

REQUEST FOR PROPOSAL

For

Selection of Bidder for

Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 4 Years as Detailed in the RFP Document

**Commissioner,
Municipal Corporation Jodhpur South,
Jodhpur, (Rajasthan)**

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the MCJS or any of its employees or advisers, is provided to the Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the MCJS to the prospective Applicants or any other person. The purpose of this RFP is to provide prospective Applicants with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the MCJS in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the MCJS, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations, survey and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The MCJS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The MCJS, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or

deemed to form part of this RFP or arising in any way in this selection process.

The MCJS also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Applicant upon the statements contained in this RFP.

The MCJS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the MCJS is bound to select an Applicant or to appoint the selected Bidder, as the case maybe, to provide the Services and the Municipal Corporation Jodhpur South reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Municipal Corporation Jodhpur South or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Municipal Corporation Jodhpur South shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

OFFICE OF THE COMMISSIONER, MUNICIPAL CORPORATION JODHPUR (SOUTH)

No: 424

Date 04/08/2022

NOTICE INVITING E-TENDERS -

UBN : DLB2223RFP0027

Municipal Corporation Jodhpur South invites Single-stage Two Part (envelope) open competitive e-Bid under National competitive bidding (NCB) from Bidder having experience and eligibility as per requirements for "Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 3 Years as Detailed in the RFP Document", on revenue sharing model/ Lump sum rate basis. The document can be viewed and downloaded from the website <http://sppp.rajasthan.gov.in> or www.eproc.rajasthan.gov.in. Tenders are to be submitted online in electronic format as per schedule given below:

Particular	Tender Amount in lacs	Bid Fee+ e-Service fee	Earnest Money (Rs.)	Tender Download from website Start date	Date of pre bid meeting	Tender download end date and time	Tender Submission End Date online submission	Tender processing fees and earnest money Bank UTR Number slip depositio n date and time	Date of Opening of Technical Proposal	Time period
"Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 4 Years as Detailed in the RFP Document	240.000	1000 /-+ 1000 /- =200 0/-	4,80,00 0/-	04.8.22	11.8.22 11. AM	24.08.22 11.00 AM	24.08.22 3.00 pm	24.08.22 3.00 pm	24.08.22 4.00 pm	1+3= 4 Years 1 Year For Survey 3 Years For Tax Collection

NOTE: -

1. Registered on e-Procurement Portal of Government of Rajasthan www.eproc.rajasthan.gov.in for online e-Bid submission.
2. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the Bidder.
3. Tender Cost, Earnest Money and Processing Fees deposited through Demand Draft Payable to Commissioner, Municipal Corporation Jodhpur South/ MDRISL.
4. Related Other Condition of Tender may be seen in office time.
5. Conditional Tender will not be accepted.
6. Joint Venture is not allowed.
7. The provision of RTTP Act 2012 and Rules 2013 thereto shall be applicable.

Commissioner

Municipal Corporation, Jodhpur (south)

No.: 425-428

Date: 04/08/2022

Copy to

1. PA to Mayor
2. Revenue Officer, Municipal Corporation Jodhpur South
3. Assistant Accounts Officer, Municipal Corporation Jodhpur South
4. Notice Board, Municipal Corporation Jodhpur South


Commissioner

Municipal Corporation, Jodhpur (south)

S.No	Description of Important Dates and fees	
1.	Web address to download the RFP	e-proc.rajasthan.gov.in, www.sppp.rajasthan.gov.in
2.	Date of Pre - Bid meeting	Date: -11.8.2022 Time: 11.00AM Venue: Google Meet crm-hvfj-eam
3.	Date of Issue/Uploading of RFP.	Date: 4.08.2022
4.	Last date and time of Submission of Bid(Bid Due Date)	Up to Date: 24.8.2022 till 15:00 hrs.
5.	Last date and time of Submission of hard copy of Demand Drafts	Up to Date: 24.8.2022 till 15:00 hrs.
6.	Mode of Submission of RFP	Only e-Tenders will be accepted
7.	Date of Opening of Technical Bid	24.8.2022 at 16:00 hrs
8.	Date of Opening of Financial Bid	To be announced Separately
9.	Duration of services:	As per RFP.
10.	MDRISL Fees	Rs. 1000/- (Rupees One Thousand Only) In Form of Demand Draft Payable to MDRISL.
11.	Cost of RFP Document	Rs. 1000/- (Rupees One Thousand Only) In Form Of Demand Draft Payable to Commissioner, Municipal Corporation Jodhpur South.
12.	Earnest Money Deposit	Rs. 480000/- (Rupees Four Lacs Eighty Thousand Only) In Form Of Demand Draft Payable to Commissioner, Municipal Corporation Jodhpur South.
13.	Selection Process	As per RFP
14.	Evaluation Criteria	As per RFP

1. MDRISL & Tender Fee (non-refundable) as mentioned table of detailed RFP document, will be payable In Form of Demand Draft only.
2. The Bidder shall furnish Bid Security/Earnest Money Deposit (EMD) for amount as mentioned in table of detailed RFP. EMD shall be payable In Form of Demand Draft only.

3. Envelope Of Demand Drafts of Earnest Money Deposit (EMD), MDRISL Fee and Tender Fee should have the RFP name & Reference No. and be addressed to the Commissioner, Municipal Corporation Jodhpur South, with detail of addressee as well. The envelope should be sealed and should not contain any other documents. Sealed Envelope Containing Demand Drafts must Be Submitted before last date and time in Room No 216, Municipal Corporation Jodhpur South.
1. The envelope should be sealed and should not contain any other documents.
2. The undersigned reserves the right to accept or reject all proposals without assigning any reason therefore.
3. Other details can be seen in the RFP document and instruction to bidders
4. Bids without requisite details/documents are liable for rejection and department will not entertain any further communication in such cases.



Commissioner

Municipal Corporation, Jodhpur (south)

DEFINITIONS & ABBREVIATIONS

1. Employer/MCJS means the Municipal Corporation Jodhpur South.
2. Firm/Agencies mean any private or public entity that will provide the Services to the MCJS under the Contract.
3. "Companies Act" means the (Indian) Companies Act, 1956 or the (Indian) Companies Act, 2013, to the extent applicable.
4. "Contract" means the legally binding written agreement to be executed between the MCJS and the selected Bidder. A draft of the Contract has been set out and includes all the documents listed in the draft Contract.
5. Data Sheet means such part of the Instructions to Bidder used to reflect specific Country and assignment conditions.
6. Drone imagery /satellite imagery/Google map means the whichever imagery available with the employer shall be made available to agency free of cost, if not available agency shall get it arrange at its own cost preferable the agency shall do the drone survey including processing of data to be carried out , in green area zone on interactive map of DGCA web portal , except restricted area
7. Day means calendar day.
8. First Year means Financial Year starting from FY 2022-23
9. Government means the Government of Rajasthan.
10. Instructions to Bidder means the document which provides Shortlisted Bidder with all information needed to prepare their Proposals.
11. Personnel mean qualified persons provided by the Bidder and assigned to perform the Services or any part thereof.
12. Proposal means a technical proposal or a financial proposal, or both.
13. Project cost means the gross amount of tax recovered by the agency , which is yet not known , hence for the purpose of inviting tender the estimate value of fees has just taken on lump sum basis , it shall be subjected to actual recovery and the % age of revenue sharing finally approved by Employer
14. QCBS means Quality- and Cost-Based Selection. (80:20).
15. RFP means this Request for Proposal. dated along with its schedules, annexure and appendices and includes any subsequent amendment issued by the MCJS.
16. Services mean the work to be performed pursuant to the Contract.
17. Terms of Reference (TOR) means the document which explains the objectives, scope of work, activities and tasks to be performed, respective Responsibilities of the MCJS and the Bidder, and expected results and deliverable of the assignment.
18. "RTPP" means Rajasthan Transparency in Public Procurement Act 2012 & Rule 2013.

19. "Services" means the work to be performed by the Bidder pursuant to the Contract, as described in greater detail in the TOR.

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1 SECTION 1- INSTRUCTION TO FIRM/AGENCIES

1.1 GENERAL

1. MCJS is interested in selection of well experienced and qualified firm/Bidder /organizations (Firms) in accordance with the method of selection specified in the Data Sheet.
2. Firms/Agencies should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Firms/Agencies are encouraged to visit the project sites.
3. Firms/Agencies shall bear all costs associated with the preparation and submission of their proposals. Costs might include site visit, collection of information and if selected, attend the contract negotiations etc.
4. MCJS is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Firms/Agencies.
5. In preparing their Proposals, Firms/Agencies are expected to examine in detail the documents comprising the RFP. Materialistic deficiencies such as non-submission of qualification documents in providing the minimum eligibility criteria information as per RFP, will result in rejection of a Proposal and no consideration will be taken in any manner and case.

About MCJS

Jodhpur is a historic city with its origin dating back to the year 1459 AD when it was founded by the Rajput chieftain, Rao Jodha. Today it is considered to be one of the oldest cities in India. The city, also referred to as 'The Blue City', is famous not only for its magnificent fort and grand monuments, but it also boasts of one of the most beautiful and largest palace complexes in the state. A city once known for its rich history of warriors and tales of valour is now famous internationally as one of the most attractive tourist spots in the world and attracts more than a million tourists annually from across the globe.

Jodhpur, being the beautiful amalgamation of rich cultural heritage and the burgeoning developments, brings an interesting mix of local and tourist population sharing the limited, common spaces as offered by the city.

As per Census 2011, population of Municipal Corporation Jodhpur South is around 5 lakhs. The area of the town is approximately 115 Sq km.

Municipal Corporation Jodhpur South is divided into 80 wards. MCJS, Jodhpur Development Authority and Public Health and Engineering Department are responsible for providing basic services and amenities (e.g. water supply, sewerage,

urban transport etc) to the residents of the city that leads to elevation in the quality of life for all.

At the moment, based on 2005 survey, about 100,000 properties exist in MCJS area, out of which near about 20,000 properties are falling under the present tax net. The successful bidder will survey and take care all steps only for 60000 properties or whatever, the actual taxable properties on revenue sharing model, are to be surveyed.

The survey and tax Assessment of properties is a ' continuous process and at present it is being carried on by the municipal staff, which now needs to be done on well separately designed PTIMS system by MCJS ,(To be provided by MCJS). The successful bidder will be bound to execute the work, collect the tax , provide data information in conformity with the guidelines and requirements of PTIMS. Additionally, any other revenue accruing from the surveyed properties/others also has to be geo-mapped, managed, collected and reported.

1.2 OBJECTIVES OF CONSULTANCY WORK

The MCJS is intending to increase its revenue for which various efforts are being made. One of the efforts is to survey, consolidate and classify the categories of existing properties, hoarding, (user charges as and when applicable), mobile tower, any other revenue collection related data in the town in conformity with the relevant guidelines of Municipal Act/UD tax or that issued by the state or the central governments from time to time. The successful bidder shall prepare the record in such a manner that effective monitoring for collection of property tax and other revenue could be made on a GIS based online platform.

In case of imposition of any new tax/fees/user charges etc. imposed by Municipal Corporation Jodhpur South in future, the successful bidder shall be liable to develop the online module for the same and to collect the charges on the same terms & conditions and percentage rate approved in this contract.

Benefits to be derived for Citizens:

1. Improved access to Municipal Services to all citizens
2. Single-window access to various services.
3. Better delivery of services and information.
4. Quick service delivery at a decentralized level.
5. Improved communications.
6. Simplification of procedures.
7. Streamlining of the approval process.
8. Opportunity for greater participation in decision-making.
9. Improved interaction with municipal government at different levels.

10. Track the performance of the Corporation
11. Transparency and accountability in the Corporation's functioning.
12. Redressal of grievances.

1.3 BENEFITS TO BE DERIVED FOR THE GOVERNMENT AND MCJS

The MCJS would benefit from this project as it would drastically cut down on redundancy and duplication. The processes of data collection, analysis and audit are made much easier. Decision making gets expedited and there can be tremendous improvements in specialized areas such as efficiency, transparency, collection of revenue etc.

Some of key advantage to MCJS are as follows:

1. Automation of Municipal Corporation Jodhpur South functions and citizen services
2. Augmentation of revenue sources
3. Common information base across departments on a single integrated platform.
4. Better co-ordination between departments and agencies.
5. Improved communications.
6. Creation of effective management information system (MIS).
7. Better mobilization and utilization of resources.
8. Improvement in revenue collection.
9. Efficient citizen grievance Redressal.
10. Overall improvement in governance, delivery of services and citizen interface.
11. Real time monitoring and reporting.
12. Post Project evaluation could provide feedback for further improvements
13. Objectiveness in decision-making.

1.4 KEY STAKEHOLDERS

1. Municipal Corporation Jodhpur South
 - I) Administrative Wing
 - II) Officers
 - III) Field Staff and Workers
2. Other Vendors such as Mobile Tower Companies.
3. PMU (Project Management Unit -Proposed)
4. Firm/Bidder

5. Citizen/ Property Owner

1.5 SITE VISIT BEFORE TENDERING

Bidder should familiarize themselves with local conditions and take them into account in preparing their Proposals. The bidder before submitting a proposal / to attend a pre-bid meeting must obtain first-hand information on the assignment and local conditions, Bidder are encouraged to visit the sites and allowed to meet concern Revenue officers of Municipal Corporation Jodhpur South & other concerned, Attending the pre-bid meeting is optional. Bidder should contact the MCJS's representative named in the Bid Data Sheet to arrange for their visit or to obtain additional information for the pre-bid meetings. Bidder should ensure that these officials are advised for the visit in adequate time to allow them to make appropriate arrangements.

