

**OFFICE OF THE
ASANSOL MUNICIPAL CORPORATION
ASANSOL :: PASCHIM BURDWAN**

**GLOBAL EXPRESSION OF INTEREST
(2ND CALL)**

**NAME OF THE WORK:- IMPLEMENTATION OF ENTERPRISE MUNICIPAL
SYSTEM FOR ASANSOL MUNICIPAL CORPORATION, G.R. MITRA SARANI
P.O.:- ASANSOL 713301, DISTRICT:- PASCHIM BARDHAMAN, WEST
BENGAL**

THE BID MAY ALSO BE DOWNLOADED FROM:

www.asansolmunicipalcorporation.org

Email: eoiqueries@gmail.com

DPR PREPARED BY PRICEWATERHOUSE COOPERS PRIVATE LIMITED,

DN – 56, SECTOR V, SALT LAKE CITY, KOLKATA 700091

E-QUOTATION NOTICE NO. 09/PW/ENG/2017

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1. Background of the Project

Asansol is one of the largest cities in the State of West Bengal outside Kolkata Metropolitan area. Asansol Municipal Corporation (AMC) emerged as a Municipal Corporation in the year 1994 by way of a merger which brought together the Burnpur Notified Area, some rural parts of Asansol Block and some colliery areas with erstwhile Asansol Municipality. Obviously, the erstwhile Asansol Municipal town had grown into a vast service city from the industrial as well as mining point of view. Gradually, within the city, both wealth and poverty began to co-exist side by side. Poor population of the city was localized in the clusters of crude dwellings, mostly squatter colonies, dotted all over the city area.

In their quest to embark upon a digital journey, AMC would like to set up foundational smart governance leveraging ICT infrastructure. To begin with, thrust has been accorded to provide real time e-service to the citizens. AMC is inviting proposals from eligible Investor/Bidders for implementation of Enterprise Municipal System for Asansol Municipal Corporation and post implementation operation and maintenance support for through “Investment - and -Revenue” model on Monthly Subscription Basis.

1. Broad Scope of Work

1. Supply & commissioning of commercially available municipal e-governance global software. Bespoke software will not be allowed.
2. Customization of the above mentioned software to implement enterprise municipal service.
3. Implementation Municipal Geographical Information System (GIS)
4. Supply and delivery of Civic engagement mobile apps in multiple platforms
5. Implementation of a State-of-the-Art health management system with facility for automation of reception / admission desk and ward management .
6. Implementation of a robust and easy to use document management system
7. Digitization of AMC data
8. Migration of legacy Data Entry for the last 5 years

9. Setting-up of State-of – the –Art Data Center at the premises of Asansol Municipal Corporation.
10. The entire Data Centre to be approximately 2500 Sqft
11. The Data Centre will be used as a primary facility for hosting all the application data of Asansol Municipal Corporation
12. A Secondary Cloud Infrastructure facility will be used in case of disaster of the primary Data Centre
13. The bidder to provide the detail Solution for the e-municipality services, Data Centre and Cloud facility.
14. Engagement of 2 personnel at every Ward Office post implementation (total no. of personnel to be engaged will be 212)
15. Supply and installation of 120 Desktops & 120 Printers across Asansol Ward offices and Head office.
16. The equipments for the Data Centre should not be end of support by the OEM in the next 6 years. If any product goes end of support, the bidder has to replace with a higher version of the product with the support required.
17. Go Live will be considered once the Data Centre will be ready for operations
18. Post implementation operation and maintenance support for five years
19. Installation of Electro Magnetic Rings along the length of Water Pipeline Network to prevent corrosion, iron scaling, Fouling and Bio Growth.

2. Objective of the Project

- To improve efficiency and effectiveness in interaction between AMC and its citizens and other stakeholders, like non-governmental organizations, private sector etc.
- To improve quality of internal local-government operations to support and stimulate good governance
- To bring about transparency and accountability in the governance
- To enhance interface between AMC and its citizens

- To help in improvement of delivery of services to citizens
- To improve revenue
- Provide a single and integrated view of AMC information system
- The AMC Information system to be supported by a robust infrastructure
- The Infrastructure will host all the applications with state of the art security features to keep the AMC data safe
- Provide timely & reliable management information relating to municipal administration for effective decision making.
- Adopt a standards-based approach to enable integration with other related applications.

3. Investment and Revenue Model

In order to achieve this objective, AMC is inviting proposals from single and sole Investor/Bidder or a group of companies who will form consortium to respond to the bid.

The successful Investor/Bidder (s) will have to invest in the project until the system is being accepted. Once the system goes live and is accepted by AMC, payment will be made to the successful Investor/Bidder (s) on monthly advance basis for a period of 60 calendar months with the option of renewal that is at the discretion of AMC.

The e-Services & Data Centre environment should meet 99.5% uptime for every month. For every 0.1% less than 99.5% uptime will result in penalty 0.5% of the monthly revenue of the bidder.

Downtime%= (Downtime/Total Uptime)*100

Uptime%=100-downtime%

4. Information for Investor/Bidders

a. Investor(s)/ Bidder(s)

The bid can be placed either by a single company (as a sole and single Investor/Bidder) or by a consortium of companies. The OEM Company supplying software & setting up of Data Centre to meet the requirement of enterprise municipal services may bid as a sole and single Investor/Bidder. The OEM Company supplying software may authorize multiple Investor/Bidders for placing the bid on their behalf. The OEM software company must authorize Investor/Bidders to bid through Manufacturer Authorization Form (MAF). OEM would however be jointly and severally responsible for the performance and delivery of the software. In case of consortium, a memorandum of understanding shall have to be executed amongst the partners of the consortium and the same has to be submitted along with the bid documents.

b. Purchase of the EOI Documents

A complete set of EOI document for the work may be downloaded from the Website of the corporation. The concerned Investor / Bidder will have downloaded the tender document free of cost. Interested Investor/Bidders will have to mail their queries to eoiqueries@gmail.com on or before 02/05/2017 by 15:00 hrs. No queries will be entertained after 02/05/2017.

c. Earnest Money Deposit

	2% of the Quoted Bid price in two parts, vise
a.	Rs. 50,000.00 (Rupees Fifty thousand only) as an initial Earnest Money Deposit shall accompany with Bid Proposal, in favour of the “ The Secretary, Asansole Municipal Corporation, ”
b.	Earnest Money Deposit i.e. 2% of bid amount beyond Rs. 50,000.00 (Rupees Fifty thousand only) if any shall have to be deposited after acceptance of Bid Proposal.

