re-invited only from those applicants who meet the resulting amended Qualification requirements; (b) reject or accept any Qualification application, and/or any late application; and (c) Cancel the Qualification process and reject all applications. |

C. SECTION – II

SAMPLE FORMS FOR QUALIFICATION

Letter of Application

[Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, and telephone, facsimile and telex numbers, and cable address]

Date:

To:

Chief Executive Officer

Pimpri Chinchwad New Town Development Authority,

New Administrative Building, Near Akurdi railway station, Akurdi, Pune-411044.

Name of work: Appointment of an agency to carry out physical scrutiny of documents, necessary communications and deployment & configuration of post lottery software application for successful and waitlisted beneficiaries in PCNTDA lottery

1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the Qualification requirements and information provided, the undersigned hereby applies for Qualification to bid on the contract or contracts indicated below:

Tender No. _____ dated _____ / _____ /2020

2. Attached to this letter the following documents/Proofs:

| Sr. No. | Brief details documents required | Whether enclosed or not |
|---------|---|-------------------------|
| 1 | Deposit Tender Fee (Tender Document Fee)(2,360) | Yes / No |
| 2 | Deposit Earnest money in prescribed format.(1,50,000) | Yes / No |

| Sr. No. | Brief details documents required | Whether enclosed or not |
|---------|--|-------------------------|
| 3 | Pan Card | Yes / No |
| 4 | GST Registration Certificate | Yes / No |
| 5 | Shop Act License | Yes / No |
| 6 | Employee Provident Fund Registration Certificate | Yes / No |
| 7 | The place of incorporation (for Applicants that are corporations), or the place of registration. (For Applicants that are partnerships or individually owned firms). | Yes / No |
| 8 | <p>Turnover and Net worth: The bidder shall have minimum average annual turnover of Rs. Four (4) Crores and net worth of 30 lakh from IT services business, which include software development, customization, implementation and post implementation support during last three financial years. (2016-17,2017-18 & 2018-19).</p> <p>Note: Certificate from Chartered Accountants and ITR and balance sheet of financial year of 2016-17,17-18 & 18-19 should be submitted</p> | Yes / No |
| 9 | Certificate of experience of execution of at least 5 software application project for housing lotteries for government and semi government. | Yes / No |
| 10 | <p>Bidder shall have the experience of execution of post lottery process for the beneficiaries not less than 5,000 from Government / Semi-Government / Public Sector.</p> <p>Note: Certificate should be from not below the rank of Executive Engineer or Equivalent.</p> | Yes / No |
| 11 | <p>Experience: Bidder should have experience in implementing at least two (2) projects of post lottery software development & implementation in State of Maharashtra over the last three financial years (2017-18,2018-19 and 2019-20). The value of the each project shall not be less than Fifty Lakh Rupees.</p> <p>IMP: ONLY completed projects will be considered.</p> <p>Note: Certificate from Chartered Accountants should be submitted</p> | Yes / No |
| 12 | The Post Lottery software application of the | Yes / No |

| Sr. No. | Brief details documents required | Whether enclosed or not |
|---------|--|-------------------------|
| | bidder must be audited by third parties. Note: Certificate by CERT-In Empaneled Agency about third parties audits of software application post lottery. | |
| 13 | Certifications: i. CMMI Level 3 and Above ii. ISO certifications for IT/ ITES services | Yes / No |
| 14 | The Successful Bidder should have to establish his office in pune within eight days after issuing work order. | Yes / No |
| 15 | Bidder black listed by any Central/ State Government organization/ departments/ authorities are not allowed. Note:- Affidavit Should be Submitted | Yes / No |
| 16 | Litigation History if any furnish Details in form no.5 | Yes / No |
| 17 | Declaration by bidder the information furnished by him is true and correct | Yes/No |
| 18 | General Information – Form No 1 | Yes/No |
| 19 | Structure and Organization – Form No 1A | Yes/No |
| 20 | General Experience Record - Form No 2 | Yes/No |
| 21 | Particular Experience Record - Form No 3 | Yes/No |
| 22 | Details Of Contracts of similar nature – Form No 3A | Yes/No |
| 23 | Summary Sheet- Current Contract Commitments/ Work in progress Form No - 4 | Yes/No |
| 24 | Summary Sheet – Work Performed On Works of Similar Nature – Form No 4A | Yes/No |
| 25 | Litigation History – Form No 5 | Yes/No |
| 26 | The Applicant's legal status documents | Yes/No |
| 27 | The principal place of business; documents | Yes/No |
| 28 | Authorised Power of Attorney in name of person on behalf of applicant should be submitted. | Yes/No |