1.6 CONFLICT OF INTEREST

Municipal Corporation Jodhpur South requires that Bidder provide professional, objective, and impartial service/advice and at all times hold the MCJS interest's paramount, avoid conflicts with other assignments or their own interests and act without any consideration for future work. In order to make compliance of 15th Finance commission. The state Government has issued the direction for designing of PTIMS system for UD tax management, shall be treated as separate activity and shall not be consider as part of any conflict Hence the bidder (other than PTIMS work) shall not be recruited for any such similar assignment that would be in conflict with their prior or current obligations to other MCJSs, or that may place them in a position of not being able to carry out the assignment in the best interest of the MCJS.

1.7 UNFAIR COMPETITIVE ADVANTAGE

Fairness and transparency in the selection process requires that the Applicant or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided services related to the assignment in question. To that end, the MCJS shall indicate together with this RFP all information that would in that respect give the Applicant any unfair competitive advantage over competing Agencies.

1.8 CORRUPT OR FRAUDULENT PRACTICES

1. The Applicant (including its officers, employees, agents and advisors), its Personnel and Affiliates shall observe the highest standards of ethics during the bidding process. Notwithstanding anything to the contrary in this RFP, the MCJS shall reject a proposal without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has directly or indirectly through an agent engaged in any corrupt practice, fraudulent practice, coercive practice, collusive practice, undesirable practice or restrictive practice, as 'defined in RFP

2. To this end the Applicant shall permit and shall cause its agents and Personnel to permit the MCJS to inspect all records, and other documents relating to the submission of the Proposal.

1.9 ACKNOWLEDGEMENT BY THE APPLICANT

It shall be deemed that by submitting the Proposal, the Applicant has:

- a. made a complete and careful examination of the RFP and any other information provided by the MCJS under this RFP;
- b. accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the MCJS;
- c. Satisfied itself about all things, matters and information, necessary and required for submitting an informed Proposal, and performing the Services in accordance with the Contract and this RFP.
- d. acknowledged and agreed that inadequacy, lack of completeness or in correctness of information provided in the RFP or ignorance of any matter in relation to the Project shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations or loss of profits or revenue from the MCJS, or a ground for termination of the Contract; and
- e. Agreed to be bound by the undertakings provided by it under and in terms of this RFP and the Contract.

1.10 RIGHTS OF THE MCJS

1. The MCJS, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a. Suspend the bid process and/or amend and/or supplement the bid process or modify the dates or other terms and conditions relating thereto prior to the issuance of the letter of award to the successful Bidder;
 - b. Consult with any applicant in order to receive clarification or further information;
 - c. Retain any information, documents and/or evidence submitted to the MCJS by and/or on behalf of any applicant;
 - d. Independently verify, disqualify, reject and/or accept any and all documents, information and/or evidence submitted by or on behalf of any applicant, provided that any such verification or lack of such verification by the MCJS shall not relieve the Applicant of its obligations or liabilities, or affect any of the rights of the MCJS;
 - e. Reject a Proposal, if: (A) at any time, a material misrepresentation is made or uncovered; or (B) the Applicant in question does not provide, within the time specified by the MCJS, the supplemental information sought by the

MCJS for evaluation of the Proposal.

- f. Accept or reject a Proposal, annul the bid process and reject all Proposals, at any time prior to the issuance of the letter of award to the Bidder, without any liability or any obligation for such acceptance, rejection or annulment and without assigning any reasons whatsoever to any Applicant
2. If the MCJS exercises its right under this RFP to reject a Proposal and consequently, the first/highest ranked Applicant gets disqualified or rejected, then the MCJS reserves the right to invite the next ranked Applicant to negotiate the Contract as per RTPP rules.

1.11 PROPOSAL

1. If a Firm/Bidder submits or participates in more than one proposal, such proposals shall be disqualified.
2. While preparing the Technical Proposal, Firms/ Agencies must give particular attention that Joint Venture (JV) / Consortium is NOT allowed.

1.12 SELECTION METHOD

Quality & Cost Based Selection (QCBS) in the ratio of 80:20 technical to cost

1.13 PROPOSAL VALIDITY

The Data Sheet indicates time period of the Firm/Bidder ' Proposals must remain valid after the submission date. During this period, the Firm/Bidder shall maintain the availability of experts nominated in the Proposal. The MCJS will make its best effort to complete negotiations within this period. In case of need, the MCJS may request Firm/Bidder to extend the validity period of their Proposals. Firm/Bidder has the right to refuse to extend the validity period of their proposals.

1.14 PARTICIPATION OF GOVERNMENT EMPLOYEES

No current government employee shall be deployed by the Firm/Bidder without the prior written approval by the appropriate authority.

1.15 BID SECURITY (EARNEST MONEY DEPOSIT)

1. The bid security of of amount indicated in Data Sheet shall be paid the form of Demand Draft only in favor of "Commissioner, Municipal Corporation Jodhpur South".
2. The Employer shall reject any bid not accompanied by appropriate bid security being non-responsive.
3. The bid security of the successful Bidder shall be returned as promptly as possible once he has signed the Contract and furnished the required performance security. Selection of Firms/Agencies for Update of existing data

along with Survey, Assessment Collection and Recovery of Taxes/User Charges/Fees etc. in Municipal Area under Municipal Corporation Jodhpur South.

4. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.
5. The bid security may be forfeited:
 - a. If a Bidder withdraws its bid during the period of bid validity.
 - b. If the successful Bidder fails to :
 - i. Sign the Contract within required time frame;
 - ii. Furnish a performance security.

1.16 CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS

1. Firms/Agencies may request a clarification of any of the RFP documents as the date indicated in the Data Sheet. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. The MCJS will respond in writing and will send written copies of the response, including an explanation of the query but without identifying the source of inquiry, to all Firms/Agencies. Should the MCJS deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Sub-Clause b.
2. At any time before the submission of Proposals, the MCJS may, whether at its own initiative, or in response to a clarification requested by a firm, amend the RFP by issuing an addendum. The addendum shall be sent to all Firms/Agencies and will be binding on the m. To give Firms/Agencies reasonable time in which to take an amendment into account in their Proposals, the MCJS may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

1.17 PREPARATION OF THE PROPOSAL

1. Tender are to be submitted online in electronic format on website (<https://eproc.rajasthan.gov.in>).
2. Tender Fee, EMD (In case of MSME its exempted), Processing Fee are to be Submitted in Form of DD only. Online Payments will not be considered/ Accepted. Registration certificate in appropriate class & sales Tax Clearance certificate valid up to the date of bid also must be uploaded along with the bid. If any reason government holiday is declared of the opening of technical/ financial bid date, the tender shall be opened on the next working date at the same time and place.
3. The Proposal, as well as all related correspondence exchanged by the

Firms/Agencies and the MCJS, shall be in English. All reports prepared by the contracted Firms/Agencies shall also be in English.

4. The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the firm/Bidder
5. The Technical Proposal should clearly demonstrate the Firm/Bidder's Understanding of the assignment requirements and capability and approach for carrying out the tasks set forth in the TOR through the nominated experts.
6. Bid offer shall have to be uploaded online only.

1.18 TECHNICAL PROPOSAL

1.17.1 GENERAL

- a) The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall declared nonresponsive.

1.17.2 TECHNICAL PROPOSAL FORMAT

- a) The Firm/Bidder shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type Technical Proposal will result in the Proposal being deemed non-responsive.

The proposal shall contain details on the following

Proposal Content	Technical Proposal (TP)
Experience of the Firm	<ol style="list-style-type: none"> i. Proposal submission form (Form Tech -1) ii. Maximum two pages introducing the firm (Form TECH -2) iii. Relevant Completed /Ongoing Projects in the format of Form TECH-3 illustrating firm work experience.
General approach, methodology & work plan	Maximum forty pages inclusive of charts and diagrams (Form TECH-4) .
CV for Proposed Experts	As per Form TECH-5
Personnel schedule	As per Form TECH-6
Work Plan	As per Form TECH- 7

1.17.3 TECHNICAL PROPOSAL CONTENT

1. The Technical Proposal shall contain information indicated in the following paragraphs) using the Standard Technical Proposal Forms (Form TECH-1 to Form TECH-7). Such information must be provided by the Firm/Bidder and each

Associate.

2. A brief description of the organization and outline of recent experience of the Firm/Bidder and each associate on assignments of a similar nature is required in prescribed form. For each assignment, the outline should indicate inter-alia, the assignment, contract amount and the Firm/Bidder 's involvement. Information should be provided only for those assignments for which the Firm/Bidder was legally contracted by the MCJS as a corporate entity. Assignments completed by individual experts working privately or through other consulting firms cannot be claimed as the experience of the Firm/Bidder , or it's Associates, but can be claimed by the Selection of Firm/Agencies for door-to-door Survey, Assessment be prepared to substantiate the claimed experience if so requested by the MCJS.
3. A concise, complete, and logical description of how the Firm/Bidder 's team will carry out the services to meet all requirements of the TOR.
4. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
5. An organization chart indicating relationships amongst the Firm/Bidder, the MCJS and other parties or stakeholders, if any, involved in the assignment.
6. The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive.

1.17.4 PERSONNEL

1. The name, age, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the services should be presented in the prescribed CV format.
2. Only one CV may be submitted for each position.
3. Higher rating will be given to nominated experts from the firm, if any, who are regular full-time employees. The MCJS defines a regular full-time employee to be a person who has been employed continuously by the Firm/Bidder, for more than twelve months prior to the date of submission of the Proposal.
4. The MCJS requires that authorized signatory shall confirm that the content of each curriculumvitae (CV) is correct.
5. A zero rating will be given to a nominated expert if :
 - 1) CV has not been signed by himself or by authorized signatory of applicant firm;

1.17.5 FINANCIAL PROPOSAL

1. All information provided in Firm/Bidder Financial Proposal will be treated as confidential.

2. The Financial Proposal is to be submitted in the requisite forms enclosed in electronic format on eproc website (<https://eproc.rajasthan.gov.in>).
3. No proposed schedule of payments should be included in Firm/Bidder ' Financial Proposals.
4. Bidder shall quote the rates in percentage (Percentage fees of total collected amount) only.
5. Form FIN -2 is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Firms/Agencies has:
 - (i) Not taken any action which is or constitutes a corrupt or fraudulent practice;
 - (ii) Agreed to allow the MCJS, at their option, to inspect and audit all accounts, documents, and records relating to the Firms/Agencies Proposal and to the performance of the ensuring Firms/Agencies Contract.
 - (iii) The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs /expenses and statutory taxes excluding Goods and Service Tax (GST). The MCJS shall pay GST as and if applicable on prevailing rates.

1.19 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- a) Tender are to be submitted online in electronic format on website (<https://eproc.rajasthan.gov.in>).
- b) Tender Fee, EMD, Processing Fee as applicable are to be paid online only. DD and Cheque will not be accepted. Registration and ISO certificate in appropriate class valid on date of bid publication and up to the date of bid submission is mandatory to be uploaded along with the bid. If any reason government holiday is declared of the opening of technical/ financial bid date, the tender shall be opened on the next working date at the same time and place.

1.20 PROPOSAL EVALUATION

1.19.1 GENERAL

1. From the time the Proposals are opened to the time the contract is awarded, the Firm/Bidder should not contact the MCJS on any matter related to its Technical and/or Financial Proposal. Any effort by a Firm/Bidder to influence the MCJS in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Firm/Bidder 's Proposal.
2. The bid security envelope shall be opened first. If the bid security is not found to be in order, then the proposal shall be treated as non-responsive and shall not be evaluated further.

3. The minimum eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum eligibility criteria.
4. The MCJS will be responsible for evaluation and ranking of Proposals received.
5. The MCJS evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria and points system specified in the Data Sheet. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical marks of 70 out of 100 marks.
6. A Technical Proposal may not be considered for evaluation in any of the following cases:
 - a. The Firm/Bidder that submitted the Proposal belongs to any one of the cases described in RFP and failed to make a proper statement to that effect in the cover letter; or
 - b. the Firm/Bidder that submitted the Proposal was found not to be legally incorporated or established in India; or
 - c. The Technical Proposal was submitted in the wrong format;
 - d. The Technical Proposal included details of costs of the services; or

The Technical Proposal reached the MCJS after the submission closing time and date specified in the Data Sheet.
7. After the technical evaluation is completed, the MCJS shall notify Firms/Agencies whose Proposals meet the minimum qualifying technical mark or Firms/Agencies whose Technical Proposals were considered responsive to the RFP requirements, indicating that their Financial Proposals will be opened. The Bid evaluation process and status shall be intimated to all competing bidder, and bidder is also requested to remain in close co-ordination with concerned revenue officer after submission of bid, till finalization of bid.

1.21 PUBLIC OPENING AND EVALUATION OF FINANCIAL PROPOSALS

1.20.1 PUBLIC OPENING OF FINANCIAL PROPOSALS

1. At the public opening of Financial Proposals, Firms/Agencies representatives who choose to attend will sign an Attendance Sheet.
2. The marks of each Technical Proposal that meet the minimum mark of 70 will be informed.
3. Each Financial Proposal will be checked to confirm that it has remained sealed

and unopened.

4. The MCJS's representative will open each Financial Proposal. Such representatives will readout aloud the name of the Firm/Bidder and the total price shown in the Firm/Bidder 's Financial Proposal. This information will be recorded in writing by the MCJS's representative.
5. The Bid evaluation process and status shall be notified by the e-Procurement site to all competing bidder.

1.20.2 EVALUATION OF FINANCIAL PROPOSALS

1. Following the ranking of Technical Proposals, based on QCBS method, financial proposals shall be opened publicly and read out; and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.
2. The detailed contents of each Financial Proposal will be subsequently reviewed by the MCJS.
3. The Eligible Bidder would be given marks on the basis of their Understanding of the projects plan.