	<p>Note:- The Earnest Money, as specified in this NleB shall be paid by online internet bank transfer or NEFT or RTGS (as per GO No. 3975-F(Y) dated 28.07.2016 of Finance Department, Govt. Of West Bengal). Every such Transfer shall be done on or after the date of publish of NleB. Any Bid without such Transfer of EM (Except exemption as per G.O.) shall be treated as informal and shall be automatically cancelled. Online transfer of Earnest Money receipt (Scanned copy) shall be uploaded as Statutory document.</p>
	<p>Earnest Money Should be deposited Only at ICICI Bank Ltd., Asansol Branch, and Murgasole by RTGS / NEFT in favour of Asansol Municipal Corporation for EMD in Account No. 029101004152 with IFSC Code ICIC0000291.</p>

d. Pre-Qualification Criteria for the OEM for commercially available global software for enterprise municipal services

Sr	Criteria	Supporting Documents
1	<p>OEM must be licensed to at least three cities in the world. The OEM must have done business through licensing and / or professional services with at least three cities for contracts, cumulative value of which should be INR 6 Crores (or its equivalent in any other global currency at its conversion rate as on March 1, 2017) and above per city.</p>	<p>Work Orders Cumulative Value of all work orders in any currency</p>
2	<p>An established Information Technology company with 15 years of overall experience including last 5 years in the city space</p>	<p>Certificate of incorporation of the company in the country of Registration list of self-certified city clients in last 5 years</p>

3	The MAF from the OEM for commercially available global software for enterprise municipal services should state that they would be jointly and severally responsible with its partner implementing the software (who is either sole and single Investor/Bidder or a partner in the consortium	<ul style="list-style-type: none"> Declaration in the attached format
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e. Pre-Qualification Criteria for the Investor/Bidders

Sl. No.	Eligibility Criteria	As a Sole and Single Investor/Bidder	Consortium		Supporting Documents
			Lead Partner	Other Partner(s)	
1	<p>Should be a Company registered under the Companies Act 1956 or as per the prevalent rules of the country of registration. In case of Consortium, each partner should be registered under the same act. In case of a Foreign company, it should be a registered company as per the governing laws of that Country and should submit necessary documentary proof establishing the same.</p> <p>Each participating Investor/Bidder (be it sole and single Investor/Bidder or</p>	Must Meet	Must Meet		<p>Copy of Certificate of registration</p> <p>Copy of certificates for registration, sales tax, service tax and income tax</p>

	consortium partners) should have valid registration under sales tax registration certificate, income tax and service tax in India.				
2	ISO 9001:2008	Must Meet	Must Meet	Not applicable	Copy of Certificates duly self-certified
3	The lead Investor/Bidder should have a cumulative turnover of at least INR 100 Crores (or its equivalent in any other global currency at its conversion rate as on March 1, 2017 for the last 3 audited financial years ended on 31/03/2016	Must Meet	Must meet	Not Applicable	Copy of audited financial statement duly self-certified
4	The Bidding Company should have one office in Kolkata or anywhere in West Bengal, India	Must Meet	Any of the consortium members must meet		Self-Certification
5	The Investor/Bidder should have at least 1 municipality/municipal corporation customer in the state of West Bengal	Must Meet	Must Meet		Copy of Work Order

f. Investor/Bidder Enquiries and AMC Response

All enquiries/clarifications from the Investors/Investor/Bidders, related to this EOI must be directed to the email address noted in the front page of this document. Telephone calls will not be accepted. Enquiries after the pre-bid meeting will not be entertained.

a. Proposal Preparation Costs

The Investor/Bidder is responsible for all costs to be 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 AMC to facilitate the evaluation process, and in negotiating the contract or all such activities related to the bid process. This EOI does not commit the AMC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award.

b. Right to Terminate Process

- The right of final acceptance of the EOI is entirely vested with AMC who reserves the right to accept or reject any or all of the EOIs in full or in parts without assigning any reason whatsoever.
- There is no obligation on the part of AMC to communicate with rejected Investor/Bidders

c. Date and Time Schedule

Sr	Event	Date, Place and Time
1.	Start date of downloading of EOI document	19/05/2017
2.	Last Date of receipt of pre-bid queries	16:00 hours on 24.05.2017
3.	Date of Pre-Bid Meeting	12:00 hrs on 25.05.2017
4	Last date of submission of bids	16:00 hours on 03.06.2017
5	Opening of Technical Bids	16:00 hours on 05.06.2017
6	Date and Time of Presentation	To Be Intimated
7	Opening of Financial Bids	To Be Intimated
8	Bid Results Declaration	To Be Intimated

The AMC may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum or by intimating all Investor/Bidders who have been provided the proposal documents, in writing or through email.

d. EOI Authorization

A person or persons duly authorized by the single and sole Investor/Bidder or the consortium partners shall sign the bid proposal on each page. Moreover, the purchased EOI has to be signed on each page as a proof of acceptance of the terms and conditions of the bid.

e. EOI Opening

- The EOIs will be received up to 15:00 hours on May 08, 2017
- Technical bid will be opened on May 08, 2017 by AMC at 16:00 hours
- Technical Bid will be evaluated as per the evaluation criteria specified in the EOI and list of technically qualified Investor/Bidders will be prepared by AMC. The technically qualified Investor/Bidders alone will be informed
- The Financial Bid of only the Investor/Bidders who will qualify in technical bid shall be opened for financial evaluation

f. EOI Rejection Criteria

- EOIs not submitted in the form specified as per the format given in proposal instruction of this EOI document will be summarily rejected.
- EOIs with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection
- EOIs submitted without the enclosures about the Investor/Bidder's specific experience related to project, Order Value in related projects, proposed work plan approach and methodology will not be accepted.
- EOIs with variance/contradiction between Technical Bid and Price Bid will be liable for rejection. If the offer does not meet the EOI requirements, AMC reserves the right to reject any or all the EOIs without assigning any reason whatsoever.
- In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this EOI Document, the EOIs are liable for rejection.
- Incomplete details as above will be treated as non-responsive offer and the EOI is liable for rejection.