3. PCNTDA 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 our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. PCNTDA may contact the following persons for further information:

| | |
|----------------------------------|--------------------------------------|
| General and managerial inquiries | |
| Contact 1 | Address and communication facilities |
| Contact 2 | Address and communication facilities |

| | |
|---------------------|--------------------------------------|
| Personnel inquiries | |
| Contact 1 | Address and communication facilities |
| Contact 2 | Address and communication facilities |

| | |
|---------------------|--------------------------------------|
| Technical inquiries | |
| Contact 1 | Address and communication facilities |
| Contact 2 | Address and communication facilities |

| | |
|---------------------|--------------------------------------|
| Financial inquiries | |
| Contact 1 | Address and communication facilities |
| Contact 2 | Address and communication facilities |

5. This application is made with the full understanding that:

- (a) Bids by qualified Applicants will be subject to verification of all information submitted for Qualification and bidding;
- (b) PCNTDA reserve the right to:
 - amend the scope and value of any contracts to be bid under this project; in which event, bids will be invited only from those Applicants who meet the resulting amended Qualification requirements; and
 - Reject or accept any application, cancel the Qualification process, and reject all applications.
- (c) PCNTDA shall not be liable for any such actions under 5(b) above.

6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

| | |
|---|--|
| Sign | Sign |
| Name | Name |
| Self or on behalf of (name of Applicant) | Self or On behalf of (name of partner) |

Sign -:

Name:-

INFORMATION FORM (1)

General Information

All individual firms applying for Qualification are requested to complete the information in this form.

| | | |
|----|---------------------------------------|--------------------------------------|
| 1. | Name of firm | |
| 2. | Regd. office address | |
| 3. | Telephone | Contact |
| 4. | Fax | Telex |
| 5. | Place of incorporation / registration | Year of incorporation / registration |

Sign -:

Name:-

Structure and Organization

1. The applicant is _____
 - (a) an individual
 - (b) a proprietary firm
 - (c) a firm in partnership
 - (d) a Limited Company or Corporation
 - (e) a group of firms/joint venture

(If yes, give completion information
in respect of each partner)

1. Attach the organization Chart :
Showing the structure of the
Organization, including the
Names of the directors and position of
Officers.

3. Number of years of experience:
 - (a) as a Prime Consultant (Consultant :
shouldering major responsibility)

 - (b) in a Joint Venture :

 - (a) as sub-Consultant (specify main :
Consultant)

4. For how many years has your
organization been in business of
similar work?

1. What were your fields when your organization was Established?

2. Whether any new fields were added in the organization?

3. And if so, when?

5. Have you ever left the work awarded to you incomplete? (If so, give name of project and reasons for not completing work.)

6. Give details of your experience in **post Lottery operations.**

7. Give details of your experience in Govt./Semi-Govt./Public Sector work.

Sign -:

Name:-

General Experience Record

| |
|---------------------|
| Name of Applicant : |
|---------------------|

(All individual firms are requested to complete the information in this form. The information supplied should be the annual turnover of the Applicant in terms of the amounts billed to clients for each year for work in progress or completed. The annual periods should be the completed financial years.

A brief note on each contract should be appended, describing the nature of the work, duration and amount of contract and other relevant details.

Applicants should not enclose testimonials, certificates, and publicity material with their applications; they will not be taken into account in the evaluation of qualifications.)

| Annual turnover data for Software development , implementation and Maintenance works | |
|--|----------|
| Year | Turnover |
| 1. 2016 - 2017 | |
| 2. 2017 – 2018 | |
| 3. 2018 – 2019 | |

*Attach Certificate From C.A.