NOTE:

The weight-age for Technical and Financial Proposal has been given as 80% and 20% respectively.

The Financial Proposals shall be given scores as follows:

$$P1 = 100 \times Fm/F$$

Where:

P1 is Financial Score

Fm is the Lowest quoted Bid Rate

F is the price Rate quoted by the bidder

The Composite Score from Technical Proposal and Financial Proposal shall be computed as follows :

$$\text{Composite Score} = (P1 \times 0.2) + (Pt \times 0.8),$$

Where:

Pt is the Technical Score of the proposal under consideration

- a) The Eligible Firm/Bidder getting highest marks would be declared Successful.
- b) In the event that two or more Eligible Firm/Bidder (s) secure the same overall score, MCJS may:
 - i. Declaring the Eligible Firm/Bidder securing highest technical marks against the Eligible Bidder(s) securing same overall score, as preferred bidder or
 - ii. Take any such measure as may be deemed fit in its sole discretion or annulment of the bidding process.

1.22 PRE - QUALIFICATION CRITERIA

S.No	Pre-Qualification Criteria	Documents to be attached
A	The bidder should be a company registered under the Companies Act, 1956 /2013 or Private Limited/ Partnership firm having experience in urban sector more than 10 years from date of incorporation <u>Joint Venture(JV) / Consortium is not allowed</u>	Certificate of incorporation or registered partnership deed, Self-Certification of being in business should be attached. PAN and GST number is mandatory. Copies of Articles of Association.
B	The bidder should have completed door to door Household/property using mobile application duly integrated with IT enabled web portal application for at <u>least 2lacs</u> Household/properties for any single ULB's in India during the last five(5) years i.e. from 31.3.2017 to 31.3.2022	Copy of work order and, agreement with certificate(Not below the rank of commissioner/Executive officer/Secretary) from the ULB's for completion of Door-to-door survey activities is mandatory otherwise bid will be rejected
C	The Bidder should have a minimum average annual turnover of Rs.5.00 Crores (Rs.Five crore only) during last three financial i.e 2018-19 and 2019-20. 2020-2021	Submit relevant audited balance sheet duly certified by Chartered Accountant and ITR
D	Submission of EMD as defined in the RFP	In Form of DD only.
E	The bidder should have submitted document fee and MDRISL Fee as defined in the RFP	In Form of DD only.
F	The Bidder should submit valid GST registration certificates	Submit documentary proof
G	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agencies as on date of submission of the RFP	Self-Declaration in this regard by the authorized signatory of the bidder
H	The bidder should have a local office set up in the state. However, if the local presence is not there in the state of Rajasthan, for this the bidder must give relevant registered paper or a signed agreement with any local property owner having	Letter of Undertaking

	at least 5000 sqft space for rent, remain available immediately to initiate the project after award of the contract.	
I	The bidder should have completed or ongoing experience for similar work of survey of properties using mobile application duly integrated with IT enabled web portal , including generation of tax notices and collection of UD/Property tax for any corporation/Nagar Nigam level ULB	Submit documentary proof (work order, agreement/ go-live/work completion/ Ongoing certificate duly certified by concern ULB)

Note: -

- I. The criteria mentioned above will constitute the preliminary scrutiny and only those bidders complying with minimum criteria, will be eligible for technical evaluation. Hence the above pre-qualification/eligibility criteria would be considered for technical evaluation.
- II. All the document should be placed in order and an index be provided separately.
- III. The bid will be summarily rejected if any of the documents proving minimum qualification mentioned above are not enclosed in technical bid. Hence, all supporting documents mentioned as above are to be attached, and list of such documents must be clearly visible and readable.

1.23 CONTRACT NEGOTIATION AND AWARD OF CONTRACT

1. MCJS may either choose to accept the proposal of the qualified company /firm or invite him for negotiations. in case the negotiation fails, MCJS has the right to act according to RTIP Act and Rules.
2. Negotiations will conclude with a review of the draft Contract. Negotiations shall also cover rate negotiation on slab rate against revenue collection achievement.
3. After completing negotiations, the MCJS shall award the Contract to the selected Bidder. After Signing the Agreement, the MCJS shall return the unopened Financial Proposals to the un- successful Bidder.
4. The selected Firm/Bidder is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

1.24 DURATION OF ASSIGNMENT

1. The duration of assignment of the services under the contract will be for 3+1 (Three +one)Financial years from the date of signing of contract agreement and further it can be extended as per RTPP Act and Rules. Here 1 year is for survey of properties and 3 years are for tax collection(i.e up to 31.3.2026).
2. Performance evaluation means achieving at least 50% coverage with collection of

current year demand data in the respective financial year.

1.25 EXTENSION OF TIME PERIOD OF ASSIGNMENT

1. The project duration is as defined above, but based on performance of the selected bidder, the assignment period can be extended from the final date of completion for further 5 years more, the terms and conditions shall remain the same and no price escalation shall be given during the extended period (for example the date of completion of assignment is 31.10.2026, then it shall be extended up to 31.3.2031 for tax collection)

1.26 EFFECTIVENESS OF TAX COLLECTION FOR EXISTING/ALREADY SURVEYED PROPERTIES

1. Its mandatory for the selected bidder and he shall be authorized to start collecting tax for the current financial year also, specially for the properties which are already available on record or expected to have the maximum tax revenues. The bidder fees shall also be get started paying for such properties from current financial year only

1.27 PERFORMANCE SECURITY

1. The bidder has to submit within 30 days of the issue of Letter of Award (LOA), an Unconditional Bank Guarantee (in prescribed format) in favor of "Commissioner, Municipal Corporation Jodhpur South" payable at Jodhpur, from any nationalized or scheduled commercial Bank in India for an amount equivalent to 6 lacs/- (Rupees Six lakhs) towards Performance Security for the duration of First Financial Year of Contract period i.e. up to 31.3.2023 plus six months.
2. For the subsequent Financial Years of Contract period i.e. 2023-24 and onwards, the MCJS, will return the existing BG and bidder will submit fresh Unconditional Bank Guarantee (in prescribed format) in favour of "Commissioner, Municipal Corporation Jodhpur South" payable at Jodhpur, from any nationalized or scheduled commercial Banking India for an amount equivalent to 5% of the existing commission value as on 31.3.2023 and similar for subsequent years.
3. This Bank Guarantee will be valid for a period of six months beyond the stipulated date of completion of services.
4. The Bank Guarantee will be released after six month and rectification of errors, if any, found during appraisal/approval of Reports by competent authorities whichever is later.

1.28 COMPLETENESS OF RESPONSE

1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the bid documents carefully along with existing Tax collection structure of Municipal Corporation Jodhpur South. Submission of bid will be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications

2. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the Bid EMD.
3. The bidder must comply with all the terms and conditions given in this document and their offer must be unconditional.

1.29 PROPOSAL PREPARATION COST

1. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions/presentations, preparation of proposal, in providing any additional information required by the MCJS to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. The MCJS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
2. This RFP does not commit the MCJS to award a contract or to engage in negotiations.
3. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this bid.
4. All materials submitted by the bidder as a part of the bid will become the property of the Municipal Corporation Jodhpur South.

1.30 COMMISSIONER, MUNICIPAL CORPORATION JODHPUR SOUTH RIGHT TO TERMINATE THE PROCESS

1. The MCJS may terminate the bid process with preliminary issuance of show cause notice assigning reasons for delay in work or any justified reason. The notice period will not be less than 30 days. If firm not able to reply on show cause notice with proper justification and proof, then in such case MCJS will proceed further for termination of the contract
2. Keeping in view of investment made by firm in conducting ward wise survey and collection of tax, no sudden action will be taken for termination of the project, a sufficient time of at least 6 months will be given to firm to revive the status, with mutual consent
3. This bid does not constitute an offer by the Municipal Corporation Jodhpur South. The bidder's participation in this process may result in the MCJS selecting the bidder to engage in further discussions and negotiations toward execution of a contract.
4. The commencement of such negotiations does not, however, signify a

commitment by the MCJS to execute a contract or to continue negotiations. The MCJS may terminate negotiations at any time without assigning any reason.

5. All materials submitted by the bidder become the property of the Municipal Corporation Jodhpur South.

1.31 PRE - BID MEETING

1. The MCJS will conduct a pre-bid meeting with the prospective bidders on the date mentioned in the RFP Document.
2. All enquiries & clarifications asked by the bidders, related to this RFP, must be replied/directed in writing via eproc site. The queries should be submitted in the following format:

S.No.	RFP Document Page Number	Reference(s)	Content of RFP requiring clarification	Points of clarification
1.				
2.				

3. the preferred mode of delivering written questions to the aforementioned contact person would be through email or hardcopy as mentioned. telephone calls will not be accepted. In no event the MCJS will be responsible for ensuring about receiving of bidders' inquiries.
4. after publication of the RFP, the contact person notified by the MCJS will begin accepting written questions from the bidders. The MCJS will endeavor to provide a full, complete, accurate, and timely response to all questions. however, the MCJS makes no representation or warranty as to the completeness or accuracy of any; neither response nor does the MCJS undertake to answer all the queries that have been posed by the bidders. the responses to the queries from all bidders will be displayed on the website of the Municipal Corporation Jodhpur South /Eproc and will not be intimated individually.

1.32 AMENDMENT OF BID DOCUMENT

1. At any time prior to the last date for receipt of bids, the MCJS, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid Document by an amendment.
2. The amendment will be notified and uploaded on the website of the MCJS for the information of all intending bidders.
3. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the MCJS may, at its discretion, extend the last date for the receipt of Bids.

1.33 SUPPLEMENTARY INFORMATION TO THE RFP

If the MCJS deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

1.34 MISCELLANEOUS

1. The successful Bidder is bound to execute this work on his own without subletting the whole work, Bidder is permitted to higher skilled manpower from different sources, either on pay role or on contract / project basis, an information for the same shall be made available to MCJS within 10 days positively
2. The decision of the MCJS arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any Bidder to bring pressure of any kind, may disqualify the Bidder for the present bid and the Bidder may also be liable to be debarred from bidding for the MCJS bids in future for a period of at least three years.
3. Any conditions mentioned in their bids by the bidders which are not in conformity to the conditions set forth in the bid will not be accepted by the MCJS All the terms and conditions for the supply, testing and acceptance, payment terms penalty etc. will be as those mentioned herein and no change in the terms and conditions set by the bidders will be acceptable. Alterations, if any, in the bid should be attested properly by the bidders, failing which the bid will be rejected.
4. The MCJS reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon Project priorities vis-a-vis urgent commitments. The MCJS also reserves the right to accept /reject any bid, to cancel / abort bid process and / or reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected agencies on the grounds of such action taken by the MCJS.
5. All data collected, generated or created as part of this RFP project shall be under the ownership of the client MCJS and once the project is completed, it shall be handed over to the Corporation in its entirety.
6. Any default by the bidders in respect of bid terms & conditions will lead to rejection of the bid & forfeiture of EMD/Security Deposit.

SECTION 2 DATA SHEET TO INSTRUCTION TO BIDDERS

SL No.	Instruction
1	Name of the Client: Municipal Corporation Jodhpur South
2	Being the QCBS approach based bid , the Firm/Bidder will submit Technical and Financial Proposals in separate envelopes
3	There shall be a pre-bid meeting as per schedule mentioned under Key Information & Event Schedule above.
4	The MCJS will provide the inputs and facilities as mentioned in Terms of Reference (ToR)
6	Proposals must remain valid for 180 days after the last date submission of proposals.
7	<p>The Bidder is required to deposit, along with its proposal,</p> <ol style="list-style-type: none"> MDRISL Fee Rs 1000/-, RFP document fee for Rs. 1000/- (Non-refundable) and; Bid security for Rs.480,000 /- (the "EMD") to be paid in Form of DD only. EMD is refundable not later than 180 (One Hundred Eighty) days from the Proposal due Date. <p>The Bid shall be summarily rejected if it is not accompanied by the RFP document fee, MDRISL Fee & Bid Security (EMD).</p>
8	Clarifications on RFP may be requested two days before the date of pre-bid meeting.
9	The Addendum/Corrigendum, if any, shall be uploaded on referred websites and referring the same shall be binding on Bidder.
10	The technical proposal shall also include documents establishing eligibility criteria as defined in Notice inviting Request For Proposal (RFP).
11	Technical & Financial Proposal must be submitted online as well as in hard copy as per details given in Key Information & Event Schedule
12	If the CV of expert is not signed by himself, it may be signed by the authorized representative of the Firm/Bidder for the purpose of submission of proposal only. Once the Firm/Bidder is selected for the assignment and asked for contract negotiation, he shall necessarily submit the CV signed by the same expert. The CV of expert to be signed either by expert or by the authorized representative of Firm/Bidder , CV signed by any other may not be considered for evaluation.
13	<p>Under this contract, the Firm/Bidder's payments are automatically be lined with actual realization of revenue , based on Output and Deliverables basis as mentioned in Terms of Reference (ToR).</p> <p>The Firm/Bidder shall quote Service Charges for satisfactory performance of the services under the contract in terms of a fixed percentage (%) of actual realization of Taxes in municipal area under Municipal Corporation Jodhpur South mentioned in Form FIN-2 of Financial Proposal.</p> <p>If the Firm/Bidder has not considered any component for performance of services, no extra payment shall be made on this account.</p>