5. Detailed Scope of Work

a. Enterprise Municipality Services

Sr	Work Stream	Scope of Work
1.	Supply & commissioning of commercially available municipal e-governance global software. Bespoke software will not be allowed.	<ul style="list-style-type: none"> i) No. of users for the software = 200 ii) Term of Use – till the currency of the contract. iii) Technical specification should comply with Exhibit 1 iv) The Software should deliver functional requirements as indicated in Exhibit 2
2.	REQUIRED FUNCTIONALITIES OF ENTERPRISE MUNICIPAL SERVICES	<ul style="list-style-type: none"> • Birth & Death certificates • Trade License • Building plan Approvals • Building Completion Certificate • Mutation Certificate • Complaint Management • Property Management and Property Tax • Project Management • Water Supply, • Advertisement & Hoarding • Training of key users and other stake holders in AMC
3.	Implementation Municipal Geographical Information System (GIS) to be	<ul style="list-style-type: none"> • Preparation of base map of individual wards covering entire AMC municipal area

	integrated with Enterprise Municipal Services	<ul style="list-style-type: none"> • Creation of property maps • Creation of network infrastructure including sub-surface & surface assets • Development and deployment of Web-Enabled GIS based enterprise geo database system • Spatial facility management • Training of key users and other stake holders in AMC
4.	Supply and delivery of Civic engagement mobile apps in multiple platforms such as : i) iPhone Smart Phone variant devices ii) Android Smart Phone variant devices	<ul style="list-style-type: none"> • Application status viewing & downloading of certificates for the above-mentioned citizen services • Complaint lodging, complaint status check
5.	Migration of legacy Data for the last 5 years	Data migration from legacy systems not older than 5 years
6.	Setting up of Data Centre for hosting all the applications of Asansol Municipal Corporation	Setting up of state-of-the art Data Centre
7.	Providing Cloud Infrastructure from globally	Hosting of the applications on a cloud infrastructure platform for 5 years along with technical support and

	established vendor	free implementation consulting
8.	Post implementation operation and maintenance support for five years year.	O & M support and recruitment of 212 personnel at the 106 Ward offices
9.	Installation of Electro Magnetic Rings along the length of Water Pipeline Network to prevent corrossion,iron scaling, Fouling and Bio Growth.	To install requisite number of Electro Magnetic Sensor rings along the water pipeline of AMC to prevent Corrosion, iron scaling, fouling and bio-growth and also integrate the same with Enterprise Municipal Software.

Exhibit – 1

- It will be a fully integrated web-based single application software platform
- The framework will ensure authenticated validation rules in the system. Also access to the system will be on “Single Sign On” basis.
- It will utilize a centralized database of customer records to allow for efficient management of address location information and eliminate duplicate data entry.
- It will utilize MS Windows operating system
- It will support industry database interface standards that use Web Services based on the Service Oriented Architecture (SOA) API
- It utilizes a user-friendly user interface (e.g., web interface design uses Cascading Style Sheets - CSS)
- It will provide a user-friendly on-line query tool and supports any third-party report writer (Wizards) with full math and logic capabilities.
- It will support scalability in terms of
 - Number of users
 - Number of workflows supported
 - Number of organizational entities
- The software solution will be supported on client with operating systems like Windows etc.
- All components of the proposed solution will be available on the same platform to allow interoperability and seamlessly integration.
- The software solution will support various user interface options like Portal, mobile and user-friendly forms built into the platform.
- The software solution will support application and database clustering and load balancing.
- The software will have the ability to:
 - Support multi-dimensional analysis of historical data collected for various workflow processes to identify bottlenecks and improve the business process

- Create custom objects/ formulas for repeated use in reporting tool
- Prioritize reports while execution
- Generate reports both at unit level and company level
- Create ad-hoc reports
- Schedule reports to run at periodic intervals
- Send reports electronically to other users.
- View reports through web
- Attach soft and scanned copies of documents to master and transaction records
- Support thin clients
- The solution will have the ability to provide integrated management for all the components proposed as part of the solution, including the following:
 - Database
 - Application Servers
 - Integration Servers
 - Web Servers
 - Portal
 - Cloud
- The solution will have the ability to support deploying Custom JSP and Servlets on Application Server.
- The solution will have the ability to generate report output directly in excel, PDF, text, XML and HTML.
- The solution will integrate with mobile application development platform to enable mobile app development for the organization by seamlessly integrating with the back-application system
- The solution will have the ability to maintain log of transactions and support GUI and Web based User Interface
- The solution will have the ability to restrict data updating /deletion /creation only through application layer.

- The solution will support wide range of security features such as Authentication, Single Sign-On (SSO), Authorization and Integrated User management within various application modules
- The solution will have the ability to do the following:
 - Support role based access control
 - Provide multiple roles for one user
 - Configure the number of permissible log-in attempts.
 - Provide access level security for reports at Transaction level - allow / deny.
 - Work concurrently with any other software for functioning e.g. Anti-Virus, Firewall MSOffice, etc.
 - Support remote operation of System administration
 - Provide audit controls for mitigation of risks

b. Document Management System

AMC also envisages procuring a fully functional document management system (DMS). The DMS module must have multi-threaded application architecture to execute multiple processes or thread concurrently. This application will have front end feature for the below features and back end will have storage for storing data. Hence documents shall store directly to storage and data retrieval will happen directly from storage. Indicative functionalities include:

- Login user management access (Administrator Part)
 - Administrator Account, Limited Account
 - List of existing user
 - Create new user with appropriate role
 - Edit/Delete user
 - Reset user password, removing and disabling user account
 - Alert message display before save the configuration changes
 - Reset password for existing users or disable existing user login
- Define Documents

- Create directory, subdirectory where desired document to be uploaded
- Upload the documents in desired location of the server
- After uploading data document access role must be defined by uploader.
- Integrity feature should be provisioned to avoid duplicate data during upload i.e. file and directory level.
- Edit/Delete existing documents as per user access
- Change document status at run time after uploading
- Set access document permission level during document creation
- Set a document linked with current document
- Set expected document with current document, e.g. I have given to a vendor to develop 10 nos. drawing, but few drawings are pending, to see the status of document readiness.
- Edit Link document and Expected document.
- Create Expected document during creation
- Upload documents directly from FTP Server
- Document Explorer
 - Display all documents according to selected path in explorer tree view
 - Display documents with View/Download/Edit option
 - Showing complete document information including linked documents and mapped
 - Filter documents using Document category and Status during explorer
- Expected Document Types
 - Doc, PPT, Excel, PDF, XML, HTML, DWG, DWF, ZIP, RAR, PNG, JPG etc.
- Search Engine
 - Search Documents with file type or category wise
 - Performance tuning during search
- Log Management
 - Log/track user access/action for last 2 years

c. Data Digitization

Digitization and Retrieval of Documents, Rare Books, manuscripts, periodicals and archival documents of Libraries/ Dept. Scope of work includes digitization of books having printed/typed textual data in Bengali ,English, Hindi or in any other regional languages only in Black & White format along with associated metadata.