Sign -:

Name:-

Particular Experience Record

Name of Applicant :

(On separate pages, using the format of Form (3A), the Applicant is requested to submit list contracts of a similar nature, complexity, and requiring similar technology to the contract and which the Applicant has undertaken during the period, and the number. The contract value should be based on the payments in Rupees, at the date of substantial completion, or for ongoing contracts at the time of award. The information is to be summarized, using Form (3A), for each contract completed or under execution, by the Applicant or by each partner of a joint venture. A project that is similar in nature having value more than Rs. 10 lac from a single client be mentioned first.)

Sign -:

Name:-

Details of Contracts of Similar Nature

| |
|---------------------|
| Name of Applicant : |
|---------------------|

Use a separate sheet for each contract.

| | |
|----|--|
| 1. | Number of contract |
| | Name of contract |
| | Country |
| 2. | Name of Employer |
| 3. | Employer address |
| 4. | Nature of works |
| 5. | Contract role (check one) <input type="checkbox"/> Prime Consultant <input type="checkbox"/> Sub Consultant <input type="checkbox"/> Partner in a joint venture |
| 6. | Amount of the total contract /partner share (at completion, or at date of award for current contracts) |
| | |
| | |
| 7. | Date of award/completion |
| 8. | Contract was completed _____ months ahead/behind original schedule (if behind, provide explanation). |
| | |
| | |
| | |
| | |
| 9. | Indicate the approximate percent of total contract value of work undertaken by subcontract, if any, and the nature of such work. |
| | |
| | |

Sign -:

Name:-

Summary Sheet: Current Contract Commitments / Works in Progress

| |
|---------------------|
| Name of Applicant : |
|---------------------|

(Applicants should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.)

| Name of contract | Employer, contact address/tel/fax | Value of outstanding work | Estimated completion date | Invoicing over last six months |
|------------------|-----------------------------------|---------------------------|---------------------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| etc. | | | | |

(In accordance with Instructions Clause 1.3.1 & 1.3.2, the Applicant shall provide evidence to substantiate the adequacy of the sources of finance to meet the Applicant's cash flow requirements on the above contracts.)

Sign

Name:-

APPLICATION FORM (4A)

SUMMARY SHEET-WORK PERFORMED ON WORKS OF SIMILAR NATURE

| |
|---------------------|
| Name of Applicant : |
|---------------------|

| Project Name | Name of Agency* | Description of Work | Contract No. | Value of Contract | Date of issue of work order | Stipulated period of completion | Actual date of completion * | Remarks explaining reasons for delay and work completed |
|--------------|-----------------|---------------------|--------------|-------------------|-----------------------------|---------------------------------|-----------------------------|---|
| | | | | | | | | |
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| | | | | | | | | |

* Attach certificate(s) from the Project in-charge

Sign -:

Name:-

Litigation History

| |
|---|
| Name of Applicant or partner of a joint venture |
|---|

(Applicants, including each of the partners of a Partnership firm, shall provide information on any history of litigation or arbitration resulting from contracts executed in the last three years or currently under execution. A separate sheet should be used for each partner of a joint venture.)

| Year | Award FOR or AGAINST Applicant | Name of client, cause of litigation, and matter in dispute | Disputed amount |
|------|--------------------------------|--|-----------------|
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Sign -:
Name:-

D. Scope of Work

In sector – 12 of PCNTDA Authority is constructing Affordable Housing Project Under Prime Minister Awas Yojna (PMAY) The Project consists of construction of 337 EWS and 1566 LIG category Housing Stock and 792 housing units in sector 30-32.

PCNTDA is inviting online E-bid for Appointment of an agency to carry out physical scrutiny of documents, necessary communications and deployment & configuration of post lottery software application for successful and waitlisted beneficiaries in PCNTDA lottery.

