

Punjab Land Records Society

On behalf of
Department of Revenue,
Government of Punjab

Request for Proposal

Selection of Transaction Advisor for Digital Platform for Land
Records in Punjab

Date: 10.05.2022

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1. DATA SHEET

1	Name of the Authority: Department of Revenue, Government of Punjab	
2	Method of Selection: Quality Cum Cost Based System (QCBS)	
3	Financial proposal to be submitted along with the Technical Proposal: Yes	
4	Point of contact for any queries related to the RFP	
	Name	Mr. Surinder Pal Singh
	Mobile	+91 8968688449
	Email	tender.plrs@gmail.com
5	Proposal should remain valid for 180 days from the proposal due date	
6	The Transaction Advisor is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consulting Company; Yes	
7	The Transaction Advisor must submit one original copy of the technical proposal and one original copy of the Financial Proposal	
8	The Transaction Advisor is required to submit sealed Technical Proposal and separately sealed Financial proposal. Email submissions are not allowed.	
	Financial and Technical Proposals should be clearly marked Financial (or Technical) Proposal for (Title of Consulting Service) - Do not open except in presence of the Evaluation Committee. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelopes.	
	Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for (Title of Consulting Service) - Do not open except in presence of the Evaluation Committee. The name of the Consulting firm submitting the proposal must also be clearly indicated on the envelope.	
9	Proposals must be submitted no later than the following date and time: June 2, 2022 upto 3.00PM . Bid received after this time will not be entertained nor considered.	
10	Date for Pre-bid meeting: May 19, 2022 at 11.00AM in Committee Room, 3 rd Floor, Punjab Civil Secretariat, Sector 1, Chandigarh	
11	Address for submission of the Proposal:	
	Name	Mrs. Sunita Thakur
	Designation	Project Manager, PLRS
	Phone	+91 172 2740611-4332
	Email	plrs.chandigarh@gmail.com
	Contact Address	Room No. 16, 4 th Floor, Punjab Civil Secretariat, Sector-1, Chandigarh.
12	Expected date for public opening of Technical Proposal : To be intimated in due course	
13	Expected date for opening of Financial Proposal of eligible bidders: To be intimated in due course	
14	Expected date for commencement of consulting services: To be intimated in due course	

2. SCOPE OF WORK, DELIVERABLES, TIMELINES

Phase	Description	Activities	Deliverable	Duration (Weeks)
I	Initiation	1. Define Scope of Work with the department and prepare a detailed project work plan to be adopted `	<ul style="list-style-type: none"> Detailed Work Plan 	T+1
I	Assessment	<p>1. Study the present organization structure, functions, services, Business processes, workflows, synthesis, Key Performance Indicators, software and IT Infrastructure of the Department etc.</p> <p>2. Study of revenue act and notifications.</p> <p>3. Adoption/Study of National & International Best Practices of similar systems (2 States in India)</p> <ul style="list-style-type: none"> Identify best practices of similar systems that have been implemented at national, international level, in other states and PSUs that are relevant for incorporation in the project Brief description of the practice Agencies involved Location where implemented (geographical and situational context) How implemented Processes involved Technology/IT Infrastructure used People - how many at each stage and what role do they play Resources - Cost of implementation, time required for implementation How is it relevant to the State Department in terms of its Applicability, Feasibility, Pitfalls/Problems, Advantages/ Disadvantages Benchmarking Data Experiences/ Learnings of the 	<ul style="list-style-type: none"> As is-Status Report Best Practices Report 	T + 8

		implementing organization "		
II	Design	<p>1. Design of To-Be processes :</p> <ul style="list-style-type: none"> ○ Analyze the existing processes and identify the processes that: <ul style="list-style-type: none"> ○ Can be implemented more efficiently (inefficient processes) ○ Can be shortened/collapsed by eliminating certain steps or sub-processes (processes with redundant steps) ○ Can be merged with other processes (overlap with other processes) ○ Can be eliminated totally (redundant processes) ○ Document the functions/ services/ processes for improvement, automation / IT enablement and Government Process Reengineering (GPR) for speedy, efficient, transparent and accountable system ○ Likely impact on the performances ○ The candidate technologies to address the requirements ○ Legal and organizational changes ○ Study the process of base rate fixation for properties and identify areas of re-engineering in the process, benchmarking against the good practices adopted for base rate fixation. <p>2. Detailed Project Report (DPR):</p> <ul style="list-style-type: none"> ○ Detail-out the complete scope, phasing strategy, costing, timelines and the implementation plan of the project ○ Detail-out the SLA with every milestone. ○ Chalk-out baseline figures with respect to all services and functions ○ Technical specifications of IT and Non-IT Infrastructure ○ The Solution Architecture involving all the building blocks of the project including the 	<ul style="list-style-type: none"> ● Detailed Project Report 	T+14