14	<p>MCJS has already conducted the survey of around 20,000 properties , for which the payment has already been made, hence, the payment made shall proportionately be deducted in the first 3 years .</p> <p>The servicefee payable by the MCJS to the Firm/Bidder under the contract shall be % age of actual amount realized in escrow account +GST (as and if applicable).</p>																				
15	<p>Proposals must be submitted as per schedule mentioned under Chapter Key Information &Event Schedule above.</p>																				
16	<p>Technical Proposals shall be evaluated on the basis of following pre-identified criteria:</p> <p>(a) Following Technical criteria that would be considered for selection of preferred bidder :-</p> <table border="1"> <tr> <th>Sr.No.</th> <th>Criteria</th> <th>Score Allocated</th> </tr> <tr> <td>1</td> <td>Firms General Experience &Experience in Similar Assignments</td> <td>65</td> </tr> <tr> <td>2</td> <td>Certification</td> <td>15</td> </tr> <tr> <td>3</td> <td>Approach & Methodology for proposed Assignment</td> <td>10</td> </tr> <tr> <td>4</td> <td>Qualification and Experience of Team Leader & Other Key Professionals</td> <td>10</td> </tr> <tr> <td></td> <td>Total Score</td> <td>100</td> </tr> </table> <p>(b) The MCJS will carry out the evaluation of proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score. Firms securing <u>70 and above marks</u> will be consider technically qualified and will be eligible for opening of financial bid .</p> <p>(c) Narrative Evaluation Criteria and Detailed Marking Scheme is attached at Appendix-I & Appendix-II to Data Sheet</p>			Sr.No.	Criteria	Score Allocated	1	Firms General Experience &Experience in Similar Assignments	65	2	Certification	15	3	Approach & Methodology for proposed Assignment	10	4	Qualification and Experience of Team Leader & Other Key Professionals	10		Total Score	100
Sr.No.	Criteria	Score Allocated																			
1	Firms General Experience &Experience in Similar Assignments	65																			
2	Certification	15																			
3	Approach & Methodology for proposed Assignment	10																			
4	Qualification and Experience of Team Leader & Other Key Professionals	10																			
	Total Score	100																			
17	<p>Expected date for public opening of Financial Proposals: Will be communicated later.</p>																				
18	<p>Quality and Cost Based Selection (QCBS) method will be adopted for evaluation and award of this assignment (80:20) (Tech:Financial)</p>																				
19	<p>Expected date for contract negotiations: Will be communicated later</p>																				
20	<p>Expected date for commencement of consulting services: will be communicated later</p>																				
21	<p>The duration of the assignment shall be for <u>5 years</u>.</p>																				
22	<p>Sitting space for bidder staff:The consulting firm is required to establish a project administration office with in Nigam campus only, for which the space for sitting of supporting staff free of cost will be made available by Municipal Corporation Jodhpur South.</p>																				

	A single senior person shall be made available at Municipal Corporation Jodhpur South and additional staff for smooth collection of tax will be ensured by the bidder as per requirement of the assignment for entire contract period.
23	Performance Security: As defined in the RFP

NARRATIVE EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

A. FIRM'S GENERAL EXPERIENCE AND EXPERIENCE IN SIMILAR ASSIGNMENTS (65 POINTS)

- a) General Experience of firm in Similar Projects for GIS enabled door-to-door survey using Mobile application duly integrated with web portal (25 points)
- Criteria: The extent and depth of experience of the Firm/Bidder for door-to-door survey, collection of documents, computerization of existing demand register, finalization of ward and colony boundaries, GIS mapping of each boundary, issuance of assessment information cum notices to property owner in ULB's and experience in other related similar activities as per requirement of the TOR quantum of similar work being executed or completed with desired inputs and financial parameters.
 - Factors to consider: Each reference project included in the technical proposal will be judged against the above criteria established. Higher scores will be given to a Firm/Bidder, which has experiences for more ULB with relevant nature.
- b) Cumulative number of HH properties surveyed using GIS enabled mobile application duly integrated with web-portal (20 marks)
- c) Quantum of Experience with the urban local bodies in similar state (15 points)
- d) Cumulative Annual Turnover in last three FYs ending on 31.3 2021. (5 points)
- Criteria: The cumulative annual turnover of last three financial Year's would be the basis of evaluation from 31.3.2019 to 31.3.2021

Turnover	Marks
Upto 5-10 cr	1
More than 10 Cr up to 25 Cr	3
Above 25 Cr	5

B. Certifications (15 Points)

- Criteria: The Project incorporates huge Financial Transaction with 5/W implementation, hence Security needs attention.
- Factors to consider: ISO & CMMi certification available with the Bidder
 - ISO 9001
 - ISO 9001&ISO 27001
 - ISO 9001, ISO 27001&ISO 20000-1
 - ISO 9001, ISO 27001&ISO 20000-1 & CMMi Level 5

C. APPROACH AND METHODOLOGY (10 POINTS)

a) Methodology Proposed (10 points)

- i. **Criteria:** The offer submitted covering the overall assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.
- ii. **Factors to consider:** Clarity on the methodology shall considered for higher score

D. PERSONNEL (10 Points)

- i. **Criteria:** Separate assessment of each expert listed in the Request for Proposal. Each expert is to be evaluated against the tasks assigned in accordance with below mentioned criteria:
- ii. **Academic qualification.**
- iii. **Work Experience:** Each year of experience shall carry marks.

Please refer the Appendix-II for detail pattern of evaluation

Weighted Marks for each Expertise/Personnel:

Sl. No	Designation of Key Experts	Qualification	Weighted Marks
1.	Project Manager	MBA/CA/ICWA/Civil Engineer with minimum five years having experience in similar field.	3
		Experience in project management	
2.	Database Administrator	BE/B.TECH in any discipline or MCA in with more than two years' experience	3
		relevant experience in handling database management	
3.	MIS Expert	BE/ B. TECH in any discipline or /MCA/GIS-PG diploma with more than two years' experience	2
		relevant experience in MIS operations	
4.	Application Developer	BE/ B. TECH in any discipline or /MCA with more than two years' experience	2
		relevant experience in Software Application Development	

Note: The above expert shall be made available as and when desired, the agency in consultation with MCJS, shall deploy the permanent staff having good experience in UD /property tax at MCJS .

DETAILED MARKING SCHEME FOR TECHNICAL EVALUATION

S.No	Criteria	Maximum Marks
A	Firm's General Experience and Experience in Similar Assignment	65
a)	Experience in previous 5 years for similar work of property tax survey using GIS enabled mobile application duly integrated with web portal, the activities must include Door to door survey for property tax ,Geo tagging of properties ,data collection such as colony names, colony boundaries , ward boundary, including boundary delineation of all colonies, ward etc. on GIS . The work shall also include Development of web-based MIS portal for analysis of each property during and after door-to-door survey. Copy of work order or any official proof showing Re assement / property tax /UD tax notice distribution, with O&M period of minimum 1 years, work progress certificate not below the rank of commissioner /Executive officer/secretary , which certified 100% properties survey and geo tagged in town at least for:	25
	1 to 5 ULB using google/Satellite or Drone or other imagery as API	15
	6 to 10 ULB using google/Satellite or Drone or other imagery as API	20
	More than 10 ULB using google/Satellite or Drone or other imagery as API	25
	Note: Full marks will be given on drone imagery experience as API in property tax projects	
b)	Cumulative Number of door to door ,properties surveyed using GIS application based mobile application for any number of towns out of which at least 1 towns shall have population more than 2 lacs (census 2011) in previous 5 years from date of submission of bid Copy of work order for any completed or ongoing work and stage wise certification by ULB; s not below rank of commissioner/secretary/executive officer	20
	25000-50000	
	50,001 -75,000	05
	75,001 – 10,000	7.5
	1,00,01-2,00,000	10
	>200000	15
c)	Quantum of Experience with the urban local bodies in similar state	20
	Firm in previous 7 years having working experience with urban local bodies of Northern Indian States, especially in delivering e-services/ on line resolving claim and objections / on line collection of property tax or other taxes Copy of work order and completion/ongoing certificate /Relevant official documentary proof is mandatory to be attached for each ULB's 3 marks for each ULB's	15
d)	Cumulative Annual Turnover in last three FYs ending on 31.3 2021.	
	Above Rs.5.00 up to 10 cr.	05
	Above 10 cr up to 25 Cr	01
	Above 25 cr	03
B	Approach and Methodology	05
a)	Methodology	10
C	Certifications	10
	ISO 9001	15
	ISO 9001& ISO 27001	3
		5

S.No	Criteria	Maximum Marks
	ISO 9001, ISO 27001& ISO 20000 -1	
	ISO 9001, ISO 27001, ISO 20000 -1 &CMMi Level 5	8
D	PERSONNEL (10 POINTS)	15
a)	Project Manager	10
	Academic qualification	3
	Up to two Years' Experience in similar project	1
	More than two Years' Experience in similar project	1
b)	Data base administrator	1
	Academic qualification	3
	Experience	1
	MIS Expert	2
c)	Academic qualification	2
	Up to two Years' Experience in similar project	1
d)	Application Developer	1
	Academic qualification: 1mark	2
	Experience	1
		1

Minimum qualifying marks will be 70.

The bidder who will score minimum 70 marks in technical bid, will be qualified for opening of financial bid. Rest of the bidder will be summarily disqualified for further process.

SECTION 3 TECHNICAL FORMS

[Location, Date]

To,

The Commissioner

Municipal Corporation Jodhpur South.

Dear Sir,

We, the undersigned, offer to provide the services "Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 4 Years as Detailed in the RFP Document", accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in individual capacity without entering in any consortium. [Attached is the Power of Attorney for signing of Application] We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of valid it's of the Proposal, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 15 days of getting LOI.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature[In full and initials]:

Name and Title of Signatory :

Name of Firm:

Address :

FORM TECH-2 :FIRM/BIDDER'S BACKGROUND

Name of Firm /Bidder	
Address of Registered Office of Firm/Bidder :	
Year of Establishment:	
<p>Annual Turnover* in last three years</p> <ul style="list-style-type: none"> • FY 2018-19 • FY 2019-20 Fy2020-21 <ul style="list-style-type: none"> • Cumulative annual Turnover for above three Financial Years: • *Audited Statements to be enclosed 	
<p>1. Experience:</p> <p>2. Number of years:</p> <p>3. Total assignments:</p> <p>4. Assignments completed/ongoing in last 3 years from date of submission of bid and as specified in BDS</p> <p>5. Similar Assignments in last 3 years:</p>	
Any Award or Felicitation received by your Bidder	
Any Other Relevant Details:	

FORM TECH-3: FIRM/BIDDER'S EXPERIENCE

[The following information should be provided in the format below for each reference assignment for which your firm]

Assignment Name:		Country :				
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles) :				
Name of MCJS:		No of Staff:				
Address:		No of Staff-Months; Duration of Assignment:				
<table border="1"> <tr> <td>Start date</td> <td>Completion date</td> </tr> <tr> <td>(month/ year)</td> <td>(month/ year) :</td> </tr> </table>		Start date	Completion date	(month/ year)	(month/ year) :	Approx. Value of Services (in INR):
Start date	Completion date					
(month/ year)	(month/ year) :					
Name of Associated Company/Firms, If Any :		No of Months of Professional Staff Provided by Associated Company/Firms :				
<p>Name of Senior Staff (Project Municipal Commissioner/Coordinator, Team Leader) Involved and Functions</p> <p>Performed</p> <p>Narrative Description of Project:</p> <p>Description of Actual Services Provided by Your Staff:</p>						

*(Certificate from Employer regarding experience should be furnished) Use separate sheet for each Eligible Project.

Firm's Name:

Signature of Authorized Representative:

Description of Approach, Methodology and Work Plan for Performing the Assignment [As per the details mentioned in the NARRATIVE EVALUATION CRITERIA]

Technical Approach and Methodology, Work Plan, Organization and Personnel,

a) **Technical Approach and Methodology:** In this chapter you should explain your Understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan:** In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the MCJS), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing Understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-7.

Organization and Personnel: In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel.

Team Composition, Task Assignments and Summary of CV Information

Team Leader and Key Professionals

Surname, First Name	Firm Acronym	Area of Expertise	Position Assigned	Task Assigned	Employment Status with Firm (fulltime/other)	Education/ Degree (Year/ Institution)	Education/ Degree (Year/ Institution)	CV signature (by expert/by other)

FORM TECH-5: CURRICULUM VITAE (CV) FOR PROPOSED EXPERTS

[Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV]

1	Proposed Position			
2	Name of the Firm			
3	Name of the Staff			
4	Date of Birth			
5	Education		Nationality	
		Degree	Institution	Year
6	Professional Memberships			
7	Other Training/ Publications			
8	Countries of work Experience			
9	Languages			
		Language	Speak	Read
		English		
		Hindi		
		Punjabi		
10	Employment Record (Relevant experience)			
		From	To	
		Employer	To	
		Position Held	To	
		From	To	

		Employer		To	
		Position Held		To	
10	Employment Record (Other experience)				
		From		To	
		Employer		To	
		Position Held		To	
		Employer		To	
		Position Held		To	
11	Detailed Task Assigned (Relevant)				
12	Detailed Task Assigned (Other)				

(Signature and name of the
authorized signatory of the Bidder)

Notes: Use separate form for each Key Professionals

Use your own format

Please use your own format

SECTION 4 FINANCIAL PROPOSAL

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

FINANCIAL PROPOSAL SUBMISSION FORM

Financial Proposal Standard Forms (FIN-1 and FIN-2) shall be used for the preparation of the Financial Proposal according to the instructions provided in the RFP.

[Location, Date]

To,

The Commissioner

Municipal Corporation Jodhpur South

Dear Sir,

We, the undersigned, offer to provide the services for "Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 4 Years as Detailed in the RFP Document", in accordance with your Request for Proposal dated (Insert Date) and our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal. No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Firm:

Address

FINANCIAL PROPOSAL SUBMISSION FORM

Financial Proposal Standard Form shall be used for the preparation of the Financial Proposal according to the instructions provided in the RFP.

