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Preamble

Municipal Corporation, Mathura -Vrindavan is responsible for Providing the basic amenities and services to the citizens. The main function of the Corporation is to provide civic amenities to the public at large, and for discharge of its functions & duties assigned by the Govt., the Corporations follow various documents like Municipal Corporation Act, Municipal Accounts code, Building bye-laws etc. The Corporation intends to hire an agency to print Bill of the property units, bill distribution of property tax with Geo tagging and receipt information along with mobile no. in the limit of MC Mathura -Vrindavan

Key events and dates

The schedule of activities for the purpose of RFP is outlined below:-

Sr. No.	Key Activities	Date
1	Start date for issue Request for Proposal (RFP)	15/06/2024 at 02:00 PM
2	Last Date for Submission of Proposals (RFP)	29/06/2024 at 02.00 P.M.
3	Date of Opening the Technical Bids	29/06/2024 at 04.00 P.M.
4	Pre-Bid Meeting	20/06/2024 at 12:00 P.M
4	Bidders Presentations	Intimation will be provided for successful bidders.
6	Date of Opening the Financial Bids	Will be intimated after opening of Technical Bids and evaluation of Technical Bids

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SECTION-I

INVITATION FOR BIDS

1. This invitation to Tenderers (individual companies) is for:-

Printing and Distribution of Property Tax bills to every property owner within the limit of MC through Mobile Application and Integration of property picture with every property for the year 2024-25.

1.1. The Scope of work is given below:-

1. Development of Mobile Application and integration with the property tax data.
2. Property Tax Bills will be provided in PDF (softcopy) through Nagar Nigam.
3. Printing of Bills.
4. Distribution of bills physically and verifying the receipt of the bill distributed through Mobile Application along with Integration of Mobile No. of owner and property picture.
5. Provide receipt of Property Picture.
6. MIS report has to be submitted by the bidder of the no. of property bills distributed.
7. Bidder has to deploy efficient manpower of at least 26 nos. people along with Tax collector and Revenue Inspector to distribute the property tax bills.
8. Bidder shall deploy a dedicated manpower for the distribution of bills in the particular ward, bidder shall initially complete the allotted ward and then move to the next ward once the 100% distribution of bill in that particular ward is achieved.
9. The salary should be distributed by the bidder of the manpower deployed as per rules and regulation and if in any case there is delay in the distribution of the salary then the work of bill distribution shall not be stopped.
10. Inspection of bill distribution work shall be done by the officials of the authority and penalty would be imposed if the work is not found satisfied.
11. Rates with the lowest value would be considered by the authority and bidder has to provide explanation of the rates provided.
12. The Right of acceptance and rejection of any tender without giving any reason would be vested in the Municipal Commissioner, Nagar Nigam Mathura Vrindavan.

1.2. Bidders will have to maintain the Distribution record including day to day Distribution activity on real time portal.

All the data collected is to be maintained in the digital form, this shall be connected to the web based software.

1.3. Details of the tender are mentioned below:-

1. This tender document is not transferable.
2. All bids must be accompanied by earnest money of Rupees 100,000/- (Rupees One lakh Only) through online payment or RTGS / NEFT (Bank Name: Kotak Mahindra, Account No. 9812715225, IFSC: KKBK0000149)
3. in account
4. The tenders can be filled online at e-tender portal and all the details can also be seen in the Website of Municipal Corporation i.e <http://nmmvonline.in/>
5. Schedule for Invitation to Tender:

a) Addressee and Address at which Tenders to be submitted:

Municipal Commissioner,

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Municipal Corporation Mathura Vrindavan.
Phone: 0565-2500006
e-mail- nagarayuktmathura@gmail.com

- b) Last Date of Sale of Tender: Mentioned in Key Events section
- c) Last date and time for receipt of Tenders: Mentioned in Key Events section
- d) Place Time and Date of opening of Technical Bids: Mentioned in Key Events section. Office of Commissioner Officer, Municipal Corporation, Mathura Vrindavan
- Place Time and Date of opening of Financial Bids:
Date will be intimated after opening of technical Bids
Office of Commissioner Officer,
Municipal Corporation, Mathura Vrindavan

The date of opening of the financial bids shall be intimated subsequently and the financial bids of only those tenderers shall be opened who will qualify the technical bid criteria.

- a) Date till which the tender is valid: 120 days from the opening of the Bid.

Note:

1. The Client shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.
2. Conditional Tenders and tenders with deviations will be summarily rejected



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SECTION-II

INSTRUCTION TO TENDERERS

A. Introduction

1. Procedure for Submission of Bids: It is proposed to have a Two Bid System for this tender.
 - a) Technical Bid in one sealed cover (all pages should have page nos. including purchase order & Certificate with proper Index)
 - b) Online submission.