		<p>following:-</p> <ol style="list-style-type: none"> I. Functional Solution: having following components with corresponding activities to design the components: <ol style="list-style-type: none"> i. Functional features and requirements of the proposed application ii. Description of Functional Architecture iii. Functional Architecture Component details iv. Delivery channel architecture and user interfaces with service levels v. Interface of application with other central and state level e-Governance initiatives vi. Reusability of common and core applications vii. Expected user experience, navigation and usability features II. Technology Solution: <ol style="list-style-type: none"> i. Application architecture, consisting of all the required modules. ii. Functional Requirement Specification (FRS) document, DFD and wireframes. iii. Alignment with Core infrastructure and services being built as part of National strategy – NeGP, iv. Alignment with guidelines of Ministry of Information Technology, Department of Land Resources, Government of India etc. v. Network architecture, Database architecture, including defining data structure, data dictionary as per standards laid-down by Government of India/ Government of Punjab (In case such standards are not defined, the same would be got approved by GoP) vi. Security architecture, Define technology standards for all IT interventions, vii. Web portal design viii. Data migration strategy 		
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		<ul style="list-style-type: none"> ix. Disaster management plan x. Data Centre and Data Recovery Centre xi. Design and specifications xii. Risk Management Plan III. Financial Solution <ul style="list-style-type: none"> i. Business model and continuity plan to ensure sustainable implementation, study existing transaction volumes and the model for designing PPP options based on user charges ii. Sources of funding iii. Cost benefit analysis with financial models 3. Change Management Plan <ul style="list-style-type: none"> o Capacity Building Requirements: Assess the gaps in skill sets & capacities of the existing personnel and project the capacities required to implement e- Governance. Accordingly Prepare capacity building plan and Carry out training and re-orientation needs o Communication Strategy: The communication needs of the project should be analyzed and a communication strategy devised. The strategy will address what needs to be communicated, by whom and to whom, at what frequency and the delivery channels. o Change Management Strategy: The change management strategy will include: <ul style="list-style-type: none"> I. Identify change characteristics (assess the size and nature of change) II. Assess the readiness of the organization for change III. Develop a team model and a sponsor model IV. Identify change management team members and assess competencies V. Prepare pedagogy and training material for change management team (based on assessment of competencies) 		
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		<p>VI. Identify sponsors and stakeholders and assess sponsor capabilities to manage change</p> <p>VII. Prepare pedagogy and training material for sponsors (based on assessment of competencies)</p> <p>VIII. Resistance management plan (what resistance may look like, how to identify resistance, strategy for managing resistance)</p> <p>IX. Implementation plan (change management plan should be integrated with project activities into project schedule)</p> <p>X. Exit Management Plan: The DPR will clearly delineate a mechanism for an exit in particular to the method for evaluating the work performed viz a vis the payment milestones to be settled with vendor including penalties with reference to delays & defaults. In case the bidder selected through the bidding process is unable to perform its duties during the course of the project (thereby jeopardizing successful completion of the project), the Transaction Advisor would be required to initiate an alternate plan which would allow L2, L3..Ln bidder to be invited to carry on the work. However, there would be no impact on the payment of the Transaction Advisor in such a scenario. The department would pay the Transaction Advisor s on pro-rata basis in case an extension in services is required.</p>		
III	Construction	<p>Selection of Implementation Agency(IA)</p> <p>1. Prepare RFP & related documents required for selecting IA comprising scope of activities to be undertaken</p>	RFP for project & other supporting documents	T + 18 (Submission of RFP)

