

Expression of Interest (EoI) for Supply,
Installation and Maintenance of Library
Management Software, Computers & CCTV
Cameras

Rourkela Smart City Limited

14th November 2017

1. Introduction

Rourkela Smart City Limited intends to establish the office setup and add an e-Library facility to the existing library in Uditnagar to enable the members of the library to access e-Books/ e-Journals/ e-Magazines/ e-Newspapers across various genres available over the internet.

Accordingly, Rourkela Smart City Limited invites "Expression of Interest (EOI)" as per the Instructions given in the Datasheet in Annexure I from Authorized Agencies/ Vendors for Supply, Installation and Maintenance of Library Management Software, Computers & CCTV Cameras.

2. Scope of Work

The scope of work shall include Supply, Installation and Maintenance (for 5 years) of Library Management Software, Computers and CCTV Cameras as per the Bills of Materials, Functional and Technical Specifications provided in Annexure II, III and IV respectively of this document.

3. Eligibility criteria

The eligibility criteria for selection of vendors for the proposed scope of work is given below. Vendors are requested to provide requisite details pertaining to the eligibility criteria as specified in Annexure VI of this document.

#	Eligibility Criteria	Document Proof
1	The Bidder should be registered under the Companies Act 1956 or should be a proprietorship company and should be in operation for a period of at least 3 years as on the date of publication of this EOI notice.	Copy of 1.Certification of Incorporation/Shops & Commercial establishment Certificate 2.PAN card 3.GST registration & VAT Clearance Certificate
2	Average annual turnover of the vendor during last 3 years ending 31st March 2017 shall be at least INR 2 crores.	Copy of Audited financial statements of Last 3 years (2014-15, 2015-16, 2016-17)

4. Evaluation Criteria

The evaluation of the Bids will be a two-stage process:-

- Stage 1: Technical Evaluation
- Stage 2: Financial Evaluation

4.1 Technical Evaluation

4.1.1 Submission of Technical Proposal

In the first stage, unpriced technical proposals are invited for the scope of work mentioned in Section 2 of this EOI. The format of cover letter and technical bid are attached in Annexure V and Annexure VI respectively.

Technical proposal of only those bidders who meet the eligibility criteria shall be evaluated. The criteria for the technical evaluation and the marking scheme for determining the Technical score (St) shall be as follows:

#	Technical Criteria	Maximum Marks	Marking Scheme	Document Proof
1	The bidder should have executed at least 2 orders of supply of 10 or more computers to similar Government Institutions in the last 5 years	15	10 Marks – 2 Orders 2.5 Marks for each additional order	Work Order/ Completion Certificate
2	The bidder should have received at least 2 Annual Maintenance Contract of 10 or more computers under one single contract in the last 5 years	15	10 Marks – 2 Orders 2.5 Marks for each additional order	Work Order/ Completion Certificate
3	The bidder should have executed at least 2 orders of installation of 5 or more CCTV cameras in the last 5 years	15	10 Marks – 2 Orders 2.5 Marks for each additional order	Work Order/ Completion Certificate
4	The bidder should have executed at least 2 Annual Maintenance Contract of 5 or more CCTV cameras under one single contract in the last 5 years	15	10 Marks – 2 Orders 2.5 Marks for each additional order	Work Order/ Completion Certificate
5	The bidder should have executed at least one Library Management Software (LMS) implementation in the last 5 years	10	5 marks – 1 Order 2.5 Marks for each additional order	Work Order/ Completion Certificate
6	Presentation on the approach, including the functionality of the LMS and the technical specifications of the hardware, networking, etc. for implementation of the e-Library facility. The presentation shall also highlight the alternatives (if any) by the bidder.	30		

Interested bidders are requested to submit their technical proposal along with the supporting documentary evidences latest by **4 PM on 21st November, 2017**.

Note: First stage technical proposals are unpriced proposals and shall not contain any prices or price schedules or other reference to rates and prices for implementing the facilities. First stage technical proposals containing such price information will be rejected.

4.1.2 Presentation

The bidders meeting the eligibility criteria will be called for making presentations on the approach to be undertaken including the functionality of the LMS and the technical specifications of the hardware, networking, etc. for implementation of the e-Library facility. The presentation shall also highlight the alternatives (if any) by the bidder.

Bidders shall note that in their presentations, they are permitted to propose technical alternatives in addition to or in lieu of the requirements specified in the EOI, provided they can document that the proposed technical alternatives are to the benefit of RSCL, that they fulfill the principal objectives of the contract, and that they meet the basic performance and technical criteria specified in the bidding documents.

The presentation will be held on 23rd November, 2017 from 4 PM onwards at the Council Hall, Rourkela Municipal Corporation, Uditnagar, Rourkela.

4.2 Financial Evaluation

Post the technical proposal presentation, RSCL will issue a Memorandum titled "Changes Required Pursuant to First Stage Evaluation" documenting the clarifications made in writing and/or in a meeting, if any, and including amendments in Annexures or changes resulting from the clarification of the First Stage technical proposal. The Memorandum will be communicated to the Bidder as part of the invitation to submit the Second Stage Financial bid.

Based on the Memorandum issued and changes made in Scope of Work (if any), bidders will be asked to submit the Financial Bid, which shall be provided in the format specified in the Memorandum.

The deadline for submission for second stage financial bid will be specified as part of the Memorandum.

4.3 Final Evaluation of the Bids

The final selection of the bidder will be based on QUALITY AND COST BASED SELECTION (QCBS).

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.8, and

P = 0.2

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

Contract shall be awarded to the bidder securing the first rank.