I. Scope of Work:

The BIDDER shall undertake the physical scrutiny of submitted documents, necessary communications in hard copy format and supply customized off-the shelf software application for post lottery operations and waitlisted applicants in PCNTDA lottery. They will be responsible for undertaking various activities as enlisted below:

The agency appointed will be required to do the below mentioned work:

- a. Configuration of customized post lottery software on similar lines of MHADA.
- b. Uploading the same on to the system for ready reference of the officers concerned.
- c. Verifying all the documents submitted by the applicants for their validity from concern Govt. department and other establishments/ offices.
- d. Scrutiny of all the documents submitted against eligibility criteria as mentioned in the scheme booklet.
- e. Sharing the beneficiaries data with the Pimpri Chinchwad Municipal Corporation for uploading the successful beneficiaries on PMAY MIS Portal.
- f. Communicating requirements of additional documents to the applicants by email, sms and in written form.
- g. Uploading the status of the applicant whether Eligible, In-eligible or pending for submission of additional documents on the website.
- h. Filing of documents and making provision of document management.
- i. Each applicant will be communicated via SMS, E-mail, in written form etc., regarding the status of their application or for requirement of additional documents.

- j. Setup full time modern and fully equipped call centre with adequate staff with supervisor.
- k. Setup of front office with enquiry counter and back office to handle the minimum of 5,675 beneficiaries.
- l. Record of all the documents submitted and other MIS shall be shared with the Housing Scheme Department of PCNTDA and duplicate copy of the same will be preserved with the selected Bidder.
- m. The said process of scrutiny shall continue until all the tenements are allotted to the last Eligible applicant in winner as well as waiting list under respective categories.
- n. Requests made by the applicants for change in phone number / email address, residential address shall be taken in to account by the agency and necessary communication would be done on the new phone number / email address, residential address.
- o. Data entry of all the successful beneficiaries into e-Governance System of PCNTDA. The post allotment demand note shall be generated using the PCNTDA's e-Governance system.
- p. Eligible beneficiaries to be issued allotment letters in hard copy and soft copy on their login .
- q. Issuing Demand Note for payment of installments.
- r. Generating agreement to lease.
- s. Providing loan facilities to the eligible applicants.
- t. Uploading Request and Sanction letter of Bank for NOC.
- u. Issuing online NOC to the applicants.
- v. Tracking loan status of applicants and follow up of payments as per Demand Note.
- w. Submitting reconciliation report of payment.
- x. Issuing possession letters to beneficiary.
- y. Collecting stages payments from beneficiaries.
- z. Issuing demand note for penalty in case of delay in payment.
- aa. Collecting of payment and delay payment charges from beneficiary in bank account provided by PCNTDA.
- bb. Submitting monthly, quarterly and yearly report to PCNTDA about payment status.
- cc. Submitting Hard and Soft copy files of applicants to PCNTDA for handing over the possession to the beneficiary.

II. Detailed description:

1. Staff for Scrutiny:

The staff so recruited for scrutiny purpose shall be on the selected Bidder's pay roll. Subcontracting and outsourcing of staff will not be allowed at any cost.

2. Space, Material, Labour & Machinery:

Only the space required to carry out manual scrutiny of files submitted by beneficiary will be made available free of cost by PCNTDA (hereinafter referred to as "CFC"). Other ancillary necessities like material, machinery, stationary, labour etc., will be the sole responsibility of the selected Bidder. PCNTDA shall not be responsible for providing any other goods or services, except space.

3. Security & surveillance of scrutiny process:

The CFC will be the sole point of interaction between the scrutiny staff and the beneficiary and will be constantly monitored under a web of CCTVs installed by the Agency covering every nook and corner of the CFC.

4. Desks:

Adequate number of desks should be placed to efficiently cater to all the beneficiary visiting the CFC. Rough estimates should be made of the number of applicants likely to visit the CFC and additional staff as well as desks shall be deployed in the event of beneficiary rush during weekends or public holidays. The idea is to give a seamless service to the beneficiary and hence enough precautions should be taken to avoid any inconvenience to the visiting beneficiaries.

5. Process information:

Bidder shall prepare Standard Operating Procedure for all the above mentioned tasks.

The Selected bidder shall prepare Standard Operating Procedure (SOP) for the Business Process of Post Lottery Scrutiny of PCNTDA. The SOP will also detail out the verification process and a checklist of verification items for each type of document.

The Selected bidder shall also prepare FAQ for the Call Centre.

The Selected bidder shall deploy and implement Post-Lottery Application Software for Scrutiny Management. Following are the high level functional requirements of the software.