- A. The number of pages to be digitized is around 5 Lakhs.
- B. Image cleaning & crop, with facility to create digital repository systems using open source software with full indexing and metadata based search facility.
- C. OCR of digitized content is may be required on case to case basis.

Duration of Work

Work to be completed within **6 months** from the date of formal assignment of the work.

Specifications

The specifications of the requirement are as follows:

INPUT SPECIFICATION/ CONTENT FOR DIGITIZATION

- Majority of the documents are of A4 size & A3, and the rest are of Legal size, A2 to A0.
- Documents are old, fragile, deteriorating, rare and brittle and may include charts diagrams, photographs, illustrations etc.
- Some of the pages of the old books/documents have stain-marks and worm-marks.
- The pages of some books/documents have become translucent due to ageing.

JOB SPECIFICATION

- The agency should be in a position to process minimum 1 lakh pages or more in one month.
- The documents for digitization will be identified and appropriately prepared for image capture, cleaning, sequencing and numbering etc.

- The images are to be renumbered as per the page sequence. The original pagination format of each type of book/document has to be retained.
- Proper editing has to be done to the images to straighten the orientation of the content matter if there is any disorientation existing in the pages of the book/documents.
- The minimum resolution of the digitized images should be 600 dpi, center to within 6 points. In case of certain documents, which are in precarious condition or brittle in nature, the system and processes should be well defined to ensure that there is no damage to the documents after the image capturing.
- If required the agency should have the capability to do a high-resolution scan of appropriate dpi and then do a loss-less compression and deliver appropriate output resolution of image as specified based on the condition of the documents subject to approval of QC.

OUTPUT SPECIFICATIONS FOR DIGITAL IMAGE

- The final output should be a TIFF for black and white images format for all books and documents. Another output should be the composite PDF. Two file for each (one for Libraries/ Dept. and DEPT) document or book should be supplied in cleaned TIFF and PDF format with the pages collated as per the original sequence and page integrity should be maintained.
- Uncompressed cleaned TIFF and PDF files should be devoid of digital noise, centering, skew, collating, and touch up (as is where is basis).
- Relevant metadata should be available for all books/documents in all file formats viz. TIFF and PDF.
- The output images will be archived on external Hard Disc and 2 sets of DVDs.
- The agency should follow a standard naming convention for saved scans and its metadata. The naming convention can be evolved after discussions with staff of the Libraries/ Organization and AMC.

- Along with image file, the agency should also provide an XML /ASCII (txt) file containing all metadata for a given scan.

STORAGE SPECIFICATIONS

- Images should be archived in duplicate on reliable and best quality DVD. One DVD will be used as service copy and another one as master copy for preservation.
- The data/database/web application is to be loaded in the storage area network/server as decided by the Libraries and DEPT.
- Complete back up may be taken on appropriate storage media such as DAT drive.

METADATA/INDEXING

There will be Administrative / Technical metadata and Descriptive metadata:

- Administrative or technical metadata incorporates details on original source, date of creation, version of digital object, file format used, compression technology used, object relationship, etc. Administrative metadata may reside within or outside the digital object. The agency would provide the administrative metadata with appropriate documentation.
- Metadata to be entered using language of the content Hindi of Hindi contents, Bengali for Bengali contents and English of English for Regional for Regional contents /others.

DATABASE AND RETRIEVAL SPECIFICATIONS

- Open source software has to be configured to suit the specific requirement Libraries/ Dept. along with Book Reader for the search and retrieval of the database with all digitized material loaded in it.
- Build indices for searching on various identified parameters (for retrieving documents by Metadata and different combinations of Metadata).

- A softcopy of the metadata with searching facility by one or more combinations of different fields should be supplied.

Miscellaneous

- Scanner may be arranged by the agency (if required)
- Minimum maintenance of the scanner should be done by the Agency.
- Scanner has to be transported and installed by the agency at work location. Agency would be 100% responsible for any damage of Scanner.

d. Health Management System

The system should be delivered to meet hospital needs. These needs, as summarized in this section, will form the scope of work for Health Management System.

For the different categories of users, the major objective will be to implement the System and utilize it for their day-to-day operations.

The proposed system will provide hospital with the following benefits:

- All departments will have easy access to information.
- Data inaccuracies will not occur (single point data)
- Faster retrieval of information
- Reduction in manual effort in terms of
- Information maintenance
- Reports generation
- Inter-departmental communications.

i. Ward Module

This module deals with cases related to In-patients exclusively. After a bed is allocated to a patient, the ward takes care of the patient and various services are rendered to the patient. The services are charged according to bed type and bill class.

Business Processes

ALLOCATION AND RESERVATION OF BEDS

The patients reserves beds during booking. The responsible authority queries the bookings for the next day, reviews the beds reserved for each of the oncoming patients and accepts or re-assigns beds after examining the physical status at the wards. A report containing revised bed reservations is generated and next morning that is handed over to the users of the admission counter. When patients turn up for admission against their bookings, this report is used to allocate beds finally.

Thus, in majority of the cases the allocation of bed is done by the reception during admission. However, in some cases, due to Doctor's request or patient's critical state the patient can get the bed allocated from the wards.

There are various categories of wards and each ward is categorized in to bed types and each bed type in turn is associated with a bill class. During Bed allocation, Patient's IP number, bill class, bed number, doctor's ID (consultant / referring), admitting doctor's ID, patient category and patient details are recorded and maintained in the respective ward. The existing status at each ward can be instantly queried while bed allocation. The system shows this status in a ward-wise graphical matrix of push buttons. Occupied beds are shown as red, reserved ones are shown as yellow and un-occupied ones are shown as green. The patient name and sex is shown on the caption of the push buttons. A bed can be allocated by clicking on a green button. The system does not allow allocation of a male patient in the same room where a female patient already occupies a bed.

ALLOCATION AND RESERVATION OF OT

This process is similar to the allocation and reservation of beds. The doctors/patients reserves OT slots during booking. The responsible authority queries the bookings for the next day, reviews the OT slots reserved for each of the oncoming patients and accepts or re-assigns the OT slots after examining the physical status. A report

containing revised OT reservations is generated and next morning that is handed over to the users of the wards and admission counter.