The tenderers must place their Bids, in sealed covers, in a single envelope, super-scribed with the Bid title as follows:

“Printing and Distribution of Property Tax Bills to every property owner within the limit of MC through Mobile Application and Integration of property picture with every property for the year 2024-25”

Technical Bids will be opened on the prescribed date and time. However, the Financial Bids of only the Technically Qualified bidders shall be opened.

The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared “Late”.

2. Cost of Tender

- 2.1 The tender cost will be Rs. 2000 + 18% GST= Rs2360/- through online payment (Bank Name: Kotak Mahindra, Account No. 9812715225, IFSC: KKBK0000149) in favour of Commissioner, MC Mathura Vrindavan, The Tenderer shall bear all costs associated with preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3. Instructions

- 3.1 The tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Tenderer's risk and may result in the rejection of the bid.

4. Clarification of Tender Document

- 4.1 A prospective Tenderer requiring any clarification of the Tender Document may notify the Client in writing or by email at the Client's mailing address indicated in Clause 4(a) of Section I. The Client will respond in writing to any request for clarification of the tender Document received, not later than 2 days prior to the last date for the receipt of bids prescribed by the Client.

Written copies of the Client response (including an explanation of the query but identifying the source of inquiry) will be sent to all prospective Tenderers who have received the Tender Documents.



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5. Amendment of Tender Document.

1. At any time the Client, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the tender document by an amendment.
2. The amendment will be notified in writing or by email or fax to all prospective Tenderers who have purchased the Tender Documents and will be binding on them.
3. In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the Client may, at its discretion, extend the last date for the receipt of Bids.

6. Language of Bids

- a) The Bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the Client, shall be written in the English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

7. Documents Comprising the Bids

The Bids prepared by the Tenderers shall comprise of following components:-

- Bid Proposal sheet duly filled in, signed and complete in all aspects.
- Qualifying data duly filled in as per relevant proforma provided in the bid proposal.
- Conditional tenders and tenders with deviations will be summarily rejected.

(A) Technical Bid shall consist of following:-

(i) Documents required:-

- a) EMD
- b) Address of the registered office /Articles of Memorandum of association /Registration certificate under Indian Companies Act/Partnership Firm/Proprietor Firm.
- c) Audited balance sheet of last three years indicating the turnover.
- d) Undertaking of technical staff on roll
- e) Income Tax returns of last 3 years.

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SECTION-III
TERM AND CONDITIONS OF THE
TENDER

1. TENDERER'S QUALIFICATIONS / ELIGIBILITY CRITERIA:-

The bidders meeting the following criteria are eligible to apply and submit their bids:-

General:-

- 1.1. The bidder must be an Indian Partnership or Prop. firm / company / organization registered under Indian Companies Act.
- 1.2. Bidding company must have similar experience of Survey / Software / I.T. in any Municipal Corporation of India.
- 1.3. Prior experience with MC in providing IT solutions is desirable.
- 1.4. Companies which the Commissioner, Municipal Corporation Mathura - Vrindavan deems unfit due to unsatisfactory past experience or work track record in technical know-how & management will be under his discretion.
- 1.5. The bidder must have a turnover of minimum Rs. 1 crore in providing IT/ITES/Communication /GIS /GPS Survey Services. (Please attach proof thereof.)
- 1.6. The tenderer must have a single project / Work order of Rs. 50 lakh or more.
- 1.7. The bidder must have prior experience of over 3 years experience in same services and have Minimum two work orders of 2 Municipal Corporation of Uttar Pradesh.
- 1.8. The bidder must have minimum 3 years experience in IT / Survey / Govt. projects. The details must be provided along with the bid document.
- 1.9. The bidder should preferably have an experience in handling government projects.
- 1.10. The bidder must have office in Mathura -Vrindavan / NCR preferably.
- 1.11. The bidder must have to enclose character certificate of Proprietor or Partner or director issued from district magistrate.
- 1.12. The Bidder must have solvency certificate of minimum 50Lakh in any financial year.
- 1.13. The Bidder must have ESI and PF Certificate.
- 1.14. The tenderer should further clarify that the individual signing all documents in connection with the tender whether he or she signs as:-
 - i. A "Director" of the Pvt. Ltd. Company or constituted attorney of such sole proprietor or any authorized representative of bidder.
 - ii. A Director of the Pvt. Ltd. Company in which case he have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. In the alternative the tender should be signed by all the partners or any authorized Signatory of the firm.
 - iii. Constituted attorney of the firm, if it is a company.