Name of Work: "Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 4 Years as Detailed in the RFP Document",

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Services Fee in Percentage To be entered by the bidder	TOTAL Service s Fee in Percent age	TOTAL Services Fee in Percentage in Words(GST extra)
1	2	3	4	5
1	Total fee in percentage for realization of Urban Development Tax, Advertisement tax (without Auction Sites), Unipole, Mobile tower/cable on electric pole its and renewal / duties/in including all other charges against any services etc.as and when imposed by the MCJS. The firm will provide services for Updation of existing data along with GEO Tagged door-to-door Survey Assessment, Collection and Recovery of taxes for all nature of services , as per scope /addition by MCJS in future on same terms and condition of payment defined in RFP		0.0 0	
2.	Total in Figures		0.0 0	

Note

- The Bidder /bidder has to quote the rates inclusive of all taxes, except GST applicable.
- Once contract is awarded and the cost is optimized, MCJS(with in purview of scope of work given)shall not be responsible for any other cost apart from the gross quoted % rates with applicable GST.

5.1 TERMS OF REFERENCE (TOR)

"Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 4 Years as Detailed in the RFP Document",

5.1.1 INTRODUCTION

Municipal Corporation Jodhpur South is soliciting online proposals from eligible agencies to assist in Conducting Property Tax Survey / License Survey Including Issuance of Notice & Bills, With Technical Handholding Support in Updating of Property Tax Demand, Collection, Registers Etc. for Municipal Corporation Jodhpur South for the Next 4 Years After Completion of Survey Work" as Detailed in the RFP Document. This may also include updation of existing data along with door-to-door surveying, assessing, collecting & recovery of Urban Development Tax, & Advertisement Tax (Excluding Auction Sites) in Jurisdiction of Municipal Corporation Jodhpur South.

5.1.2 OBJECTIVE

This is a Request for Proposal from Municipal Corporation Jodhpur South for selection of agencies for Conducting Property Tax Survey / License Survey Including Issuance of Notice & Bills, With Technical Handholding Support in Updating of Property Tax Demand, Collection, Registers Etc. for Municipal Corporation Jodhpur South for the Next 4 Years After Completion of Survey Work" as Detailed in the RFP Document. The objective is to achieve full and complete coverage of all assesses in respect of Urban Development Tax & Advertisement Tax (Excluding Auction Sites) and also achieve at least 50% Coverage and collection of assessment.

5.1.3 SCOPE OF WORK

The scope of work for the collection Bidder shall be as indicated below –

To conduct door-to-door survey of properties which are taxable under current tax parameters (>300 sqyd for residences & similar for open, > 100 sqyd for commercial or 1500 sqft for flats etc. as per prevailing or updated notifications for UD tax) using mobile application & Geo tagging of each property on GIS base map provided by Municipal Corporation Jodhpur South.

The selected bidders should implement GEO Tagged and surveying the properties (Door-to-Door survey) and hosting on the central software application platform of objection & suggestion/property tax. The platform will allow Municipal Corporation

Jodhpur South to perform different functions related to property tax management which would be used by Municipal Corporation Jodhpur South officials, staff, surveyors and collection agents.

- a) Before proceeding for survey work, the bidder shall examine the existing status of tax collection. Demand and collection register, licensing and prepare a database as made available by MCJS either in hard or Soft format for all the properties eligible for the purpose of said taxes and fees and accordingly the updation / recirculation of property record will be carried out in conformity with the latest survey proposed to be conducted under this assignment.
- b) Generation and Distribution of tax notice to each property in such a manner that highest tax paid property concerned under priority & then so on.
- c) Collection of UD tax/other tax as and when desired by MCJS in project duration.
- d) GPS latitude and Longitude survey of Land & Building assessment/ license shall be conducted using mobile/ handheld device, using Map Interface to geo-tag the property to maximum accuracy.
- e) The Bidder/SI shall identify and conduct each and every taxable Property, Colony and Street survey, colony boundary will be provided Municipal Corporation Jodhpur South.
- f) Total Property Area measurement and verifying the same by making door-to-door measurement of all the taxable properties of each block area within Municipal limit of city.
- g) The database shall be supported by the application which can portray database collected and created, in form of Property Tax Digital Platform MIS and the same shall be accessible on PTIMS, to the Municipal Corporation Jodhpur South.
- h) All the geo-tagged and surveyed properties will have the UPI and QR Code or RFID tags affixed to their buildings using Tin metal plate and the cost of this will be borne by Bidder, and will also take the responsibility in affixing this metallic sheet on the taxable Property.
- i) The metal plate should be made of TIN and the dimensions of the numbering plate should be 3.5"x 2", sample of plate is placed as under:
- j) Implementation and integration with PTIMS i.e. Property Tax Digital Platform consisting of (i) Geo-enabled Survey module (ii) Tax assessment module (iii) Collection module (iv) Property Tax Analytics module (v) Citizen Services. The department and concerned MC will supervise the project and evaluate the situation and conceptualize the plan for execution along with the Bidder. The department will also administer the execution process of the entire project.

- To integrate and update mobile application in such a manner that survey data shall have smooth integration with PTIMS subjected (i) According to Neighborhood, or Ward or Zone, retrieve data to be identified (ii) According to Address, retrieve data associated with the Street and Colony. (iii) According to Type of Occupancy, retrieve data individually or by group for property or type of property, economic use or type of economic use, data should be retrievable by street or neighborhood or based on ward, or for the entire city;
- k) Easily change or retrieve a new address at any time;
- l) Add open parameters (data associated with the address) at any time and in unlimited quantity;
- m) Store in memory all changes in occupancy for purposes of creating history files that will make it possible to observe trends;
- n) Easily import and export data from/to other applications (street system, facilities, tax system) or another database;
- o) Print data retrieved and/or all data.
- p) All the Geo-tagged survey data points or layers should be of maximum possible accuracy and should be able to locate and place exactly on the Image Base map (Property layers) at a later stage.
- q) Project Area

Following is the table showing the Municipal Corporation Jodhpur South area with number of Indicative Properties (Taxable).

Name of the Area	Number of Indicative Properties
Municipal Corporation Jodhpur, South	60000

The Above Property is to be surveyed as under

- 1st 6 months (up to 30 sep.2021) 1/3 of the above Indicative Properties i.e. 0.20 lakh
- Next Quarter (up to 31 dec.2021) 2/3 of the above Indicative Properties i.e. 0.20lakh
- Remaining Quarter (up to 31 mar.2022) 100 % of Indicative Properties i.e. 0. 20 lakh

5.1.4 IMPORTANT

The Bidder /Firm Fill-upSelf-Assessment form for new property according to

Municipal Corporation Jodhpur South

1. Property Assessment Survey

- I. Development of Property Tax Survey Mobile Application.
- II. Geo enabled property survey for properties and yet to be assessed properties within Cluster.

2. Geo enabled Door to Door Property tagging survey

- I. As on date around 14000 properties are taxable and available on tax net of MCJS , the history of tax data is available with MCJS , but the geo coordinate location of the same is not available with MCJS , on account of which its difficult to integrate the old and new properties , to carry forward the arrear . To meet out such discrepancies up to possible extent the MCJS shall deploy its person with bidder survey team during course of survey and the old taxable properties on record shall be get integrated by MCJS accordingly up to possible extent, specially the major focus on properties which are paying tax since previous 3 consecutive years
- II. In case out of non-integrated properties the survey agency shall generate the tax notice since 2007 onwards and updation if any shall be made after distribution of tax notices ,
- III. Properties shall be categorized as Open Land, Own household and Multi-story Building/premise. The Categorized property shall be marked as per its usage i.e. Residential, Commercial, Industrial, Institutional, Government owned, Religious and Mixed usage. Residential properties which are occupied by owners and tenants (property which is given for rent) shall be treated as separate category.
- IV. Finalization of the property survey format, a sample survey format is attached as Annexure-1. After having discussion with Bidder , the MCJS shall finalize the contents of survey format, which shall mainly consist of name of the owner, address, contact details (mobile/ landline/ email id), defined unique ID, Area (ward/zone), Pin code, etc. of each tax payer/unit holder and other relevant information as desired by MCJS as attach in the RFP.
- V. The survey should be conducted by matching the existing property tax records (code matching) of MCJS (MCJS will provide all existing property tax records to successful vendor and also accompany in the survey, if necessary)
- VI. To determine the plot and property dimensions, survey teams should be

composed of experienced trained personnel.

- VII. Bidder shall conduct colony/ society/ street/ sector survey in the prescribed format and will generate online code to each category on the web application.
- VIII. Data so captured during the onsite survey will be first sent to the firm portal & after QA-QC by the firm & getting clearance from the Municipal Corporation Jodhpur south, Nodal Person of MCJS shall issue sign off certificate. After getting sign off certificate the data will migrate to the central database. The handheld device must have a capability to capture the Latitude and Longitude of the surveyed property to ensure that the data is captured at the actual location. At the time of saving data, the latitude - longitude should be captured with accuracy rate and the log should be maintained for QA/QC procedure.
- IX. The firm team leaders, data analysts, etc. shall process collected Data, undertake necessary Quality Assurance (QA) and Quality Checking (QC) activities and remove errors, if any. After the QA/QC the data should be pushed into the database and integrated with base map whenever made available during the contract period.
- X. For the survey process, permission for entry into property must be obtained before conducting survey. People may resist the survey work onto their properties unless they understand and accept the purpose of the survey. Community support with the councilors of MCJS shall be made available to enhance program success.
- XI. Wherever the property Owner refuses to co-operate with the firm for data collection, the firm survey team shall at least enter the taxable information desire to generate tax notice such as area from staelite, name and address from layout/number if available, category from property photo, floor from photo, Built up area from imagery etc and such properties share with flag like "Non- cooperation by Occupier" with date(s) of visit.
- XII. If such cases occur in large numbers, the ULB shall depute its staff along with firm survey team to ensure that the data is collected. The firm will have to bear the cost of this survey.
- XIII. A unique property identification code to each property shall be finalized by the department as per the format and which will be properly linked by the Bidder with the existing property identification code if any.
- XIV. Digital photographs (at least 2) of each Dwelling/ Building must be taken and shall be linked with the respective property in the database.

XV. Numbering of all taxable vacant plot, residential plot, commercial institution and industrial building.

3. Property Tax Digital Platform

- I. Property Tax digital Portal based on GIS application designed and developed & provided by Bidder. The Bidder/ firm would be required to maintain the application and integrate the same with the existing Web Application used at MCJS for Property Survey (if any, otherwise the bidder/firm will maintain data base at its own portal & generate & print & distribute tax notice from this portal). The same needs to be hosted by the bidder (the infrastructure space for hosting would be provided by the department) and use the software for managing property tax data collected, tax registers, notices as per demand during operation and maintenance phase.
- II. Bidder to provide all the necessary MIS reports required to meet the SLA. MIS capabilities with customizable reports, monitoring tool/dashboard.
- III. Officials as may be authorized by MCJS shall be allowed to access the systems or its components including databases, subject to such rights & privileges as MCJS may decide from time to time for the purpose of testing, audit, certification, review, inspection etc.
- IV. The bidder will provide regular data back up to the Municipal Corporation Jodhpur south. The sole discretion of property database generated during the survey is of MCJS and should be handed over to MCJS on timely basis.
- V. The Bidder has to provide all surveyed data to MCJS only, shall not share to any other organization.

4. Generation of tax notice , distribution and Collection Guidelines

- a) Before to start generation of tax notice the bidder shall get colonies wise approval of survey data , the survey data related with tax receipt such as name , DLC rate , area , carpet area , open area , floor , category , previous dues to be applicable from 2007 onward or not all shall be submitted to tax branch of MCJS , tax branch with in 3 days positively shall certify the taxable properties surveyed data and shall put a seal marked as "Good for distribution of tax notice subjected to any improvement by owner with documentary proof only"
- b) Firm/ Bidder Shall Use handheld devices for generation and distribution of instant receipts linked with back office operations and for banking records.
- c) Collect tax only in form of Cheques/Demand Drafts in approved accounts

within 24 hours on Bank working days.

- d) Deposit Cheques & Demand Drafts in Municipal Corporation Jodhpur south approved Bank account within 24 Hours on Bank Working days.
- e) Bidder shall provide MIS to Municipal Corporation Jodhpur south.
- f) Update the digitized taxable database of Municipal Corporation Jodhpur south on current basis with payment detail i.e.; after cash is deposited and/or Cheques are realized.
- g) Make arrangement for sending SMS through system to the assesses mobile number on real time basis as soon as payment enters in digitized system;
- h) Obtain a photocopy of the actual last payment made by assesses and keep safe this record in digitized form and ensure that the digitized system is updated with all payment details;
- i) Ensure that payment is received through strict compliance and strict enforcement of all procedures as per Municipal Act;
- j) Use Recovery Processes through assigned Nodal Officer from Municipal Corporation Jodhpur south for signing Notices etc.;
- k) Refer the disputes by the Tax payers regarding Assessment and demand of Property Tax and/or Vacant Land Tax to the Municipal Corporation Jodhpur south resolution;
- l) Set-up a help-desk, on-line as well as telephone service during working hours, for facilitating citizens of Municipal Corporation Jodhpur south to provide information on collection process, dues etc. and register grievances raised by citizen against any discrepancies. This help-desk shall also provide information about payments made by tax/non-tax payers. Collection Bidder shall maintain complete audit trail about the recorded feedback/grievance/enquiry. Collection Bidder shall make available all information related to feedback/grievance/enquiry to Municipal Corporation Jodhpur south periodically and as and when required.
- m) MCJS shall integrate an SMS Gateway. If citizen wants to prefix appointment, he may Call or SMS relevant cell and in turn, the Bidder will be informed about the preferred time of visit.
- n) All the digitized systems shall use standard Database e.g. MY-SQL/ PostgreSQL server, with proper documentation along with all the rights to the Municipal Corporation Jodhpur south.
- o) Bidder shall integrate collection portal mechanism with PTIMS and provide web-based dashboard & Application Software in public domain. This will

cater Municipal Corporation Jodhpur south management, real time monitoring and able to generate the various report related to assessment, demand, collection etc. It's should be customizable based on requirements and the engaged Bidder should make it available without any delay.