		<p>by IA. Model RFP by Department of Electronics & Information Technology, Govt. of India and guidelines issued by National Land Records Modernization Programme (NLRMP) shall be kept in view for preparation of this RFP to ensure that funding from NLRMP and compliance to the guidelines.</p> <p>2. Prepare contract agreement and service level agreement (SLA)</p>		
III	Construction	1. Manage pre-bid conferences, response to queries, RFP tendering, evaluating and contract finalization processes	Bid Assessment Report	T+26
IV	Exit Management	<p>Project Transaction Advisor Exit Management</p> <p>1. Measure the project benefits as against the objectives and goals of the project</p> <p>2. Prepare final project appraisal report covering project goals and objectives, implementation methodology used, project risk and mitigation strategies used, project achievements and failures, additional follow up action to be done by the department/ agency</p>	Project Transaction Advisor Exit Management Report	4 weeks after completion of management Phase

Note: T indicates the date of issuance of letter of award

* In exceptional cases where the project is bid out 2nd time, a time of 21 days shall be provided at milestone no. III (Construction) of, however, no extra payment shall be made for bidding the project for the second time.

4. DURATION OF SERVICES

Phase I, II & III: Transaction Advisor will be required to complete the aforementioned phases within a period of 26 calendar weeks.

Phase IV: Transaction Advisor would submit a closure report which would include transition of the work to the Revenue Department within 4 weeks.

5. PAYMENT SCHEDULE

The following table details out the payment structure against the deliverables:
Transaction Advisor For Digital Platform of Land Records in State of Punjab

- a) The Bids shall be evaluated on “Quality cum Cost based system” basis.
- b) The Bids shall be submitted in the Annexure A enclosed. The last date and time for the submission of the bids shall be as indicated earlier in the RFP.
- c) The Consultancy Fee shall be quoted separately for Component A (Phase I, II, III & IV), as lump sum fixed amount in Indian Rupees.
- d) Taxes are required to be quoted separately in the financial bid as per Form Fin 2 and will be as per current applicable taxes. Any changes in the prevalent taxes will be adequately reimbursed by the department to Transaction Advisor .
- e) The following table details out the payment structure (Fee Payment Terms):

Sr. No.	Deliverables	Percentage of Payment
1	Submission of Detailed Work Plan	5% of cost quoted for Component A
2	Submission of As-Is and Best Practices Report	20% of cost quoted for Component A
3	Submission of Detailed Project Report	25% of cost quoted for Component A
4	Submission of Request for Proposal	15% of cost quoted for Component A
5	Issuance of Lol/Letter of Award	14% of cost quoted for Component A
6	For providing assistance upto 6 months from effective date of agreement with successful bidder on the various Technical & other issues that may arise.	6% of cost quoted for Component A. This amount shall be paid as equal monthly installments of 1% each on furnishing of monthly reports.

6. REQUIREMENT OF TRANSACTION ADVISOR

Transaction Advisor will be required to provide required qualified personnel including experts in the relevant sector, public-private partnerships, project preparation and appraisal, project scheduling, technology-driven delivery of public services, policy and legal issues.

All the prospective Transaction Advisors shall have sufficient qualified personnel and resources to accomplish all the services described herein within the prescribed time. The Transaction Advisor should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of Consultancy assignment described in the Scope of Work. The department is seeking Transaction Advisor , which can Transaction Advisor For Digital Platform of Land Records in State of Punjab

bring together a team of professionals and sub-professionals capable of completing all aspects of the Consultancy assignment. This will require a high degree of management and technical expertise and experience directly related to structuring of similar projects.

Key Personnel: The Consultancy Team shall consist of at least the following key personnel (the “Key Personnel”).

Key Personnel	Educational Qualification	Length of Professional Experience	Experience on Eligible Assignments / Projects	No.
Project Manager	B.E./ BTech/MCA & MBA	8+ years	<ul style="list-style-type: none"> • Should have experience in monitoring large IT projects • Should have atleast 3 years of experience of working on e-Government Projects • Should have been with the firm for the past atleast 2 years • Should have relevant technical and managerial experience in design and monitoring of large scale IT projects • Should have Experience in Bid Process Management • Should have relevant experience in Problem Identification, Cause Analysis, Reporting and Escalation • Should have experience in interpreting and monitoring of SLAs at various levels and calculation of payments based on SLA performance of the bidder • Should have ability to lead, motivate and direct the team to achieve the business objectives. • Should have ability to anticipate and address the project risks. • Should have excellent oral & written communication skills. 	1 (Full Time)
Technology Expert (Hardware)	B.E./ BTech/MCA & MBA	6+ years	<ul style="list-style-type: none"> • Exposure and knowledge in procurement/ implementation of hardware systems and related ICT, large database management and warehousing, etc. 	1 (Full Time)