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1. Technical qualification criteria is as follow:-

Sr. No	Technical Bid Criteria	Points
1.	Proforma-I duly filled	5
2.	Proof of minimum turnover of Rs. 4 Crore for last 3 years (In Survey / IT Project / Software / Communication)	15
3.	Minimum 3 Projects in similar work in any Municipal Corporation.(Hosting of live PTMS software)	20
4.	Solvency Certificate of Director / Partner / Prop. Not less than 1 crore by District Magistrate (Proof should be attached) (Mandatory)	20
5.	Character certificate of the Director / Partner / Prop. From District Magistrate.(Mandatory)	10
6.	Company should have ESI and PF Registration certificate	10
7.	ISO certificate , UdyogAadhar Number, PAN Card	10
8.	Single Work Order of Rs. 50 lakh or more of similar	10
	Total	100

Note:- For qualifying in Technical Bid, minimum 90% score of Points is required. Those who will qualify shall be considered for the Financial Bid.

** Joint Venture Not Allowed **

3. DELIVERY PERIOD: The delivery period shall be as under:-

Sr. No	Job	Time Frame
1.	Printing of bills of Property Tax	7 days after getting the inputs provided by the MC
2.	Distribution of bills through Mobile Application approx of 1.79 lacs properties or more	Within 6 month
3.	Submission of receipts in softcopy like Property Pictures ,Signature (if any) ,Mobile Number. If any provided by the owner .Not Mandatory	Up to 30th Dec 2024

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4. DELAY IN THE VENDEOR PERFORMANCE & PENALTY:

Delivery and performance of Service shall be made by the tenderer in accordance with the time schedule specified by the client in this schedule of requirement.

No extensions in the delivery schedule would be given and the tenderer shall have to strictly adhere to the delivery schedule.

Penalty@ Rs. 2000/- per week shall be levied after the delay in execution of the assignment at various stages. In case, The company delays the completion of assignment for more than 30 days at each stage, the EMD shall be forfeited and the order shall stand cancelled.

An unexcused delay by the tenderer in the performance of its delivery obligations shall render him liable to any or all of the following penalties:-

- i. Forfeiture of earnest money in case of non-compliance
- ii. Imposition of liquidated damage and termination of the contract for default.
- iii. Negligence, Default and Risk purchase.

Further in case of any default by the vendor, the client may also suspend business dealings with the vendor apart from claiming reasonable compensation/damages including forfeiture of security and blacklisting of supplier.

5. EARNEST MONEY & SECURITY:

The tenderer shall deposit an Earnest money of Rupee Ten Thousand Only through RTGS/ NEFT and EMD will be returned to the unsuccessful bidders after the agreement with the successful bidder without any interest. Bidder also has to provide their Bank details for refund of EMD to unsuccessful participants. Tenders submitted without earnest money shall be rejected.

In case of award of the contract, the tenderer shall deposit a **performance guarantee of Rs. 50,000** in the form of Bank Draft in favor of Commissioner, Municipal Corporation Mathura -Vrindavan payable at Mathura -Vrindavan and after that EMD should be returned without any interest.

6. SCHEDULE OF PAYMENT:-

Sr. No	Job	Payment Schedule
1	Payment to be released after Distribution of bills ward wise .	100%
	Total	100%

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authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials equipment, transportation or energy sufficient to meet needs (a "force Mажure Event") the party who has been so affected shall immediately give notice to the other party and shall do everything reasonably practicable to resume performance, except that Company shall not be excused in any event from its payment obligation. Upon receipt

of such notice, all obligations under this Agreement shall be immediately suspended for the period so such Force Mажure Event. If the period of nonperformance exceeds sixty (60) days from the receipts of notice of the force Mажure Event, the party whose ability to perform has not been so affected may give written notice to terminate this Agreement".

13. Work Extension

After the satisfactory performance of work the tender will be extended on yearly basis, with the hike of 10% on rates yearly or as per mutual consent of both the parties without any tender.



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Section V

Bid Proposal Performa

Performa -I

BID PROPOSAL SHEET

Tenderer's Proposal Reference No. & Date:	
Tenderer's Name & Address:	
Person to be contacted:	
Designation:	
Telephone No:	
Fax No:	
Mob No:	
Email address:	

Performa –II

Quotation Performa - Financial Bid

For each Property Generation & Distribution of Notices in the limit of MC Mathura - Vrindavan

Sr. No.	JOB Assignment	Quote (INR)
	"Printing and Distribution of Property Tax Bills to every property owner within the limit of MC through Mobile Application and Integration of property picture with every property for the year 2024-25"	Cost Per Property inclusive of all taxes

*Exclusive of all taxes.