1. Import data from Lottery Results.
2. Sent notifications to successful beneficiary by SMS & E-Mail.
3. Web based Online Application for beneficiaries for Scrutiny Management.
4. Generate automatic appointments for beneficiaries to visit the CFC.
5. Online appointment management system for beneficiaries and CFC staff.
6. Document uploading facility for beneficiary.
7. Document Management for beneficiary documents to keep soft copy of the photocopy submitted by beneficiary and scanned copy of the original document brought-in by the beneficiary at the time of interview.
8. Scanning and Digitization of beneficiary documents will be handled by the PCNTDA.
9. Workflow engine to manage all stages of verification process as follows
 - a. Document Uploading and Case Creation
 - b. Appointment Management based on the daily capacity and demand
 - c. Appointment Generation with unique Appointment ID
 - d. Primary assessment for document appropriateness
 - e. Verification Interview
 - f. Objection Management
 - g. Fulfillment of objection by beneficiary
 - h. Provisional Verification Report
 - i. Final Verification
10. Integration with
 - a. PAN Card
 - b. ADHAAR Services
 - c. Cast Validity database
 - d. Income Proof database
 - e. Domicile Certificate database
11. Provide online interface to successful applicants to upload required set of documents based on document rules
12. Interface for Call Centre operators
13. The Agency will have to get the following documents submitted by the applicant validated from the concerned Govt./Non-Govt. departments.

| Sr.No. | Document | Department |
|--------|---|-------------------------------------|
| 1 | Tahsildar Income Certificate | Tahsildar |
| 2 | ITR 2016-17,2017-18,2018-19 | IT Dept. |
| 3 | Salaried applicant Salary Slips (Govt./Pvt.) | Respective Govt./Pvt. Companies |
| 4 | Caste Validity Certificate | Respective Caste Scrutiny Committee |
| 5 | Domicile Certificate | Issuing Authority/ Tehsildar |
| 6 | School leaving certificate | Respective school (If Needed) |
| 7 | Employer's certificate about employment of applicant | Respective Govt/Pvt Companies |
| 8 | Aadhar card | Respective Government Office |
| 9 | Pan Card | Respective Government Office |

6. Hosting in secured cloud data center:

The Selected bidder shall host the Scrutiny software in secured Tier-III data center cloud in India.

7. Establish CFC:

The Selected bidder shall establish a CFC in Nigdi,Pune where successful applicants can visit with their documents for verification interview using automatic appointment management system. The Selected bidder shall ensure the security of the Scrutiny Seva Kendra and will ensure that the seva Kendra is clean, well maintained, pleasant, comfortable and hygienic.

The Seva Kendra shall operate in One shifts and shall be open from Monday to Saturday between 10:00 am to 6:00 pm. The Selected bidder may extend these timing to ensure completion of the scrutiny activity in timely manner.

The Selected bidder shall provide following things to ensure the Seva Kendra is fully functional as expected.

1. Office Setup and Infrastructure
2. Stationary
3. Admin
4. Scanners
5. Printers
6. Photocopiers
7. Display systems for the appointments
8. Security Staff
9. CCTV devices
10. Biometric for e-Aadhar
11. Web Cam for photo of applicants
12. Whatever required for carried out the work more than above no extra claim of agency will be entertained.

8. Verification Interview setup:

The verification Interview desk shall have following setup

1. The Verification executive shall fill the online checklist for each document in the web application against the case.
2. The Verification executive shall scan the original documents brought in by the applicant and will be attached to the case in the web application.

9. Supply Manpower for Scrutiny Operations:

The Selected bidder shall provide following type of manpower. The number of resources will be adequate to process the required number of verifications to ensure the timely completion of the scrutiny in stipulated deadline.

1. CFC Manager

2. Shift leaders
3. Primary assessors to check the first level appropriateness of documents carried by the applicants
4. Security Staff
5. Document Verification executives
6. Peons and clerical staff

The above said manpower should wear proper uniforms and Identity cards to be provided to the staff members. The attendance of the staff will be marked by a bio-metric system. Apart from the scrutiny staff and the applicant no third person should have access to the CFC. Security staff should maintain a tight vigil to prohibit entry of outsiders.