If the case is 'only-OT' then OT slots are directly allocated during admission based on the report. For 'Room and OT' cases, the admitted person is transferred to the OT from the wards, based on the report.

The OT users use this report to prepare the equipment, medicines, trolleys, etc. that will be required during the OT procedure.

The existing status at each OT can be instantly queried while OT allocation. The system shows this status in an OT-wise graphical matrix of push button. Occupied slots are shown as red, reserved ones are shown as yellow and un-occupied ones are shown as green. A slot can be allocated by clicking on a green button.

Unlike wards, the OT rental is charged on an hourly basis. During allocation of the OT slots, patient's IP number, OT code, approximate OT duration, surgeon's ID (consultant / referring), admitting doctor's ID, patient category and patient details are recorded and maintained in the respective ward.

After completion of the OT procedures, the patient's period of stay is recorded. If the patient needs to be transferred to any ICU, the transfer details are entered.

The OT rental charges are posted to the patient's bill along with charges for other services availed during the OT procedure like anesthesia, consumables, equipment, medications, etc. The surgeon's charges are not entered into the system and that is settled between the patient and the surgeon.

RE-ALLOCATION OR TRANSFER OF PATIENT

Whenever the doctor recommends for a reallocation, patient is re-allocated and the details of re-allocation are captured. The re-allocation can be, bed transfer in a room or in between rooms (Intra-ward transfer) or between wards (Inter-ward transfer). The Ward people can raise Transfer request for the patient, until the request is confirmed by the wards, the patient status should be shown as 'likely transfer'. The ward people will confirm the request only after the Physical Transfer of the Patient takes place. A query

screen will be provided to see the details of Likely transferred and likely discharged patients, which will be useful for Admission Counter Persons.

The updated details of reallocation are made available to admission counter and the wards. Transfer-out for a patient is the process in which the patient is being shifted to a new bed (re-allocation of bed) or goes for operation. Transfer-in for a patient is the process in which the patient occupies the newly allocated bed. Department transfer is a process in which the patient is moved from one department to another department or from one doctor's attention to another, without any change in their bed number. During re-allocation the bed to be occupied is reserved for the patient to be transferred. During Operation or if the patient is personally attending any lab test then also his /her bed is blocked and during this period no services are posted from that ward. As and when the reallocation is done, the ward has to update and maintain the status of the beds (free, occupied or blocked).

DISCHARGE FORMALITIES

Discharge formalities include discharge request and discharge posting. Discharge Request is initiated only when a doctor suggests for discharge of the patient from the hospital. The discharge request is initiated in ward and a copy is given to the patient. Discharge request contains the discharge date, in-patient number, bed number, doctor identity and the reason for discharge. Billing department will prepare final bill and see that the patient clears all dues. Then billing department issues no due certificate (a green card) to the patient. Based on that the Nurse in charge of ward will do the discharge posting. At the time of raising discharge request, system will give the details of all the tests the patient has undergone with details such as Results, Reports received or not and billed or not.

ii.Reception / Registration Module

Reception is the place especially meant to receive clients, basically arrives with a flustered state of mind will be guided friendly, with respective information throughout.

Clients come to desk for

- Treatment enquiries
- Enquiry, visitor for patients

In addition to this Admission section handles the following activities:

- Booking of Rooms / OT
- Registration of Patients
- Admission of In-patients (IP)
- Brought Dead details
- Service Request to Laboratory
- Maintaining Doctor Concession details
- Masters Maintenance

Business Functions

BOOKING

The reception module allows advance booking of rooms, OT and consulting doctors. Three kinds of advance bookings are allowed for In-patients: a) Room only b) OT only c) Both room & OT. The bookings can be done in two possible ways a) Doctors can call over phone or personally comes to the admission section and book & b) patients come with doctor's prescription and book. The user at admission counter queries whether the requested kind of room / OT is available on the requested date. If it is available then the patient's name, age, sex and admitting doctor's name is entered and a pre-registration number is given. All other details are entered when the patient comes for admission later on. While OT booking, any special OT instrument requirement is also captured as per doctor's request in the 'remarks' field. The OT sisters arrange these instruments after getting this information prior to conducting the particular operation.

The system allows cancellation of such bookings and also permits reversal of such cancellations. The booking charges are posted to the billing module, where the patient can pay the booking charges against the booking number. This amount may be refunded in case of a cancellation. Room / OT / Doctor booking charges are not mandatory. A field called 'reason for not paying booking charges' will be filled up in such cases.

REGISTRATION OF PATIENTS

Whenever a new patient enters the hospital he has to be registered first. Registration is done only once and he is assigned a medical record number (MR). This MR number is needed for admitting patient either as Outpatient or In-patient into the hospital.

During patient registration patient's fixed details (which are not going to change frequently with time) like Full name, Date of Birth / Age, Sex, Blood Group, Marital Status, Significant Other Person, Insurance Details, Living Will details, Permanent Address, Passport / Voter Card Number are captured. 'Letter No.' and 'Letter date' fields will be given for corporate patients.

A field called 'Diagnosis' will be there in the registration screen. If the diagnosis is 'maternity' then the 'EDD' will be entered.

Even if the patient is visiting the hospital just to get some lab tests performed (referred to as External Patient throughout the document), an MR number gets generated. In the demographic details screen there must be a separate field for Passport No., Nationality and Voter Card No. If Nationality is not Indian then Passport No. must be mandatory. A separate screen is required to capture details of patients from Bangladesh, and a special report is to be generated with these admission details. These reports are sent to the High Commissioner of Bangladesh on a weekly basis. The system enables the searching of patients on a number of criteria including one or more of the following: i) Patient's name (Surname Forenames) with optional ii) Age iii) MRD number iv) IP/OP/EX v) Location User can navigate to OP / IP admission screen from Registration screen and upon navigation, the patient's basic details should automatically be populated in those screens. A field is required as "Bills payable by: " in the registration

screen. List item values shall be a) Self b) Firm c) Guardian d) Insurance e) Others (a guarantor)

OUT PATIENT ADMISSION

This can take place only after the patient's registration process is over. The out-patient department name, the primary consulting doctor's name and the consultation category is collected from the patient and a OP number is generated.