- p) Owner details should be modified by the bidder and MCJS subsequently should verify the updated data and made the property go-live . The selected Bidder will collect the data in online/offline mode with relevant documents from the owner and submit it to the concerned official at the Municipal Corporation Jodhpur south.
- q) Bidder should immediately take all relevant data from MCJS after getting LOI. The details of Disputed/Pending before courts properties should be taken from MCJS prior to survey start, and it should be entered in the database respectively.
- r) The Bidder has to work as per scope of services defined in ToR.
- s) The Bidder has to provide all Surveyed Data to MCJS Only, Will Not Share to any other Organization.
- t) The Firm/Bidder Collect Urban Development Tax and Advertisement Tax (excluding auction sites) according to Rajasthan Municipal Act. Notifications, Circulars, Orders and Bylaws issued by DLB and Municipal Corporation Jodhpur south .
- u) Application Development for:
 - a. Database creation of Households, Traders, Water connections, all hoardings, Mobile towers, ULB Shops, Hotels, Hostel, Lodge, Banquets & Dharamshala's under construction or operational within ULB Area.
 - b. Provision for Online application for Information, transaction services, registration, approval and Issue of License/NOC etc.
 - c. Provision for online renewal of assessment, registration, NOC, License payments of taxes and fees.
 - d. Provision of management information sys cm as required including application status, approval & Rejection report, Payment Reports, Demand, Work Progress etc.
 - e. Provision of use the application through mobile apps for field activity by staff covering survey, recurrent survey, GPS, Geo-tagged data upload, image upload, collection of payment, issue of demand notice in real time.

To Develop /integrate on already available Web based Online System for the following;

- a. Urban Development Tax Collection Module
- b. Municipal license Fee Collection Module
- c. Advertisement Tax Collection Module
- d. Hoarding Fee Collection Module
- e. Mobile Tower/OFC Cable Fee Collection Module
- f. Sewer Charges Collection Module
- g. Any other module if required
- h. Public Grievance Redressal System for above modules
- i. Any other if any as & when found deemed appropriate during O&M period of 4 year, on the same financial terms.

Introduction of Post Devices/HHT devices/Smart Phones

- a) To achieve 100% efficiency, the Bidder shall procure hand held mobile/CDM or any other on its own cost for smooth operations of the project.
- b) The Bidder shall maintain all devices under good running conditions and ensure prompt support in case of any machine failure.
- c) The Bidder shall be allowed to retain the ownership of all the devices and software, imagery owned and deployed on expiry of the Contract except those given by Municipal Corporation Jodhpur south.
- d) All related expenses i.e. operational, incidental, overhead, insurance and consumable, including GPRS data, SIM charges etc. thereof will be borne by the Bidder.
- e) The selection of service provider for GPRS data SIM shall be done by the Bidder on pure merit basis, after duly verifying its capability, network coverage, SLA commitments, etc.
- f) The Bidder shall be responsible for deployment of adequately trained manpower (minimum one Tax Collector in each Ward).
- g) The Bidder shall fully understand & recognize that this job assignment is a Customer interface process involving image of MCJS and therefore the manpower deployed shall be adequately qualified, presentable and with ID-Card, uniform with specification and should be consumer friendly and of high integrity.
- h) The Bidder will engage the personnel for the purpose of execution of works assigned under this works related Contract agreement as per their

own Terms and Conditions. The compliance of all statutory provisions with regard to its employees will be the sole responsibility of the Bidder. Any financial loss to the MCJS in this context will be made good by the Bidder. Further, the personnel employed by the Bidder will have no claim of employment or compensation, in any, from the Municipal Corporation Jodhpur south. The Bidder will abide by all the laws of the land. Ensuring good antecedents of personnel deployed shall be sole responsibility of the Bidder.

- i) The details of engaged manpower should be given prior to start of work. In case of change/replacement of manpower, details should be shared with Municipal Corporation Jodhpur south.
- j) A police verification copy of the engaged manpower should be submitted to Municipal Corporation Jodhpur south.
- k) The engaged Bidder should maintain confidentiality & Integrity of MCJS Information.
- l) The engaged Bidder should regularly update/ Add new properties in the Tax data base.
- m) Generation of Demand Register & Survey Report in Hard & Soft copy should be submitted to Municipal Corporation Jodhpur south and 50% recovery by end of the year.

6 PERFORMANCE EVALUATION:

- a) The performance of the selected Firm/Bidder will be evaluated in the following Timeline:
- b) It is envisaged that the implementation/integration with existing PTIMS will be completed within a time frame of 3 months (12 weeks) from the signing of contract or Application "Go-Live" whichever is earlier.
- c) Timeline and Implementation schedule is as under.

Activity Task	Timeline (weeks)
Entering into the Contract Agreement	T=Date of signing of contract
Understanding the requirements and submission of project plan including opening of Escrow account	T+ 4 weeks
Collect Estimated number of household data (provided by the Municipal Corporation Jodhpur south), Actual Demand, Arrears, Disputed/pending before courts properties data, collect existing data & Database Updation& optimization	T+ 10weeks

Database Updation/integration	T+ 12 weeks
Door-to-Door survey and data collection to cover the area at sector/ward level for the entire Municipal Corporation Jodhpur southarea(To be start after opening of escrow account)	T+ 52 weeks
MIS Generation	T+ 14 weeks
Go Live of the Project on web portal on real time basis survey	T+ 17 weeks = T1
Stability Period	T1 + 37 weeks = T2
O&M period	12 + 36 months or as ended on 31.3.2026 whichever is later, subjected to mutual time extension as defined in RFP

- d) Performance Evaluation by Municipal Corporation Jodhpur south: To commence the performance evaluation on Monthly/Quarterly basis after Eight months from the date of Signing of Contract.

7 QUALITY EVALUATION:

- (I) The Municipal Corporation Jodhpur south should randomly check at least 10% of the total properties surveyed by the Bidder. TheMunicipal Corporation Jodhpur south should check :
- Property Details data entry in demand register
 - SAF verification
 - Accuracy of Taxes/User Charges/ Fees

8 PAYMENT TO BIDDER (TERMS & CONDITIONS)

Payment to the selected Bidder for the services as per "Scope of Work" shall be based on following specific quantifiable outputs after Go Live:

- Following provisions shall form part of the Contract/ Agreement between the selected Bidder and Municipal Corporation Jodhpur south : -
 - All Collections should be deposited in an Escrow Account (Municipal Corporation Jodhpur south +Firm) of the designated Bank of Municipal Corporation on daily basis.
 - The ESCROW account will be opened within 15 days from the date of signing of agreement for which Municipal Corporation Jodhpur south will complete and sign all formalities
 - The Designated bank transfer the amount calculated based on the percentage rate as quoted, negotiated and finally approved and signed in agreement. The bank will transfer the such amount calculated

against %age of total recovery made on weekly basis plus GST on collections for every week, and disbursed regularly every week to the selected Bidder 's bank account.

- d) No commission shall be payable against Cheques returned unpaid by banks.
- e) No payment, such as transportation, legal expense, stationary, telephone charges, etc., other than percentage Service charges on recovered amount would be paid by Municipal Corporation Jodhpur south to the selected Bidder.
- f) Payment (Remuneration) for the Contract period @ % Quoted rate by the bidder.
 - i. First 80% (Eighty Percent) of Approved Rate (Remuneration) shall be transferred on weekly basis in the bidders account automatically through ESCROW account for which the necessary clause will be inserted in ESCROW agreement between bank, Municipal Corporation Jodhpur south and Bidder
 - ii. Next 15% (Ten Percent) of approved Rate (Remuneration) will be paid after submission of monthly invoice/Bill by the bidder. Both the party will settle the bills within 15 days of submission of invoice.
 - iii. Balance 5% (five Percent) of approved Rate (Remuneration) shall be kept as security Deposit for performance evaluation. (5% is already been deposited in the form of Bank guarantee , hence likewise 10 % total will be remain as security amount against performance) This will be decided on half yearly basis as pro rata progress and as per RFP Condition,

9 TARGET

S. No	Criteria	Minimum Target
1	For Current Years of Contract Period	50% collection demand
	1st Quarter	1/8 th of Target
	2"d Quarter	2/8 th of Target
	3'd Quarter	1/2 of Target
	4th Quarter	100 % of Target

10 COMPLAINTS AND CORRECTIVE ACTION

- a) Project Manager of the selected Bidder will be responsible to resolve any allegations of irregularity/illegal action of any person on behalf of the Bidder. He will be bound to give his response in writing to the Municipal Corporation Jodhpur south on any alleged irregular or illegal actions taken by the Bidder within 7 days of receipt of such complain.

11 DISPUTE SETTLEMENT

- a. In case of any dispute arises between the Bidder and Municipal Corporation Jodhpur south, then the matter will be escalated to the Mayor, Municipal Corporation Jodhpur south.

12 APPELLANT AUTHORITY

In any adverse condition if the matter (dispute) does not settled between the Bidder and the Municipal Corporation Jodhpur south, then Bidder or Municipal Corporation Jodhpur south can appeal to the Director, Urban Local Bodies, GoR.

13 PENALTIES FOR NON-PERFORMANCE

The penalty shall be imposed on properties for which owner has provided 100% information on taxable parameters with supporting documentary proof, in case of locked, vacant, denied, under construction properties, the bidder shall flag such properties and all such properties shall not be covered under any penalty clause if any taxable information needs to be updated based on documentary proof made available by the owner, subjected to above description the penalty clause shall be applicable as under:

S.NO	Criteria	Penalty
1	In case of loss of property tax due to willful in-action or incorrect information by the Bidder ,.	<p>a. Error in taxable survey data Up to 10% of total number of properties - Rs. 500/-for each such incidence along with amount of sue loss will be recovered from the Bidder.</p> <p>b. Error in taxable survey data more than 10% of total number of properties - Rs.1000/-for each such incidence of such loss will be recovered from the Bidder.</p> <p>c. Subjected to description for the error to be considered,the Co-ordination Team shall levy the penalty at the request of Revenue Officer of Municipal Corporation Jodhpur south.</p>
2.	In case, the Bidder fails in achieve the Minimum annual target of Revenue Equivalent to last	The Bidder's has to pay an amount equivalent to 7% of the Difference balance.

<p>Financial year's Revenue of the Specified heads plus 10 percent extra.</p> <p>(In case of any force majeure or circumstances due to which it was not possible to recover the amount, this clause shall not be applicable, the revenue officer of the corporation shall decide matter on supporting documentary proof made available by the bidder)</p>	
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14 TERMINATION OF CONTRACT

Firm will be intimated by Municipal Corporation Jodhpur south for carrying out the work subjected to scope of work given and the full assistance as desired from MCJS will be provided to the firm, even after all such support the firm is not able to execute the work with quality and in given or extended time frame than first notice will be served to the firm to improve the progress or remove the error in 60 days positively, and on submission of the compliance made by the firm the MCJS will accept the reply or if any error further found than again a notice of 30 days will be served and in second case further the firm is not able to satisfy the MCJS than a show cause notice will be issued as defined in RFP and thereafter the contract of engaged Bidder will be terminated, as decided by Municipal Corporation Jodhpur south under any or all of following situations:-

- a) If the performance of the engaged Bidder is found to be non-satisfactory and fall below benchmarks set up by Municipal Corporation Jodhpur South following process as defined above.
- b) If the engaged Bidder resorts to unfair practices in collection & recovery processes; following process as defined above
- c) Provides false information consciously regarding assessment and collection benefits staff; following process as defined above
- d) Fails to meet collection targets, as agreed, mutually by the Bidder. following process as defined above
- e) The Bidder will be given a warning, in writing, and asked to improve performance. If performance is not improved within three months, Municipal Corporation Jodhpur South can terminate the contract.

15 RESPONSIBILITY OF THE MUNICIPAL CORPORATION JODHPUR SOUTH

- a) Assist the Bidder in getting ID cards, duly signed by Municipal Commissioner or his authorized representative, within stipulated time;

Make available all Enactments, Rules and Regulations Related to Assessment, Collection and Recovery of Tax and Non-Tax along with amendments from time to time; Make available Self-Assessment Format, as applicable; Make available copies of all standard forms filled in by Assesses, as per Municipal Act.