			<ul style="list-style-type: none"> • Experience in working on projects involving Data Centre solution designing/ Network designing/hardware procurement and deployment • Experience in working on hardware sizing, DPR preparation, RFP preparation and Bid Process Management / Vendor selection • Experience in Project Planning and Implementation, evaluation and assessment of Project plans including ability to anticipate and address the project risks 	
Technology Expert (Software)	B.E./ B.Tech/MCA & MBA	6+ years	<ul style="list-style-type: none"> • Exposure and knowledge in implementation of applications/ software and related ICT. • Hands on experience in Open Standard Platforms and Technologies • Conversant with latest technology platforms such as J2EE, Dot Net, XML etc. • Conversant with atleast one Database management system such as Oracle/SQL etc. • Conversant with the use of software development best practices, tools and technologies. • Experience to Identify performance, reliability, security & integration bottlenecks and suggest recommendations 	1 (Full Time)
Process Expert	B.Tech / B.E.	5+ years	<ul style="list-style-type: none"> • Experience in monitoring of large scale IT/e-Governance projects • Experience in programs involving extensive communication and coordination with stakeholders • Experience in working on As-Is, To-Be, Requirement gathering, process mapping, DPR preparation • Experience in Project Planning and Implementation, evaluation and assessment of Project plans including 	1 (Full Time)

			ability to anticipate.	
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Availability of Key Personnel: The bidder shall ensure that the above Key Personnel along with other sub-professionals, required for the assignment are available and meeting the minimum qualification and Experience as specified above.

7. TERMS AND CONDITIONS

- a. The Applicant(s) shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- b. All documents submitted by the Applicant(s) will be treated as confidential, and will not be returned to Applicant(s).
- c. Department reserves the right to accept or reject any or all applications, without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the Applicant(s). Department also reserves the right not to award or enter into any contract or agreement with any Applicant(s), and may terminate the procurement process at any time without thereby incurring any liability to any Applicant.
- d. Failure by any Applicant(s) to provide all of the information required in the proposal or any additional information requested by the department may lead to rejection of the Applicant's proposal in its entirety.
- e. Transaction Advisor has an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Transaction Advisor or termination of its Contract at any stage.
- f. A recommendation for award of Contract will be rejected if it is determined that the recommended Transaction Advisor has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the department will declare the Transaction Advisor ineligible, either indefinitely or for a stated period of time and Transaction Advisor will be blacklisted.
- g. Wherever required by applicable laws, the department shall deduct taxes at source,

from the amounts payable, and shall provide to the Transaction Advisor the appropriate tax deduction certificate evidencing payment of such taxes.

- h. The Transaction Advisor shall submit to the department three (3) copies of the final output envisaged in the Scope of Services including the RFQ/RFP and the Agreements. All the reports and agreements shall be submitted on CDs (1 set) containing all basic as well as processed data. In case of difference in Original and copy of submission the Original shall prevail.
- i. The Transaction Advisor shall submit Earnest Money Deposit (EMD) in the form of a bank guarantee or DD from scheduled commercial banks for an amount of Rs.1,00,000 (Rupees One lakhs only) in favor of Punjab Land Records Society valid for 180 days. The EMD will be refunded to all bidders after the conclusion of bidding process. EMD of the winning bidder will be refunded post submission of Performance Bank Guarantee.
- j. The Winning bidder shall submit a Performance Bank Guarantee (Tech Form 6) for the amount of Rs. 10,00,000/- (Rupees Ten lakhs only) valid for 12 months from the date of issuance of LOI/Letter of Award.

8. SUBMISSION OF PROPOSAL

Once submitted, the proposal, including the composition of the consulting team, cannot be altered without prior written consent of the department. Standard Formats for submission of the Proposal are enclosed with this RFP.