Staff appointed by bidder can be change without any information is PCNTDA's rights in case of non-efficient staff or any complaint received about staff

10. Appointment System:

A token wise appointment system by observing the best practices employed in different Govt./Pvt. organizations should be put in place to effectively manage large crowds at CFC.

11. Tatkal : An additional facility of Tatkal as implemented in the Railways could be made available to address accessibility issues of aged senior citizens, physically handicapped persons, out of **PMR** region applicants etc., who will have time constraints.

12. Call Centre:

The Selected bidder shall setup a call center at their own cost, for the verification process and shall provide both incoming and outgoing calling facility. The Call center will contain Call Centre Operators and Call Centre Infrastructure required. The call center unit shall comprise highly skilled, trained staff and supervisors to address the queries raised by the applicants & their satisfactory resolution. The call center staff should have detailed knowledge of the scheme & provide suitable information to the customers. The Agency should also get in touch with the beneficiaries through the call center in case additional documents are required to be submitted. The Agency shall be held responsible for any wrong/false information given by the call center staff.

13. IT Infrastructure required for Scrutiny Process

- Scan Documents
- SMS/ Email Notification for appointment
- Entry Level checking – Primary Assessment
 1. Beneficiary will get token as per there scheduled appointment.
 2. Verification of documents as per checklist.
- Visit to desk as per allotted token – Verification Interview
 1. Submission of original documents as per check list.
 2. Executive will verified each original document with already submitted copy of documents.
 3. Scan original documents and upload to system against the application number.
 4. Scrutinize each document with corresponding department / integrated service.
 5. Saving and uploading the recorded audio, video with respective application number.
- Exit Level process
 1. Provide provisional verification acknowledgement to applicant.
 2. Successfully confirmation SMS / Email after acknowledgement receipt.

14. Appeal Mechanism:

The software shall make the provision for making an appeal against the un-favorable judgment (NOT ELIGIBLE) passed by the scrutiny team. The communication regarding cancellation of application and mentioning about option to exercise appeal within 15 days shall be sent to the applicant. The appeal shall be addressed to PCNTDA and waitlist will be activated only after taking approval from PCNTDA. The same shall be configured in the post lottery software.

The Bidder will have to make an assessment of the works to be done and will have to provide adequate manpower to carry out the jobs as mentioned in the scope of work in an efficient manner and as directed by the Recovery Officer, however the manpower to be deployed shall not be less than required, so as to achieve given target as specified in the bid document.

No extra payment shall be payable on account of additional manpower required to be provided by the agency to carry out the jobs as mentioned in the scope of work.

15. Penalty Clause:

In case of non-compliance of the above terms and conditions of the contract, a penalty may be levied. The penalty for the defaults is an under:

| Sr. No. | Nature of Default | Penalty in Rs. |
|---------|--|--|
| 1. | Delay in completion of the monthly stages, as specified herein | <ul style="list-style-type: none">• More than 15 days delay from the stage date: 0.1% of the total contract fee payable• For every additional week 0.1% of the total contract fee payable |
| 2. | Non deployment of required personnel | <ul style="list-style-type: none">• 0.1% of the total contract fee for every reported instance |

Maximum penalty for delay to be paid shall not exceed 10% of the contract price of the work

16. Taxes & Levies

The bidder is not entitled for reimbursement of any taxes / levies on fees. Therefore, bidder shall bear all taxes / duties by the Union or State Government or local authority, as may be applicable.

E. Special terms and conditions

The following terms and conditions are the special terms and conditions and shall prevail upon the terms and conditions in the accompanying bid document i.e. Form B