- b) All information about Assesses with Municipal Corporation Jodhpur south in respect of Property Tax, Municipal License, Sewer/User Charges etc. Digitized data base in any form, if available; GIS base map/satellite imagery/drone imagery and contact survey details, if and when available; Designate one officer, authorized by Municipal Commissioner to sign all letters and notices to be issued on behalf of Municipal Corporation Jodhpur South by the Bidder to the assesses for assessment, collection or recovery processes; Details of Bank accounts of Municipal Corporation Jodhpur South where collections are to be deposited on timely basis.
- c) The Municipal Corporation Jodhpur South authorized the Bidder to issue show cause notice to the property owners those who are not cooperating and providing their information
- d) The Municipal Corporation Jodhpur South will authorized the Bidder to issue any notice for non-deposition of tax to the Municipal Corporation Jodhpur south, the letter or notice will be released with due signature of concern authority of the Municipal Corporation Jodhpur South, the basic work for issuance of notice will be done by the Bidder in standard formats as approved under the municipal ACT

16 IEC ACTIVITIES

To facilitate the smooth and efficient functioning of survey, assessment, collection & recovery of all major sources of Revenue of Municipal Corporation Jodhpur south, the following IEC activities should be implemented:

S. No	IEC (Activity)	Role	Remarks
i.	Advertisements in Newspapers, TV Channels, Radio	Bidder	
ii	Information Circulation on Hoardings	Bidder	Municipal Corporation Jodhpur south will provide Hoarding space free of cost, at earmarked location
iii	Information on Mc Website	Bidder/ Municipal	

		Corporation Jodhpur south	
iv	Awareness creation Slides on Mc website	Bidder	
v	Banners, (50 nos.) Pamphlets, (10,000 nos.) Information Brochures (500 nos.)	Bidder	
vi	Camping in Wards (maximum 2 days camp in each ward)	Bidder	
vii	Training Kits & video Help files (in CD/Soft format/Video)	Bidder	
viii	UD tax notice generation , distribution & tax Collection	Bidder	
ix	Training & Support for Tax branch staff (Twice in Year)	Bidder	
x	Approval of Publicity Material within 7 days after submission by bidder to Municipal Corporation Jodhpur south	Municipal Corporation Jodhpur south	
xi	Paper /media coverage /News on Website	Bidder	
xii	Publicity Campaign on Websites	Bidder	
xiii	RTI	Municipal Corporation Jodhpur south	
xiv	Coverage in media	Municipal Corporation Jodhpur south /Bidder	

17 GENERAL TERMS & CONDITIONS

1. Sitting space for bidder staff: The consulting firm is required to establish a project administration office with in confined space, light, electricity, fan etc to be provided by Nigam free of cost in Nigam main campus office only, the space shall be used by bidder for UD tax supporting and managerial staff only, the furniture, wall paper/ painting and all other necessary arrangement shall be made by bidder at its own cost
2. A single senior person shall be made available at Municipal Corporation Jodhpur South and additional staff for smooth collection of tax will be ensured by the bidder as per requirement of the assignment for entire contract period
3. The engaged Bidder shall be issued an appropriate Identity Card and also an Authorization letter by the Municipal Corporation Jodhpur South, within 7 days of the signing of the contract. The Bidder should display the Identity Card with Photographs issued by the Bidder and copy of Authorization letter issued by the Municipal Corporation Jodhpur South before entering any tax and non-tax payer's premises. The Authorization Letter should mention prominently that the Agent/Bidder is authorized to assess, take recovery actions as per Regulations and collect the outstanding dues of Property Tax and/or Vacant Land Tax.
4. The Bidder shall be authorized to collect payment through an Account Payee crossed Cheques or through on line mechanism as developed by Municipal Corporation Jodhpur South or DD only drawn in favour of "Municipal Commissioner, Municipal Corporation Jodhpur South at the time of contract". The Bidder shall not receive any Cheques/ Draft in their names.
5. During the course of interaction with the tax and non-tax payers, Bidder or their representatives may come across cases where the tax and non-tax payers have already paid. In such cases Municipal Corporation Jodhpur South will provide the data base of all properties well in advance to the survey Bidder so that Bidder must take all these data either in hard copy or on mobile application as deemed fit and even in record data not updated than Agent/Bidder will politely request the customers to provide suitable evidence of payment (e.g. a photocopy of the entry in his/her Bank Pass Book or of a receipt issued by the office where paid). The engaged Bidder will re-assess the property and compare the payment amounts and actual due tax as per system generated Demand Challan and collect the differential amounts, if any, after providing the Demand Challan copy to the Assessee. Bidder will be entitled to get commission on differential amount deposited with the Account with the designated Bank.

6. If assessee is not able to provide any evidence to the Bidder relating to last payment of tax. The engaged Bidder will collect current dues and a declaration from assessee about no arrear. The Bidder will transfer the collected information along with declaration to the Municipal Corporation Jodhpur South for final assessment.
7. The engaged Bidder will not be entitled for receiving due commission on tax or non-tax collected by other means.
8. That Bidder will make the public aware about the process of property tax and add in newspapers, hoarding on Municipal Corporation Jodhpur South sites, leaflets, etc. will be taken care at city level so that public remain updated that this survey is free of cost and no communication with surveyor by the public for tax reduction or if tax defaulter giving any bribe to surveyor will be illegal and non-acceptable, Public should be made aware that the amount of tax is to be paid online only and no cash amount or in any other manner is to be shared with Bidder. Even after doing all such thing by the Bidder any serious complaint against the Bidder representatives received then in such cases Bidder will immediately take hard action against such employee or surveyor and terminate /remove his or her services and lodge an FIR against such surveyor or employee.
9. The employees engaged by the Bidder in relation to collection services to be rendered to the Municipal Corporation Jodhpur South shall be the sole responsibility of the Bidder as to their cost and consequences arising out of their engagement or conduct or any act of commission or omission.
10. The attested photographs of field personnel would need to be updated periodically by engaged Bidder.
- l) The Municipal Corporation Jodhpur South shall not be liable to pay any remuneration or compensation or any other charges or expenses, taxes or levies etc. to the Bidder or any of its personnel except the percentage commission agreed to be paid by the Municipal Corporation Jodhpur South under the agreement.
- m) Neither the Bidder nor any of the personnel engaged by the Bidder for the purpose of the services whether owner, Municipal Commissioner, partner, employee, shall have, employee and employer relationship with the Municipal Corporation Jodhpur South.
- n) The Bidder shall not assign/ outsource the rights and obligation under the Bidder agreement without the express written permission of Municipal Corporation Jodhpur South.

- o) Engaged Bidder and/or their representatives shall work under the control of Municipal Corporation Jodhpur South.
- p) Bidder will follow code of conduct mentioned in RFP.

18 CODE OF CONDUCT COMPLETELY BINDING ON SELECTED COLLECTION BIDDER FOR THE ASSIGNMENT

1. The Bidder shall not adopt or resort to any method, conduct or procedure in contravention of any law. The Bidder, in their dues collection efforts, should not resort to intimidation of any kind, either verbal or physical, against defaulting customers including acts which intend to humiliate publicly or intrude their privacy or privacy of their family members making threatening and anonymous calls or making false and misleading representation. However, the Bidder shall be free to make aware the defaulting assesses the provisions in the Municipal Act, and relevant Rules and Regulations regarding collections and recovery of Tax and Non Tax arrears.
2. The employees or the agents if any engaged by the Bidder in relation to the collection services to be rendered to Municipal Corporation Jodhpur South shall be the sole responsibility of the Bidder as to their cost and consequences arising out of their engagement or conduct or any act of commission or omission.
3. The Bidder shall keep and treat all information whether verbal, written, or any documents received from Municipal Corporation Jodhpur South as confidential and shall exercise utmost care in preserving the confidentiality of such information. On expiry of the period of the agreement or sooner determination of the agreement, the Bidder shall return the entire information and material to Municipal Corporation Jodhpur South. The Bidder shall maintain highest professional and ethical code of conduct in its business dealings and shall not divulge any information gathered during the course of the assignment to anyone.
4. The Bidder is authorized to represent Municipal Corporation Jodhpur South before the defaulting customer only for the sole purpose of speedy and effective collection of money due and payable to Municipal Corporation Jodhpur South and for no other purpose whatsoever.
5. The Bidder, its Partners, employees, and/or any affiliates shall be jointly and severally responsible and liable to Municipal Corporation Jodhpur South for any loss arising out of any misappropriation/ embezzlements/ issue or for any omission or for any act of negligence and the Bidder shall indemnify Municipal Corporation Jodhpur South for the same.
6. The Bidder shall ensure that the acts, deeds, matters and things done or

cause to be done under these presents are not in contravention of any law for the time being force in India.

7. The Bidder shall not enter into any negotiation with defaulting customers for a compromise, composition or waiver of rights of Municipal Corporation Jodhpur South without the expressed written permission of Municipal Corporation Jodhpur South.
8. The Bidder shall maintain a register giving complete details of dates, calls made, letters sent and follow up notes and shall also submit periodical reports in progress made in various cases.
9. The Bidder, its employees, Investigators shall carry an identity card to be issued by the Bidder wherever field visits are carried out in the cases/ accounts are assigned.
10. The Bidder 's executives who will call on the Customer will always be well dressed and will not visit the customer in a drunk or inebriated condition.
11. The Bidder hereby agrees that Municipal Corporation Jodhpur South or any person authorized by Municipal Corporation Jodhpur South has right to conduct audits of the relevant operations of collection agents, by its internal/ external auditors, or by agents appointed to act on its behalf and the copies of the audit report will be furnished Municipal Corporation Jodhpur South from time to time. The Bidder shall fully cooperate with such Bidder in respect of any internal or external audits.
12. The Bidder hereby agrees that they will preserve the documents and data in accordance with the legal/regulatory obligation of Municipal Corporation Jodhpur South. In this regard Municipal Corporation Jodhpur South will have rights to audit the process at any time.
13. The Bidder will comply with all statutory requirements/ dues as applicable from time to time.
14. The Bidder will furnish MIS as may be desired by Municipal Corporation Jodhpur South on periodical basis.
15. The employees of the collection Bidder shall carry ID Badge with photograph duly authorized by the collection Bidder along with the authorization on official letterhead of Municipal Corporation Jodhpur South from its Municipal Commissioner or his authorized officer
16. That Bidder will publish all such factors in newspaper to make the people aware.

FINANCIAL PROPOSAL SUBMISSION FORM

Financial Proposal Standard Form shall be used for the preparation of the Financial Proposal according to the instructions provided in the RFP.

Name of Work: "Selection of Bidder for Collection of Property Tax (UD Tax) and Other Revenue Including Issuance of Notice & Bills, with Technical Handholding Support in GIS Mapping and Updating Demand, Collection, Registers etc. for the Next 5 Years as Detailed in the RFP Document",

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Services Fee in Percentage To be entered by the bidder	TOTAL Service s Fee in Percent age	TOTAL Services Fee in Percentage in Words(GST extra)
1	2	3	4	5
1	Total fee in percentage for realization of Urban Development Tax, Advertisement tax (without Auction Sites), Unipole, Mobile tower/cable on electric pole its and renewal / duties/in including all other charges against any services etc.as and when imposed by the MCJS. The firm will provide services for Updation of existing data along with GEO Tagged door-to-door Survey Assessment, Collection and Recovery of taxes for all nature of services , as per scope /addition by MCJS in future on same terms and condition of payment defined in RFP		0.0 0	
2.	Total in Figures		0.0 0	

Note

a) The Bidder /bidder has to quote the rates inclusive of all taxes, except GST applicable.

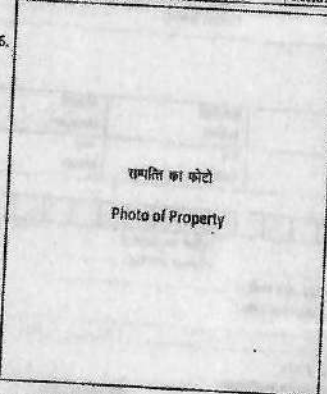
Once contract is awarded and the cost is optimized, MCJS(with in purview of scope of work given)shall not be responsible for any other cost apart from the gross quoted % rates+ applicable GST.

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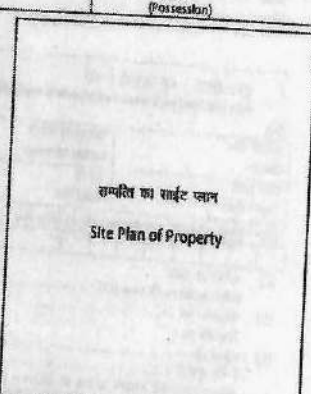
5. स्वामित्व/भार के अधिनस्थ इस सम्पत्ति विवरण - (जो लागू हो / करें)
Details of Ownership - (Please / whichever is applicable)

1. अधिनस्थ भूखण्ड (Adherent Land/House)	2. वंशज स्वामित्व (Ancestral)	3. कब्जाकारी (Possession)
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6.