9. EVALUATION AND SELECTION PROCESS

Evaluation of Technical Proposal

The evaluation of Technical Proposal will be made on the following basis:

S.No.	Criteria	Weightage (in %)
1.	Past Relevant Experience	40
2.	Understanding of Work & Methodology	20
3.	Profiles of Personnel Constituting Project Team	40

a) Scoring Criteria for past relevant experience:

	Past Relevant Experience		Score
1	Details of projects involving program / project management and monitoring support for IT implementation in the last three years with a minimum consulting fee of Rs. 3cr each with Government/related entities in India in the last 3 years	Number of Projects and their brief description	5 projects- 10 marks 4 projects- 8 marks 3 projects- 6 marks 2 projects- 4 marks 1 project- 2 marks
2	Experience Details of consulting projects in India on computerization of Land Records/ Land Registration in last five years (at the State Level)	Number of Projects and their brief description	2 projects- 10 marks 1 project- 5 marks
3	Experience Details of consulting projects in India having project value of more than Rs.50 Lacs each, involving DPR, RFP, bid process management in last five years	Number of Projects and their brief description	5 projects- 10 marks 4 projects- 8 marks 3 projects- 6 marks 2 projects- 4 marks 1 project- 2 marks
4	Experience Details of consulting for implementation of projects based on BOOT/PPP model each of value more than Rs.100cr in last 5 years	Number of Projects and their brief description	5 projects- 10 marks 4 projects- 8 marks 3 projects- 6 marks 2 projects- 4 marks 1 project- 2 marks

b) Scoring Criteria for understanding of Work & Methodology:

The scoring for this criteria would be done on the basis of the presentation given by the Transaction Advisor - **Maximum marks 10**

c) Scoring Criteria for Profiles of Consulting Project Team

Overall maximum marks which can be awarded to the proposed resources are as under:

S. No	Resource Type	Qty	Max Marks
1	Project Manager	1	10
2	Software Expert	1	10
3	Hardware Expert	1	10
4	Process Expert	1	10

Detailed scoring system for the assessing the profiles is as under:

Resource Type	Evaluation Criteria	Description	Max. Marks
Project Manager	Total Years of Experience exceeding	More than years = 3 marks 8years = 1 marks Less than 8 years= Profile will not be considered for evaluation	3
	Experience in monitoring large projects involving RFP preparation, Vendor Selection and Implementation Monitoring	1. Experience of leading atleast one large scale IT project of overall value more than Rs. 50Cr, having consulting value > Rs. 1cr: 3 Marks 2. Experience of leading atleast one large scale IT project of overall value more than Rs. 25Cr, having consulting value > Rs. 50lakhs: 2 Marks	3
	Experience on e-Gov Projects	6 years= 2 marks 4 years= 1 marks Less than 4 years= No marks	2
	Experience of working with Land Records/ Land Registration	Atleast two projects experience in the area of Land Records/ Land Registration. Profile without such experience will not be considered.	2

Resource Type	Evaluation Criteria	Description	Max. Marks
Software Expert	Total Years of Experience exceeding	More than 6 years= 5 marks 6 years=2 marks Less than 6 years= Profile will not be considered for evaluation	5

Resource Type	Evaluation Criteria	Description	Max. Marks
	Experience in monitoring large projects	<p>1. Experience of leading atleast two large scale IT project involving application designing, preparation of FRS, SRS, design documents etc. of overall value more than Rs. 1Cr: 5 Marks</p> <p>2. Experience of leading atleast two large scale IT project involving application designing, preparation of FRS, SRS, design documents etc. of overall value more than Rs. 50lacs: 2 Marks</p>	5

Resource Type	Evaluation Criteria	Description	Max. Marks
Hardware Expert	Total Years of Experience exceeding	<p>More than 6 years= 5 marks</p> <p>6 years= 2 marks</p> <p>Less than 6 years= Profile will not be considered for evaluation</p>	5
	Experience in monitoring large projects	<p>1. Experience of more than 2 large scale IT project, involving Data Centre solution designing/ Network designing/hardware procurement and deployment, of consulting value more than Rs. 1Cr: 5 Marks</p> <p>2. Experience of two large scale IT project, involving Data Centre solution designing/ Network designing/hardware procurement and deployment, of consulting value more than Rs.1 Cr.: 2 Marks</p>	5

Resource Type	Evaluation Criteria	Description	Max. Marks
Process Expert	Total Years of Experience exceeding	<p>More than 5 years= 5 marks</p> <p>5 years= 2 marks</p> <p>Less than 5 years= Profile will not be considered for evaluation</p>	5
	Experience in monitoring large projects	<p>1. Experience of working on more than one large scale IT project, involving As-Is, To-Be, Requirement gathering, process mapping, DPR preparation, of consulting value more than Rs. 1Cr: 5 Marks</p>	5