A. General

| | |
|---------------------------------|---|
| 1. Scope of work for Bid | Scope of work shall be as per the “ Scope of Work ” |
| 2. Security Deposit | 2% of the contract amount will be retained as security deposit at the time of agreement. Security Deposit will be released after a period of one year from the date of completion of work. |
| 3. Fraud and Corruption | <p>3.1 It is required that agency should observe the highest standard of ethics during the execution of such contracts.</p> <ul style="list-style-type: none"> (a) It is defined, for the purposes of this provision, the terms set forth below as follows: <ul style="list-style-type: none"> (i) “<i>corrupt practice</i>” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and (ii) “<i>fraudulent practice</i>” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive of the benefits of free and open competition; (b) Rejecting a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; (c) Declaring a firm ineligible, either indefinitely or for a stated period of time, if it at any time is determined that the firm has engaged in corrupt or fraudulent practices. |

| | |
|--|---|
| | <p>3.2 Any communications between the Agency and PCNTDA related to matters of alleged fraud or corruption must be made in writing.</p> <p>3.3 By signing the Bid Form, the Bidder represents that it either is the owner of the Intellectual Property Rights in the hardware, software or that it has proper authorization and/or license from the owner to use them. Willful misrepresentation of these facts shall be considered a fraudulent practice.</p> |
| 4. Qualifications of the Bidder | <p>4.1 The Bidder must have earlier established to PCNTDA's satisfaction the following qualification criteria, only then will its bid be considered:</p> <ul style="list-style-type: none"> (a) that it has the financial, technical, and production capability necessary to perform the Contract, (b) meets the qualification criteria specified in the qualification section of this document, and (c) has a successful performance history. (For the purposes of establishing a Bidder's qualifications, the experience and / or resources of any Subcontractor will not contribute to the Bidder's qualifications; only those of a joint venture partner will be considered.) |
| 5. Cost of Bidding | <p>5.1 The Bidder shall bear all costs associated with the on-line purchase of tender form, preparation and submission of its bid and sample work, and PCNTDA will in no case be responsible or liable for those costs.</p> |

B. Post qualification and Award of Contract

| | |
|------------------------------|---|
| 6. Post qualification | <p>6.1 PCNTDA will determine at its own cost and to its satisfaction whether the Bidders that are selected, are qualified to perform the Contract satisfactorily. PCNTDA will determine in the manner described above that no material changes have occurred after the qualification process that negatively affect the ability of the Bidders to perform the Contract.</p> |
| | <p>6.2 PCNTDA will evaluate the Bidder's financial, technical, design, integration, customization, production and management capabilities and will be based on an examination of the documentary evidence, as well as other information deems necessary and appropriate. This determination may include visits or interviews with the Bidder's clients referenced in its bids, site</p> |

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|--|--|
| | inspections, and any other measures. |
| | 6.3 An affirmative post-qualification determination will be a prerequisite for award of the Contract to the Bidders. A negative determination will result in rejection of the Bidders. |
| 7.PCNTDA's Right to Vary quantities | 7.1 PCNTDA reserves the right at the time of Contract award to increase or decrease the quantity of the work. |

C. Intellectual Property

| | |
|------------------------------------|---|
| 8.Copyright | 8.1 The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested with the bidder . |
| | 8.2 PCNTDA's contractual rights to use the Standard Software or elements of the Standard Software may not be assigned, licensed, or otherwise transferred to the consultants. |
| | 8.3 PCNTDA should have access of software till the completion of work. |
| | 8.4 Ownership of the data generated under this contract will remain with PCNTDA and the agency shall not be allowed to utilize it for any other purpose, sell, manipulate for any other purpose except the purpose envisaged under this contract. Breach of this condition shall be viewed as a material breach of contract and in such event the Agency shall be liable for damages equal to the three times the amount of this contract. |
| 9. Confidential Information | 9.1 PCNTDA and the Agency ("the Receiving Party") shall each keep confidential and shall not, without the written consent of the other party to this Contract ("the Disclosing Party"), divulge to any third party any documents, data, or other information of a confidential nature ("Confidential Information"): |

D. Payment Milestone

| | |
|--------------------------|---|
| Payment Milestone | a) On Verification of beneficiaries PCNTDA will released 40% of payment against the total number of beneficiaries verified the bidder to raise invoice at the end of every month for the number of beneficiaries verified. |
| | b) 20% of payment To be released on allotment and demand letters issued to beneficiaries. |
| | c) 40% to be released on receiving final payment from beneficiaries and generating occupation certificate. |