सम्पत्ति का फोटो
Photo of Property



सम्पत्ति का साईट प्लान
Site Plan of Property

7. क्या भूखण्ड पर निर्माण है :- (Whether Construction)	हाँ (Yes)	नहीं (No)	भूखण्ड की लम्बाई (फिट में) Length of plot (in ft.)	भूखण्ड की चौड़ाई (फिट में) Width of plot (in ft.)
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7A. निर्माण का प्रकार - (जो लागू हो / करें)
Type of construction & (Please / whichever is applicable)

1. आरसीसी R.C.C.	2. टीन शेड Tin shed	3. कच्चा घर Kachcha House	4. अर्द्धगण्ड Semi (R.C.C. + Kachcha House)
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भूखण्ड की माप (Measurement of Plot)	चौड़ाई (फिट में) (In Sq. ft.)	चौड़ाई (फिट में) (In Sq. Yard)
8. कुल भूखण्ड का क्षेत्रफल (Total plot Area)		
9. भूखण्ड का निर्मित क्षेत्रफल (Built Area)		
10. खाली क्षेत्रफल (Vacant Area)		
11. कुल निर्मित क्षेत्रफल (Total Constructed Area)		
12. निर्मित तल/तलों की संख्या (No. of Floors)		

भूमि का उपयोग (Land Use)	13. भूमि/भवन का तल-तल उपयोग व क्षेत्र का विवरण :- (Use of Land/Building & Detail of Floors Area)									
	तल क्षेत्र का विवरण (Detail of floor)									
	उपखण्ड (Underground)	भूमि (Ground Floor)	प्रथम तल (1st Floor)	द्वितीय तल (2nd Floor)	तृतीय तल (3rd Floor)	चतुर्थ तल (4th Floor)	अन्य तल (Others)	कुल क्षेत्रफल (वर्गफिट में) Total Area (in Sq. ft.)	कुल क्षेत्रफल (वर्गगज में) Total Area (in Sq. Yard)	
आवासीय (Residential)										
वाणिज्यिक (Commercial)										
संस्थानगत (Institutional)										
औद्योगिक (Industrial)										
अन्य (Others)										

✦ अधिक तल होने पर अतिरिक्त शीट जोड़ें। (Please attach additional sheet in case of more floors)

14. सम्पत्ति का उपयोग (जो लागू हो / करें)
Use of Property (Please / whichever is applicable)

1. आवास (Residential)	Individual House Apartment	6. निजी हॉस्पिटल / क्लिनिक (Private Hospital / Clinic)	12. अर्द्धसरकारी संस्थान (Semi Govt. Institute)	16. रीको क्षेत्र में स्थित उद्योग (Sited in RICO Area)
2. आवासीय सह व्यावसायिक (Residential cum- commercial)		7. ब्यूटीशियन (Beauty Parlor)	13. केन्द्र सरकार की सम्पत्ति ऑफिस (Central Govt. Property Office)	17. रीको क्षेत्र के बाहर की औद्योगिक इकाई (Out of RICO Industries)
3. स्कूल (School)		8. सिनेमाहॉल / मल्टीप्लेक्स (Cinema hall/ Multiplex)	14. राज्य सरकार की सम्पत्ति ऑफिस (State Govt. Property Office)	18. आर.एन. एक्ट 2009 की प्राव 107 के अन्तर्गत छूट प्राप्त सम्पत्ति (Exempted Under clause 107 of RM Act 2009)
4. कॉलेज (College)	प्रोफेशनल (Professional)	9. विवाह स्थल / हॉल (Marriage Garden/Hall)	संरक्षित स्वायत्त राष्ट्रीय बोर्ड (Govt. Autonomous Board)	19. सामुदायिक धर्मशाला (Dharmshala of community society)
	सामान्य डिग्री (General Degree)	10. होटल / रेस्टोरेंट (Hotel/Restaurant)	संरक्षित कंपनी (Govt. Company)	
5. कोचिंग संस्थान (Coaching Institute)		11. निजी ऑफिस (Private Office)	निगम (Corporation)	20. धार्मिक स्थल (Religious Place)
		12. पूर्णतः धार्मिक सम्पत्ति (Completely Religious Property)		मंदिर (Temple)
				मस्जिद / बरगाह (Mosque)
				गुरुद्वारा (Gurudwara)
				चर्च (Church)
				21. अन्य कोई उपयोग विवरण (Others)

15. पार्किंग Parking	हाँ Yes	नहीं No
16. स्ट्रीट लाइट Street light	हाँ Yes	नहीं No
17. सीवर लाइन Sewer line	हाँ Yes	नहीं No
18. बिजली कनेक्शन Ught connection	हाँ Yes	नहीं No
19. व्यक्तिगत टॉयलेट (रीवालय) Private toilet	हाँ Yes	नहीं No
(a) सीवर कनेक्शन Sewer Connection	हाँ Yes	नहीं No
(b) सेप्टिक टैंक Septic Tank	हाँ Yes	नहीं No
(c) खुला सींचालय (बुल्ले) Open Toilet	हाँ Yes	नहीं No
20. पानी का कनेक्शन Piped water connection	हाँ Yes	नहीं No

21. आगर 'फाइटिंग' सिस्टम Fire fighting system	हाँ Yes	नहीं No
22. बोरिंग Boring	हाँ Yes	नहीं No
23. मोबाइल टॉवर Mobile Tower	हाँ Yes	नहीं No
24. विज्ञापन बोर्डिंग Advertisement Hoarding	हाँ Yes	नहीं No

आकार वर्गफिट में
(7X1 फुट से अधिक आकार का होने पर बोर्डिंग का आकार अंकित करें।)
(Please write size of board if more than 7X1 Sq.ft.)

25. क्या मंगरीय विकास कर भरते हैं ?
(Pay U.D. Tax) (A/c No.)

हाँ / Yes	नहीं / No
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खता संख्या :-

26. क्या राहरी जमानदी (लीज चार्ज) भरते हैं ?
(Pay Lease Tax) (A/c No.)

हाँ / Yes	नहीं / No
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खता संख्या :-

27. सूचना प्रदाता के हस्ताक्षर (Signature of Information provider)	
सूचना प्रदाता का नाम (Name of Information provider)	
दिनांक (Date)	

28. सर्वेक्षक के हस्ताक्षर (Signature of Surveyor)	
सर्वेक्षक का नाम (Name of Surveyor)	
सर्वेक्षक का पहचान क्रमांक (Id code of Surveyor)	
दिनांक (Date)	

29. प्रमाणितकर्ता अधिकारी/कर निरीक्षक/राजस्व निरीक्षक के हस्ताक्षर (Signature of Attesting authority Tax Assessor/Revenue Inspector)	
प्रमाणितकर्ता अधिकारी का नाम (Name of Attesting authority)	
प्रमाणितकर्ता अधिकारी का पदनाम (Designation of Attesting authority)	
दिनांक (Date)	

30. संलग्नक (Enclosure):-
स्वाधिन स्वत्व संबंधी प्रमाणपत्र (Ownership related document):-

प्राप्ति प्रतीक (Receipt)

सर्वेक्षण फॉर्म प्राप्त करने वाले भूगर्भ/भवन के मालिक/सूचनादाता को प्राप्त संख्या/भवन संख्या _____ पर _____ को दिए दिनांक _____ को प्राप्त की।
Receipt of Survey form given to land /Building owner/informant of the Property plot/Building No. _____ Address _____
on dated _____

प्रमाणितकर्ता के हस्ताक्षर
(Signature of recipient)
नाम :- _____
पता :- _____
Address :- _____

सर्वेक्षक के हस्ताक्षर
(Signature of Surveyor)
आई.डी. नं. :- _____
I.D. No. :- _____

Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/ shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

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Annexure B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:

Place:

Signature of bidder

Name :

Designation:

Address:

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Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is _____

The designation and address of the Second Appellate Authority is _____

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

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(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

(a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-

(i) hear all the parties to appeal present before him; and

(ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

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FORM No. 1
[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal Noof

Before the (First / Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:
.....
.....
..... (Supported by an affidavit)

7.

Prayer:

Place

Date

Appellant's Signature

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Annexure D : Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

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Annexure E

Clause 1: Fair Wage Clause

- (a) The Contractor shall pay not less than fair wages/minimum wages to labours engaged by him on the work as revised from time to time by the Government, but the Government shall not be liable to pay any thing extra for it except as stipulated in price escalation clause (clause 45) of the agreement.
- Explanation: "Fair Wage" means minimum wages for time or piece work, fixed revised, by the State Government under the Minimum Wages Act, 1948.
- (b) The Contractor shall, notwithstanding the provision of any contract to the contrary, cause to be paid fair wages to labourers indirectly engaged on the work, including any labour engaged by his sub-contractors in connection with the said work as if the labourers have been immediately or directly employed by him.
- (c) In respect of all labourers, immediately or directly employed on the work, for the purpose of the Contractor's part of this agreement, the Contractor shall comply with or cause to be complied with the Public Works Department Contractor's Labour Regulations made, or that may be made by the Government, from time to time, in regard to payment of wages, wage period, deductions from wages, recovery of wages not paid, and unauthorised deductions, maintenance of wages register, wage card, publication of scale of wages and other terms of employment, inspection and submission of periodical returns and other matters of a like nature.
- (d) The Engineer-in-charge shall have the right to deduct from the money due to the Contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers, by reasons of non-fulfilment of the conditions of the contract, for the benefit of the worker or workers, non-payment of wages or of deductions made there from, which are not justified by the terms of the contract, or as a result of non-observance of the aforesaid regulations.
- (e) Vis-à-Vis the Municipal Corporation Jaipur, the Contractor shall be primarily liable for all payments to be made and for the observance of the regulations aforesaid, without prejudice to his right to claim indemnity from his subcontractors.
- (f) The regulations, aforesaid, shall be deemed to be part of this contract and any breach, thereof, shall be breach of the contract.

Clause 2: Contractor to engage technical staff

- The Contractor shall engage the technical staff, as follows, on the contract works:-
- (a) For works costing Rs. 100 lac and above- One Graduate Engineer.
- (b) For works costing between Rs. 50 lac to Rs. 100 lac- One qualified diploma holder having experience of not less than 3 years.
- (c) For works costing between Rs. 15 lac and Rs. 50 lac- One qualified diploma holder.
- The technical staff should be available at site, whenever required by Engineer-in-charge to take instructions.

Clause 3 :

The Contractor shall comply with the provisions of the Apprenticeship Act, 1961, and the Rules and Orders issued, there under, from time to time. If he fails to do so, his failure will be a breach of contract. The Contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.

Clause 4: Safety Code

The Contractor shall follow the safety code of electricity Strictly.

Clause 5:

Near Relatives barred from tendering

The Contractor shall not be permitted to tender for works in Circle, in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of the Superintending Engineer and Assistant Engineer (both inclusive). He shall also intimate the names of persons, who are working with him in any capacity, or are subsequently employed by him and who are near relatives to any gazetted officer in the Organization/Department. Any breach of this condition by the Contractor would render him liable to be removed from the approved list of contractors of the Department. If such facts are noticed (a) before sanction of tender, his offer shall be declared invalid and earnest money shall be forfeited, (b) after sanction of the tender then the tender sanctioning authority may at his discretion forfeit his earnest money, performance guarantee, security deposit and enlistment deposit and the work/remaining work may allot to any registered contractor on the same rates as per rules.

Note: By the term 'near relative' is meant wife, husband, parents and grand-parents, children and grand children, brothers and sisters, uncles and cousins and their corresponding in-laws.

Clause 6: Retired Gazetted Officers barred for 2 years

No Engineer of Gazetted rank or other Gazetted Officer, employed in Engineering or Administrative duties in an Engineering Department of the Government of Rajasthan, is allowed to work as a Contractor for a period of 2 years of his retirement from Government service without the previous permission of Government of Rajasthan. The contract is liable to be cancelled, if either the Contractor or any of his employees is found, at any time, to be such a person, who had not obtained the permission of Government, as aforesaid, before, submission of the tender or engagement in the contractor's service, as the case may be.

Clause 7: Quality Control

The Municipal Corporation Jaipur shall have right to exercise proper Quality Control measures. The Contractor shall provide all assistance to conduct such tests and shall bear the cost of all tests.

Clause 8:

The work (whether full constructed or not) and all materials, machines, tools and plant, scaffolding,

temporary buildings and other things connected therewith, shall be at the risk of the contractor until the work has been delivered to the Engineer- in -charge, and a certificate from him, to the effect, obtained.

Clause 9: Death of Contractor

Without prejudice to any of the rights or remedies under the contract, if the Contractor dies the legal heirs of the Contractor or the Chief Engineer or duly authorised Engineer shall have the option of terminating the contract without any compensation.

Clause 10 : Force Majeure

Neither party shall be liable to each other, for any loss or damage, occasioned by or arising out of acts or God such as-unprecedented floods, volcanic eruptions, earthquake of other invasion of nature and other acts.

Clause 11: General Discrepancies and errors:

In case of percentage rate tenders, if there is any typographical or clerical error in the rates shown by the department in the "G" Schedule. the rates as given in the basic Schedule of Rates of the Department for the area shall be taken as correct.

Clause 12 : Post payment Audit & Technical Examination:

The Government shall have right to provide a system of per-check of Contractor's bill by a specified Organization, and payment by an Engineer or an Accounts Officer/ Sr. Accounts Officer/ Chief Accounts Officer/ Financial Advisor, as the Government may in its absolute discretion prescribe. Any over-payments/ excess payment detected, as a result of such per-check post-check of Contractor's bill, can be recovered from the contractor's bills in the manner, herein before provided and the Contractor will refund such over/ excess payments.

Clause 13 : Check Measurements:

The department reserves to itself, the right to prescribe a scale of check measurement of work in general, or specific scale for specific works of by other special orders (about which the decision on the department shall be final) Checking of measurement by superior officer shall supersede measurements by the subordinate officer and the former will become the basis of the payment. Any over/excess payment detected, as a result of such check measurement or otherwise at any stage up to the date of completion and the defect removal period specified else-where in this contract, shall be recoverable from the Contractor, as any other dues payable to the Government.

Clause 14: Check Measurements:

The Contractor in course of the work should understand that all materials e.g. stone, bricks, steel and other materials obtainable in the work by dismantling etc. will be considered as the property of the Government and will be disposed off to the best advantage on the Government. As per direction of the Engineer-in-Charge.

Clause 15: Recovery from Contractors:

Whenever any claim against the Contractor for the payment of a sum of money arises out of or under the contract, the Department shall be entitled to recover such sum by appropriation in part or whole of the Performance Guarantee and / or Security Deposit. Security Deposit at the time of enlistment of the Contractor. In the event of the security being insufficient, or if no security has been taken, thereafter, may become due to the Contractor, under this or any other contract with the Governor of Rajasthan. Should this sum be not sufficient to cover the full amount recoverable the Contractor shall pay to the Department on demand the balance remaining dues.

The department shall, further, have the right to affect such recoveries under Public Demands Recovery Act.

Clause 16: Jurisdiction of Court:

In the event of any dispute arising between the parties hereto, in respect or any of the matters comprised in this agreement, the same shall be settled by a competent court having jurisdiction over the place, where agreement is executed any by no other court, after completion of proceedings under Clause 23 of this contract.