Resource Type	Evaluation Criteria	Description	Max. Marks
		2. Experience of working on one large scale IT project, involving As-Is, To-Be, Requirement gathering, process mapping, DPR preparation, of consulting value more than Rs. 1 Cr.: 2 Marks	

- a) The bidders would be required to give a presentation about their technical proposal. The presentation should focus on the above parameters that would be considered for the purpose of technical evaluation. It would be preferred that the presentation is made by the project team who will be involved in the assignments. Special attention shall be paid to the approach, methodology and understanding by the project team.
- b) Evaluation Committee may, at its discretion, call for additional information from the bidder(s). Such information has to be supplied within the set out time frame, otherwise Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the bidders and the proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal. For verification of information submitted by the bidders, the committee may visit bidder's offices at its own cost. The bidders shall provide all the necessary documents, samples and reference information as desired by the committee. The bidders shall also assist the committee in getting relevant information from the bidders' references.
- c) For calculating the **Technical Score (TS)** the individual scores, as per respective weightage, for each of the three parameters mentioned above will be summed up. In order to qualify, **the technical proposal must secure a minimum of 70 marks after summing up. Only those proposals which have a minimum technical score of 70 will be considered for further evaluation. The technical scores from the Technical Evaluation will be used for the final evaluation.**

Evaluation of Financial Proposal

- a) Commercial Proposals of only those bidders would be opened who qualify the technical evaluation, as per technical evaluation process described above.
- b) The proposal with lowest Total Cost (TC) proposed in Annexure-A will be designated as L1 and will be awarded a Commercial Score of 100.
- c) Commercial Scores for other technically qualified bidders will be evaluated using the following formula - Commercial Score of Bidder (CS) = (TC of L1 / TC of the Bidder) X 100 % (rounded off to 2 decimal places)

- d) Bidders will provide the commercial quote in the format provided with this document. In case of any deviation from the format, the respective bid will be summarily rejected

Final Evaluation

- a) A composite score shall be calculated for technically qualified bids only. The weightage for the composite evaluation is as described below:
- ii. Technical - 70%
 - iii. Commercial- 30%
- b) Bidder with the highest final composite score (Final Score = $TS \times 0.7 + CS \times 0.3$) will be called for awarding the work. In case of a tie in the final composite score the bidder with the higher Technical Score will be invited for selection first.

Award of Contract

The Department will notify the successful bidder in writing that its proposal has been accepted. The Letter of Award will be issued to successful bidder as Transaction Advisor. After accepting the Letter of Award, no variation in or modification of the terms and conditions shall be made except by written amendment signed by the parties.

Technical Proposal- Standard Forms

FORM TECH 1: LETTER OF PROPOSAL SUBMISSION

To

Project Manager

PLRS.

Subject: Selection of Transaction Advisor for Consultancy services for comprehensive integrated computerization of Land Records in Punjab

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for Transaction Advisor in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. 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.

Our Proposal is binding upon us and subject to the modifications resulting from any negotiations.

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

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH 2: TRANSACTION ADVISOR 'S ORGANIZATION AND EXPERIENCE

A – Transaction Advisor 's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Transaction Advisor has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B – Transaction Advisor 's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the department shall specify exact assignment / job for which experience details may be submitted).

Firm Name:

1	Assignment/job name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within country:
1.5	Duration of Assignment/job (months) :
1.6	Name of Authority:
1.7	Address:
1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):

1.11	Completion date (month/year):
1.12	Name of associated Transaction Advisor , if any:
1.13	No. of professional staff-months provided by associated Transaction Advisors:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH 3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, 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. The Transaction Advisor should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Department), 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.

c) Organization and Staffing. The Transaction Advisor should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

FORM TECH 5: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-5 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Authority:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Authority:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

FORM TECH 6: FORMAT FOR PERFORMANCE BANK GUARANTEE

This deed of Bank Guarantee made this «*day*» day of «*month*» «*year*» by «Name of Bank» having its office at «*office address of the Bank*», hereinafter referred to as "The Bank" which expression shall include their successors, in favour of Punjab Land Records Society (hereinafter referred to as "The Department" which expression shall include their successors).

2. Whereas the Department has issued notification no. «*Notification no.*» dated «*date of notification*» to M/s «Name of the Company» a company incorporated in India under the Companies Act, 1956 and having its registered office at «*registered office address*» (India) and place of business at «*business address of company*» hereinafter referred to as "The Company" (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) for Selection of Transaction Advisor for Consultancy Services for Comprehensive Integrated Computerization of Land Records in Punjab.