SIGNATURE OF TENDERER / APPLICANT
(With Seal)

ADDRESS _____

DECLARATION:-

I/we have gone through and understood the contents of this tender / application form carefully and the information furnished by me/us is true to the best of my / our knowledge and belief and noting has been concealed there from. I/we have also read and understood carefully the terms & conditions annexed herewith which I/we shall abide by

SIGNATURE OF TENDERER / APPLICANT
(With Seal)

ADDRESS _____

OFFICE OF THE MUNICIPAL CORPORATION, MATHURA -VRINDAVAN

TENDER NOTICE

Tenders are invited from individual companies / firms for **“Printing and Distribution of Property Tax Bills to every property owner within the limit of MC through Mobile Application and Integration of property picture with every property for the year 2024-25”** with earnest money of One Lakh Rupees and tender can be downloaded and can be filled from mentioned website / portal from 15/06/2024 to 29/06/2024 till 02.00 P.M. with the **tender document fees of Rs.2360/- and earnest money of Rs.100,000/-through RTGS / NEFT or online payment can be made.**

The bidder or consortium must have absolute proof of minimum turnover of Rs. 1 Crore for last 3 years. (Proof to be attached) The bidder must have experience in handling similar IT / GIS / Survey projects. Conditional tenders and tenders with deviations will be summarily rejected.

The tender can be filled online at etender.up.nic.in and all the details can also be seen in the Website of Municipal Corporation, <http://nnmvonline.in/>. The Technical bids can be submitted upto **29/06/2024** at 02.00 P.M. & shall be opened on **29/06/2024** at 04.00 P.M. however, the financial bids of only those bidders shall be opened who will qualify the technical bid.

The right to accept or reject the tender(s) is reserved.

Commissioner,
Municipal Corporation,
Mathura -Vrindavan.

Phone: 0565-2500006
e-mail- nagarayuktmathura@gmail.com

कार्यालय नगर निगम मथुरा-वृन्दावन, मथुरा।

संख्या:- 1174 / क0वि0 / न0नि0म0वृ0, मथुरा / 224-25

दिनांक 14/06/24

निविदा सूचना

सूचित किया जाता है कि नगर निगम मथुरा-वृन्दावन सीमान्तर्गत अनुमानित 1.79 लाख सम्पत्तियां निर्मित हैं। शासन के निर्देशानुपालन में नगर निगम मथुरा-वृन्दावन सीमान्तर्गत आने वाली सम्पत्तियों का जी0आई0एस0 सर्वे पूर्ण हो चुका है। सर्वे के उपरान्त नगर निगम अधिनियम 1959 की धारा 504 के अन्तर्गत निर्मित 1.79 लाख बिल निर्गत एवं वितरित किये जाने हैं।

भवन स्वामियों को शीघ्र से शीघ्र बिल निर्गत एवं वितरण कराये जाने का कार्य किसी निजी फर्म/संस्था से कराया जाना है। नोटिस ए-4 साइज में दो प्रतियों में निर्गत करते हुए नोटिस की एक प्रति भवन स्वामी को प्राप्त कराने तथा द्वितीय प्रति नगर निगम के कर विभाग में प्राप्त करायी जायेगी। इस कार्य हेतु न्यूनतम दरों हेतु इच्छुक फर्म/संस्थाएं अपने प्रस्ताव दिनांक 15.06.2024 से 29.06.2024 तक जनरलगंज स्थित नगर निगम मथुरा-वृन्दावन के कर विभाग कार्यालय में आवेदन बन्द लिफाफे में प्रस्तुत कर सकते हैं। उक्त कार्य से सम्बन्धित नियम व शर्तें नगर निगम मथुरा-वृन्दावन की ऑनलाईन साइट www.nnmvonline.in पर देखी जा सकती है।

मुख्य कर निर्धारण अधिकारी
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प्रतिलिपि:-

- 1- नगर आयुक्त महोदय की सेवा में सादर अवलोकनार्थ।
- 2- यूनिकॉम एड ऐंजेन्सी को इस आशय से कि उक्त सूचना का प्रकाशन दैनिक समाचार पत्र दैनिक अमर उजाला, दैनिक जागरण में कराते हुए प्रकाशित अंक की दो-दो प्रतियों सहित बिल भुगतान हेतु कार्यालय में प्रस्तुत करने का कष्ट करें।
- 3- सम्पादक दैनिक राजपथ को इस आशय से कि उक्त सूचना का प्रकाशन अपने समाचार पत्र में कराते हुए प्रकाशित अंक की दो-दो प्रतियों सहित बिल भुगतान हेतु कार्यालय में प्रस्तुत करने का कष्ट करें।
- 4- श्री विनीत द्विवेदी, आई0टी0 एक्सपर्ट को इस निर्देश के साथ कि उक्त निविदा प्रकाशन की सूचना एवं नियम शर्तों को नगर निगम मथुरा-वृन्दावन की ऑनलाईन साइट www.nnmvonline.in पर अपलोड कराकर अधोहस्ताक्षरी को अवगत कराने का कष्ट करें।

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