If the patient belongs to a Member organization (corporate patient), then the name of the organization, his Grade (facilities such as discount, credit, etc.), and his employee ID in that organization (not mandatory) is collected.

If some other medical institution or some external doctor refers the patient, then details of such organization or such doctors can be captured (could be multiple doctors / organizations),.The OP number is valid for a certain period as per the policies of the Hospital.If the patient is External Patient (visiting the hospital only for certain lab tests and not visiting any doctor), an External Patient number is generated. In case the patient is a Medico legal case, then the police report details (like police station, FIR number, Etc) are captured. The consultation fee is Charged for a visit and may change based on hospital policy, excluding other service charges. In addition to consultation fee, there can also be Registration fee associated with each OP number generated. Patient can make any number of visits with the same OP number within the OP validity period. After the expiration of validity period of OP registration, patient has to undergo admission process again and a new OP number is generated.

An Outpatient card will be given to the outpatient who contains the medical record number, Op number, consulting doctor, referring doctor and his details, next visit, personal details and prescriptions. The consulting doctor can be selected by the patient himself or by the Reception staff based on the patient's complaint and his clinical details and the consultation fee is charged accordingly.

IN PATIENT ADMISSION

Admission can take place only if the registration process is over. The patients, who get admitted in the hospital, will be issued an IP number (with reference to his MR number) and a bed will be allocated to the patient if the bed is available immediately. For each admission into hospital, a different and unique IP number should be generated. No patient can be admitted without allocating a bed other than the 'Day-care' patients having admitted as 'OT only' cases.

While waiting for Bed allocation no services should get posted from any place to the new IP number generated except in case of patients whose admission type is Emergency.

A "Colour Coded Matrix" should be displayed when we double-click the "Allocate Bed" button, which should show all the Wards, Rooms & Beds. Available Beds should be in Green and Filled Beds should be Red, for easy identification. This matrix also shows the Sex of the patient so that male patients cannot be allocated with a bed inside a room where female patients are already allocated. User should be able to allocate a Bed to a patient with the help of a "Single Click" from this Matrix screen

Specific details like referral doctor information (could be multiple doctors / organizations), admitting doctor information, contact person details, category/grade details (in case he is corporate patient) are captured. For medico-legal cases there must a separate screen to enter details like FIR No., Police station, type of accident, police case details, etc.

There should be a field to capture whether the patient is a maternity case. If a patient is admitted as a maternity case, then the "nee" field (surname before marriage) becomes mandatory. Whenever a new admission takes place, an alert will be provided at the wards. Similarly, when a patient is discharged from the wards, an alert will be sent at the admission counter.

6. Setting up of Data Centre

For hosting the applications of the Asansol Municipal Corporation, it would require a robust infrastructure to facilitate the e- services to its citizens. The Data Centre will host all the applications and secure the corporation data with means of appliances placed to store the data. Also the Data Centre will be hosted with infrastructure which will be help to keep securing the data. The Data Centre will be hosted in AMC premises over 2500 Sq. ft. area which will consist of Server Room, NOC Room, UPS and battery System, Manager room and a LED TV to monitor 24*7 operations of the Data Centre. The Data Centre will be operated 24*7 with resources working in shifts to keep the data secure.

7. Approach and Methodology

Investor/Bidders will be evaluated based on the approach and methodology delineated by them in the technical proposal. The approach and methodology should contain, but not limited to following:

1. Understanding of the functional requirements for implementation of the project including technical and functional specifications illustratively.
2. Techno functional architecture
3. Project governance structure
4. Project plan
5. Post implementation support plan
6. Responsibility matrix
7. Indicative screenshots of the proposed system

8. Submission of EOI and Evaluation

a. EOI Proposal Instructions and Conditions

Proposals must be direct, concise, and complete. All information not directly relevant to this EOI should be omitted. The AMC will evaluate Investor/Bidder's proposal based

upon its clarity and the directness of its response to the requirements of the projects as outlined in this EOI document.

Bid submitted by the Investor/Bidder shall comprise the following documents:

- The cost of EOI Document
- The EMD
- Pre-qualification Proposal containing data to support the qualification of the Investor/Bidder to bid for the project
- Technical Bid.
- Financial Bid
- Any other information that is required to be submitted in the proposal process.

b. Prequalification Proposal

The pre-qualification proposal will be used to evaluate if the Investor/Bidder's technical skill base and financial capacity are consistent with the needs of the project and meets the eligibility criteria as mentioned above. The pre-qualification proposal must have at the minimum:

- Supporting documents for the information given in the pre-qualification bid

c. Technical Proposal

- The technical Bid should be signed on each page by the authorized signatory of single and sole Investor/Bidder / consortium.
- Technical proposal must contain detailed approach and methodology as defined in this document. The technical proposal must not contain any pricing information.
- In submitting additional information, please mark it as supplemental to the required response.

d. Submission of Bid

- The Investor/Bidder shall upload the bid online in following folder:

- Folder 1: Pre-qualification bid
- Folder 2: Technical Bid
- Folder 3: Financial Bid
- All above mentioned bids will be submitted concurrently duly signed, in the Website www.wbEOIs.gov.in. EOI/bid(EOI)/Bid(EOI) document may be downloaded from website & submission of Technical Bid/Financial Bid as per EOI/bid(EOI) /Bid(EOI) Schedule.
- The requisite Earnest Money, as specified in this EOI shall be paid by drawing a Demand Draft/Pay order on any Nationalized Bank/Scheduled Bank in favor of the Asansol Municipal Corporation payable at Asansol. At the time of uploading the EOI/bid (EOI), the intending Investor/Bidder shall upload a scanned copy of such Demand Draft/pay order along with his/her EOI/bid (EOI).
- The Demand Drafts / Bank Guarantee for EOI Document Processing Fee will be hand delivered or sent by registered post, speed post or courier in the manner and to the address specified in the EOI.

e. Period of Validity of Proposal

- The offer submitted by the Investor/Bidder shall be valid for a period of 180 days from the date of submission of the EOI. A proposal valid for a shorter period may be rejected as non - responsive.
- In exceptional circumstances, AMC may solicit the Investor/Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

f. Amendment of Request for Proposal

At any time prior to the deadline for submission of proposals, AMC, for any reason, may modify the EOI by amendment notified in writing through issue of corrigendum or email to all Investor/Bidders who have received this EOI and such amendment shall be binding on them. AMC, at its discretion, may extend the deadline for the submission of proposals.