3. In consideration the Department selecting the Company as Project Transaction Advisor as per the terms and conditions of the Agreement entered into between the Department and the Company, we the Bank, hereby irrevocably and unconditionally guarantee to pay the Department on first demand without demur any sum upto Rs. 10 lacs (Rupees Ten Lacs Only) merely on claim or demand by telex and/ or writing by the Department by reason of breach by the Company of any of the terms or conditions contained in the said Agreement or by reason of the Company's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

We, the Bank, undertake to pay to the Department any money so demanded notwithstanding any dispute(s) raised by the Company in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Company shall have no claim against us for making such payment.

5. The Bank's liability herein contained in this guarantee shall not be impaired or discharged by any extension of time or any forbearance of neglect on the part of the Department or any variations or alterations made, considered or agreed to with or without knowledge or consent of the Bank by or between the Department and the Company.

6. The guarantee shall remain in all force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Department under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or upto 48 (forty-eight) months from the date of its execution i.e. upto «*day*» day of «*month*» «*year*». or the Department certifies that the terms and conditions of the said

Agreement have been fully and properly carried out by the Company and accordingly discharges this guarantee

7. We, the Bank, further agree with the Department that the Department shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Company from time to time or to postpone for any time or from time to time any of the powers exercisable by the Department against the Company and to forbear or enforce any terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the Company or for any forbearance, act or omission on the part of the Department or any indulgence by the Department to the said Company or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

8. The Bank Guarantee shall not be discharged due to any change in the constitution of the Bank or the Company.

9. NOTWITHSTANDING anything contained herein,

a. Our liability under this Bank Guarantee is restricted to Rs. 10 lacs (Rupees Ten Lacs Only),

b. This Bank Guarantee shall be valid up to dd.mm.yyyy inclusive of the claim period, and

c. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the Department serve upon us a written claim or demand on or before dd.mm. yyyy.

10. We, the Bank, undertake not to revoke this Bank Guarantee during its currency except with the previous written consent of the Department in writing and the guarantee shall be continuous and irrevocable upto the sum stated hereinabove.

Place Date

(Signature of Authorized signatory & Stamp of Bank)

Financial Proposal - Standard Forms

FORM FIN 1: FINANCIAL PROPOSAL SUBMISSION FORM

To

Project Manager

PLRS.

Subject: Selection of Transaction Advisor for Consultancy services for comprehensive integrated computerization of Land Records in Punjab

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for Transaction Advisor in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is Inclusive of the Service Tax. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of 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.

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:

FORM FIN 2: FORMAT FOR FINANCIAL PROPOSAL

S. No:	Activity	Amount In Figures (INR)																		
1	Consultancy Services																			
2	Consultancy Services calculated based on the following table: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Resource</th> <th>Man-month Rate (in Rs)</th> <th>Sub-Total (in Rs)</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td></td> <td></td> </tr> <tr> <td>Software Expert</td> <td></td> <td></td> </tr> <tr> <td>Hardware Expert</td> <td></td> <td></td> </tr> <tr> <td>Process Expert</td> <td></td> <td></td> </tr> <tr> <td>Total (in Rs)</td> <td></td> <td></td> </tr> </tbody> </table>	Resource	Man-month Rate (in Rs)	Sub-Total (in Rs)	Project Manager			Software Expert			Hardware Expert			Process Expert			Total (in Rs)			
Resource	Man-month Rate (in Rs)	Sub-Total (in Rs)																		
Project Manager																				
Software Expert																				
Hardware Expert																				
Process Expert																				
Total (in Rs)																				
3	Taxes as applicable																			
	Total Cost (TC)																			
Total Amount in words:																				

Authorized Signature:.....
Name:
Designation
Name of firm:.....
Address:.....

Please Note:

1. Fee structure and payment terms shall remain strictly as indicated above. Fee shall be quoted as a fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected.
2. The above quoted fee shall include all expenses such as legal fees and out of pocket expenses, etc. to be incurred by the Transaction Advisor to complete the assignment.
3. Taxes as applicable shall be indicated by the Transaction Advisor on total fee separately.
4. In case the department decides to abandon the project for any reason, the payment of the Transaction Advisor shall be restricted upto the Stage the services have actually been provided by the Transaction Advisor .
5. Terms of Payment will be as indicated in the RFP document.