E. Delivery of product

| | |
|------------------------------------|--|
| 10. Delivery, and Transport | 10.1 The Agency shall deliver and transport all the Information, Data, Materials, Media, and other Goods in an expeditious and orderly manner to PCNTDA. |
| | 10.2 Delivery of the Information, Data, Media, Materials, and other Goods shall be made by the Agency in accordance with the requirement specified by the Computer In-Charge. |
| | 10.3 The Agency will bear responsibility for and cost of transport to PCNTDA or otherwise or as directed by the computer in-charge. |
| 11. Transfer of Ownership | 11.1 With the exception of Software and Materials used during the execution, the ownership of the Information, data, media and other Goods shall be transferred to PCNTDA at the time of Delivery or otherwise. |
| 12. Changes to the Project | 11.2 Ownership of the Agency’s Equipment used by Agency in connection with the Contract shall remain with the Agency. |
| | 12.1 PCNTDA shall have the right to propose, and make any change, modification, addition, or deletion to, in, or from the project (interchangeably called “Change”), provided that such Change falls within the general scope of the project, does not constitute unrelated work, and is technically |

| | |
|--------------------------|---|
| | practicable, taking into account both the state of advancement of the project and the technical compatibility of the Change envisaged with the nature of the project as originally specified in the Contract. |
| 13. Assignment | 13.1 Neither PCNTDA nor the Agency shall, without the express prior written consent of the other, assign to any third party the Contract or any part thereof, or any right, benefit, obligation, or interest therein or there under, except that the Agency shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract. |
| 14. Governing Law | 14.1 The Contract shall be governed by and interpreted in accordance with the laws of the country and in the courts under Pune jurisdiction only. |

| | |
|-----------------------------------|---|
| 15. Settlement of Disputes | 15.1 PCNTDA and the Agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. |
| | 15.2 If the parties fail to resolve such a dispute or difference by mutual consultation within twenty-eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to an arbitrator mutually agreed upon. |
| | 15.3 Arbitration proceedings shall be conducted: (i) in Pune and (ii) in the language in which this Contract has been executed. |
| | 15.4 Notwithstanding any reference to the arbitration in this clause, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree. |
| F. Period of appointment | |

| | |
|---|--|
| 16. Period of appointment Agency | Agency will be appointed for 3 Years for carry out the work mentioned in scope of work, and upcoming housing scheme of PCNTDA. |
|---|--|

G) SECTION – III

FINANCIAL PROPOSAL

Annexure -1

FINANCIAL PROPOSAL

Pimpri Chinchwad New Town Development Authority

(Housing Scheme Department)

Name of work:

Appointment of an agency to carry out physical scrutiny of documents, necessary communications and deployment & configuration of post lottery software application for successful and waitlisted beneficiaries in PCNTDA lottery.

| Item No. | Description | Quantity/Number of Houses / beneficiaries (Quantity may be less or more) | Per Unit/House/Beneficiary price in INR(Bidder have to mentioned his rate for one unit including all taxes) | Total Amount in INR (including all taxes) |
|----------|---|--|---|---|
| (A) | (B) | (C) | (D) | (E)=C*D |
| 1 | To carry out physical scrutiny of documents (file), necessary communications, establishing call center and deployment & configuration of post lottery software application for successful and waitlisted applicants in PCNTDA lottery | 5,675 | | |

| Item No. | Description | Quantity/Number of Houses / beneficiaries (Quantity may be less or more) | Per Unit/House/Beneficiary price in INR(Bidder have to mentioned his rate for one unit including all taxes) | Total Amount in INR (including all taxes) |
|----------|---|--|---|---|
| | with detailed reports on entire data collected etc. as per Scope of Work and Terms of References mentioned. | | | |

Total Amount in word -----

Notes:

1. It is compulsory to fill the amount both in words and figures, in case of dispute in reading the quote in numerical & written than the amount written in words will be consider final for the offer.
2. No escalation on any account will be payable on the above quoted amount.
3. Inclusive of all applicable tax including Goods & Service Tax (GST), as per prevailing guidelines issued by Government of India.
4. I, understand that my tender is liable to be rejected if I fail to fill the amount both in words and figures.

(Signature) Authorized Signature

Bidders Name and Seal

Annexure - 2

AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm ---- have abandoned any work nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the department.

(Signed by an Authorised officer of the firm)

Title of officer

Name of Agency

Date