9. Bid Evaluation Process

AMC will prepare a list of firms based on the compliance to all the terms and conditions of the EOI. The EOIs, which do not conform to the EOI conditions and EOIs from firms without adequate capabilities as per EOI requirements shall be straight away rejected, without specifying any reason. All eligible EOIs will be considered for further evaluation. The decision of AMC will be final in this regard.

a. Evaluation of Pre-Qualification Bids

- The documentation furnished by the Investor/Bidder will be examined prima facie to see if the technical skill base and financial capacity and other Investor/Bidder attributes claimed therein are consistent with the requirements of this project and meet the eligibility criteria as specified above.
- The evaluation committee may ask Investor/Bidder(s) for additional information, visit to Investor/Bidders site and/or arrange discussions with their professional, technical faculties to verify the claims made in bid documentation.
- Any proposal not complying with the requirements of the eligibility criteria may not be processed further.

b. Evaluation of Technical Bids

The technical proposals of only those Investor/Bidders, who qualify in the evaluation of the pre - qualification proposals, shall be opened. The Technical Bid will be examined by the evaluation committee on the basis of responsiveness to the Terms of Reference, applying the evaluation criteria and points system specified.

c. Criteria for Evaluation of Technical Bids

Sr	Criteria	Marks for Criterion
1	References for OEM Software	If References = 3, Marks=15
		If References > 3, Marks=25
2	Years of experience of OEM in City space	If Years = 5, Marks=15
		If Years>5, Marks=25
3	Cumulative Turnover for last 3 years for the Sole and single Investor/Bidder or the lead partner of the consortium	If cumulative turnover <=INR 100 Cr. , Marks = 5
		If cumulative turnover >INR 100 Cr & <=INR 200 Cr , Marks = 10
		If cumulative turnover >INR 200 Cr. , Marks = 15
4	Experience in working with Indian cities	If no. of cities = 1, Marks =3
		If no of cities >1, Marks=5
5	Quality Certifications	If ISO9001:2008, Marks =5 If CMM LEVEL 1, MARKS=6 If CMM LEVEL 2, MARKS = 7 If CMM LEVEL 3, MARKS = 8 If CMM LEVEL 4, MARKS = 9 If CMM LEVEL 5, MARKS = 10
5	Presentation with Approach and Methodology	20

d. Evaluation of Financial Bids

- The bids securing at least 70 marks in the technical evaluation will be qualified for financial evaluation. Financial bids will be evaluated basis prices quoted exclusive of taxes.
- The list of Investor/Bidder will be ranked in ascending order (i.e.) Investor/Bidder quoted the lowest price (L1) will be ranked first and so on.
- The L1 Investor/Bidder will be awarded 100% score.
- Financial Scores for other than L1 Investor/Bidders will be evaluated using the following formula:
Financial Score of a Investor/Bidder (CS) = (Price bid of L1 Investor/Bidder)/ (Price bid of the Investor/Bidder) X 100 % (adjusted to 2 decimals)

e. Joint Financial and Technical Evaluation

AMC shall follow a Quality cum Cost Based System (QCBS) for finalization of the vendor. A composite weightage shall be calculated for those Investor/Bidders whose bids are found to be in order. The weightage for the composite evaluation is as described below:

- Technical – 70%
- Financial – 30%

Investor/Bidder with the highest composite score (Technical & Financial– $TS*0.7 + CS*0.3$) will be called for negotiating the contract. In case of a tie in the overall score Investor/Bidder with the superior technical score will be invited for negotiations first.

10. Negotiation

Post evaluation of the bids, AMC reserves the right to invite the Investor/Bidder with the highest composite score for final negotiation prior to award of contract.

11. Award of Contract

AMC will award the contract to successful Investor/Bidder whose bid has been determined to be responsive and has been determined to be most competitive

provided further that the Investor/Bidder is determined to be qualified to perform the project satisfactorily. The Contract constitutes the entire agreement between the AMC and the successful Investor/Bidder with respect to the subject matter of Contract and supersedes all communications, negotiations, and agreements (whether written or oral) of parties with respect to the subject matter of the Contract made prior to the date of Contract.

12. System Acceptance

The system shall be accepted by AMC on error free live run for a period of fifteen calendar day.

13. Training

The successful Investor/Bidder should provide adequate centralized training to the users at the Investor/Bidder location, to enable them to use the system effectively. Approximately, a total number of 100 persons is to be trained.

14. Project Delivery Schedule

The Investor/Bidder (s) will have to submit a project delivery schedule in the Technical Bid.

15. Publicity

Any publicity by the Investor/Bidder/vendor in which the name of AMC is to be used should be done only with the explicit written permission of AMC.

16. Indemnity

Except for expenses or liabilities arising from the negligence of AMC, the Investor/Bidder shall indemnify and hold AMC harmless, against any and all expenses and liabilities, arising out of the performance or default of this Contract as follows:

The Investor/Bidder agrees to the extent that, there is a causal relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm, or corporation directly or indirectly employed by the Investor/Bidder, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by AMC and its employees, or by any member of the public, to indemnify and save AMC and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs and expenses, arising out of the performance or default of this contract. Such costs are to include defense, settlement and reasonable attorneys' fees incurred by AMC and its employees. This promise to indemnify shall include bodily injuries or death occurring to Investor/Bidder's employees and any person directly or indirectly employed by Investor/Bidder (including without limitation any employee of any subcontractor), AMC employees, the employees of any other independent contractors, or any member of the public. When AMC submits notice, Investor/Bidder shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this agreement. The limits of insurance coverage required herein shall not serve to limit this indemnity obligation. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

17. Termination of Contract

a. Completion of Contract

Unless terminated earlier, the Contract shall terminate on the completion of term as specified in the Contract

b. Termination for Insolvency

AMC may at any time terminate the Contract by giving written notice to Successful Investor/Bidder without compensation to Successful Investor/Bidder, if Successful

Investor/Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to AMC

18. Force Majeure

- Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the EOI. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract
- The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. AMC will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of Successful Investor/Bidder in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the abovementioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above
- In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure

19. Dispute Resolution

- AMC and Successful Investor/Bidder shall make every effort to resolve amicably by direct informal negotiations any disagreement or disputes arising between them under or in connection with the Contract
- If, after Thirty (30) days from the commencement of such direct informal negotiations, AMC and Successful Investor/Bidder have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism specified in the below clauses
- In the case of a dispute or difference arising between AMC and Successful Investor/Bidder relating to any matter arising out of or connected with this Contract, such dispute or difference shall be referred to the award of two Arbitrators. One Arbitrator to be nominated by AMC and the other to be nominated by Successful Investor/Bidder or in case of the said Arbitrators not agreeing then to the award of an Umpire to be appointed by the Arbitrators in writing before proceeding with the reference and in case the Arbitrators cannot agree to the Umpire he may be nominated by the Secretary, Indian Council of Arbitration, State. The award of the Arbitrators in the event of their not agreeing of the Umpire appointed by them or by the Secretary, Indian Council of Arbitration, State, shall be final and binding on the parties
- The Arbitration and Conciliation Act 1996, the rules there under and any statutory modification or reenactments thereof, shall apply to the arbitration proceedings
- The venue of arbitration shall be Kolkata, West Bengal, India
- Continuation of the Contract: Notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the Scope of Work to ensure continuity of operations

20. Conflict of Interest

Successful Investor/Bidder shall disclose to AMC in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for Successful

Investor/Bidder or Successful Investor/Bidder's Team) in the course of performing the Services as soon as practically possible after it becomes aware of that conflict.

21. Severance

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

22. Governing Language

The Agreement shall be written in English language. Language of the Agreement shall govern its interpretation. All correspondence and other documents pertaining to the Contract that are exchanged by parties shall be written in English language only.

23. Confidentiality

- The successful Investor/Bidder shall not use any Information, name or the logo of AMC except for the purposes of providing the Service as specified under this contract;
- The successful Investor/Bidder may only disclose Information with the prior written consent of AMC to a member of The successful Investor/Bidder's Team ("Authorized Person") if the Authorized Person is obliged to use it only for the performance of obligations under this contract
- The successful Investor/Bidder shall do everything reasonably possible to preserve the confidentiality of the Information including execution of a confidentiality agreement to the satisfaction of AMC
- The successful Investor/Bidder shall notify AMC promptly if it is aware of any disclosure of the Information otherwise than as permitted by this Contract or with the authority of AMC
- The successful Investor/Bidder shall not use any information which might have come to its knowledge in whatever manner during the discharge of its obligation

under the contract for any purpose except strictly for discharging his obligation under the contract and no more

24. Currency for the Bid

The Pricing has to be made in Indian Rupees.

ANNEXURE I: MANUFACTURER'S AUTHORIZATION FORM

Memo No: _____

Dated: _____

The Commissioner
Asansol Municipal Corporation
Near Bardhaman Bhavan, GT Road,
Station Road, Asansol,
West Bengal 713301
India

Dear Sir:

We, _____ who are established and reputable manufacturers of enterprise municipal software having registered office at _____ do hereby authorize M/s _____ to submit, negotiate and receive the order from you.

We hereby extend our full guarantee and warranty for the goods and services offered by the above firm. We would be jointly and severally responsible for the performance of the software supplied by our partner _____

Yours faithfully,

Authorized Signatory

ANNEXURE II: PRICE BID

Total Cost for Implementation of Enterprise Municipal System in Asansol Municipal Corporation.

This page of price bid is a sample copy only not for quoting of rate by bidder. The bidder will be quote their rate in the enclosed B.O.Q.

Name of the Investor/Bidder / consortium : _____

Sr	Description	UoM	Price
1	Implementation of Enterprise Municipal System in Asansol Municipal Corporation including Data Centre & Cloud Operation for 5 years.	Per Month	
	Amount in Word:		
Note: Prices will be exclusive of applicable taxes and Duties			

ANNEXURE III: MEMORANDUM OF UNDERSTANDING FOR THE CONSORTIUM
FORMAT FOR POWER OF ATTORNEY FOR LEAD PARTNER OF CONSORTIUM

[To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. Whereas ___ has invited Bid for __ (Name of the Project) Whereas, the Partners of the Consortium comprising of the following:

1. M/s _____.

2 .M/s. _____

3 .M/s. _____

4 .M/s. _____.

(The respective names and addresses of the registered offices to be given) are interested in bidding for the Project and implementing the same in accordance with the terms and conditions contained in the Bid Documents.

Whereas, it is necessary for the members of the Consortium to designate one of them as the lead member with all necessary power and authority to do, for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium's Bid for the Project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT

We, the Partners of the Consortium comprising of the following:

1. M/s _____.

2 .M/s. _____

3 .M/s. _____

4 .M/s. _____ etc.

hereby designate M/s. _____ being one of the members of the Consortium, as the lead member of the Consortium, to do on behalf of the Consortium, all

or any of the acts, deeds or things necessary or incidental to the Consortium's Bid for the Project, including submission of the Bid, participating in meetings, responding to queries, submission of information/ documents and generally to represent the Consortium in all its dealings with Client or any other Government Agency or any person, in connection with the Project until culmination of the process of bidding till the Project Agreement is entered into with Client and thereafter till the expiry of the Project Agreement.

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

Signature with Date	
Name in Block Letter of Executants with seal of Company	
Witness1	
Witness2	

Notes: To be executed by all the members individually, in case of a Consortium.

Successful bidder agency shall have to make an agreement (in two copies) with the Asansol Municipal Corporation, in the prescribed pro-forma by depositing @ Rs. 1000/- (Rupees one thousand only.) for cost of each tender form in cash stating that the agency is agreeable to supply the Pipe materials as and when require (as per the rates quoted and terms and conditions laid down in the quotation papers) to the Municipality with in the Municipal/Adjoining areas (as the case may be).

Secretary,
Asansol Municipal Corporation

Memo No.:- /PW/Eng/2017

Dated: 18.05.2017

Copy Forwarded for information and for favour of wide circulation to:

1. The Mayor, Asansol Municipal Corporation,
2. The District Magistrate, Burdwan.
3. The Commissioner, Asansol Municipal Corporation,
4. The Director SUDA, SUDA BHAWAN, HC Block, Sector-III, Saltlake, Kol-106.
5. The Chief Engineer, Asansol Municipal Corporation.
6. The Superintending Engineer, Asansol Municipal Corporation.
7. The Revenue officer, Asansol Municipal Corporation.
8. The Finance officer, Asansol Municipal Corporation.
9. The O.S. for wide circulation in a day by National & local News Paper in Bengali, Hindi & English..
10. The Office Notice Board, Asansol Municipal Corporation for wide circulation.
11. The Guard File.

Secretary,
Asansol Municipal Corporation