5. Milestones & Payment Schedule

The payment schedule and milestones are divided into two phases:

- a. Implementation Phase
- b. Maintenance Phase

5.1 Milestones and Payment Schedules for Implementation Phase

T=Date of issue of Work Order

Key Delivery Milestones	Time Schedule	Payment Schedule
Supply and Installation of all the necessary equipment as per the Bills of the Materials to Rourkela Smart City Limited (M1)	T + 15 Days	50% of the Quoted Price
User Acceptance Testing /Go-Live (M2)	T + 17 Days	30% of the Quoted Price
Training and Capacity Building (M3)	T + 20 Days	20% of the Quoted Price

5.2 Milestones and Payment Schedules for Maintenance Phase

The Maintenance phase will start post the completion of implementation.

Operations and Maintenance Milestones	Time Schedule	Payment
Year 1	At the end of each Quarter	<ul style="list-style-type: none"> • Q1 : 25% of Annual O&M • Q2 : 25% of Annual O&M • Q3 : 25% of Annual O&M • Q4 : 25% of Annual O&M
Year 2	At the end of each Quarter	<ul style="list-style-type: none"> • Q1 : 25% of Annual O&M • Q2 : 25% of Annual O&M • Q3 : 25% of Annual O&M • Q4 : 25% of Annual O&M
Year 3	At the end of each Quarter	<ul style="list-style-type: none"> • Q1 : 25% of Annual O&M • Q2 : 25% of Annual O&M • Q3 : 25% of Annual O&M • Q4 : 25% of Annual O&M
Year 4	At the end of each Quarter	<ul style="list-style-type: none"> • Q1 : 25% of Annual O&M • Q2 : 25% of Annual O&M • Q3 : 25% of Annual O&M • Q4 : 25% of Annual O&M
Year 5	At the end of each Quarter	<ul style="list-style-type: none"> • Q1 : 25% of Annual O&M • Q2 : 25% of Annual O&M • Q3 : 25% of Annual O&M • Q4 : 25% of Annual O&M

Annexure I: Data Sheet for Bidders

S. No	Details
1.	Name of the Client: Rourkela Smart City Limited (RSCL)
2.	Method of selection: QCBS; 80 : 20 (Technical: Financial)
3.	<p>Presentation of Approach & Methodology: The Bidders meeting Eligibility Criteria will be asked to make a presentation.</p> <p>Date: 23rd November, 2017 at 4 PM in Council Hall, Rourkela Municipal Corporation, Uditnagar, Rourkela.</p>
4.	<p>Financial Bid to be submitted together with Technical Bid: No</p> <p>Post the technical presentation, RSCL will issue Memorandum with changes (if any) in the scope of work. Bidders will have to submit the financial proposal based on the Memorandum issued.</p> <p>The date and time of financial bid submission will be part of the issued Memorandum.</p>
5.	Submission of Technical Bid:- The envelope will contain the Technical Bid with the cover letter and marked as follows: "Technical Bid for Supply, Installation and Maintenance of Library Management Software, Computers & CCTV Cameras"
6.	Opening of Technical Bid: - RSCL shall conduct the bid opening of the technical proposals in the presence of Bidder's designated representatives at the Rourkela Municipal Corporation office at Uditnagar, Rourkela on 21 st November, 2017 at 5 PM.
7.	Location of Installation: Rourkela Smart City Limited Office
8.	Validity Period: Bids must remain valid for 90 days after the date of Bid submission.
9.	<p>Clarifications via E-Mail may be requested not later than two (2) days before the last date of Bid Submission.</p> <p>The email id for seeking clarification is: rourkelascl@gmail.com</p>
10.	<p>Vendor must submit the Hard Copy of their Technical Bid in sealed envelope (in person or by registered Speed post) in the below mentioned address Steno to Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela – 769012</p>
11.	Joint Ventures or Consortium are permissible: No
12.	Currency and Budget for Bid: INR (Indian Rupee)
13.	Language: Bids shall be submitted in English
14.	Last date of submission (First Stage Technical Proposal): 21 st November, 2017 at 4:00 PM
15.	<p>Evaluation Criteria:</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 0.8, and</p>

P = 0.2

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.

Annexure II: Bills of Materials

The bill of materials for the e-library setup is presented in the table below:

Component	Technical Specification*	Number
Hardware	Desktop – Core i5	One
	Desktop – Core i3	Ten
	UPS	Eleven
	Barcode Printer	One
	Barcode Reader	Two
	Multifunctional Printer	Two
	Headphones with Microphone	Ten
Networking	Wifi – Routers	Five
Software	Library Management Software	One
	Antivirus – 5 years	Eleven
	Operating System – Windows 10	Eleven
Safety & Security – CCTV	Bullet Cameras – 2 MP (Outdoor)	One
	Dome Cameras – 2 MP	Ten
	DVR – 16 Channel	One
	4 TB Internal Hard Disk	One
	22" LED (with Wall-mount)	Two

*Warranty for the respective items shall be as provided by the manufacturer.

Annexure III: Functional Specifications

The e-Library shall comprise LMS software and other hardware requirements, including computers, internet connectivity and CCTV cameras to facilitate smooth functioning of the library. Key functional specifications for each of the respective components of e-library are detailed below:

A. Library Management Software (LMS)

The proposed LMS is required to have the following components: -

- Control the movement of books and other material and avoid losing the same
- Search for specific book in the collection based on the title, author etc.
- Capture, store, index, preserve and redistribute the digital library collection.
- Facility for user creation, maintaining sessions, payment methods etc.
- Print the Barcoded labels for the book
- Find what a specific person has borrowed from library
- Recording of the in-time and out-time of the members
- Optical Character Reader (OCR) to scan printed, handwritten text and/or convert scanned image to a computer process able format either in a form of a plain text or a PDF which can be further edited, used or reused in other documents.

The Library Management Software (LMS) shall have but not limited to the following modules:

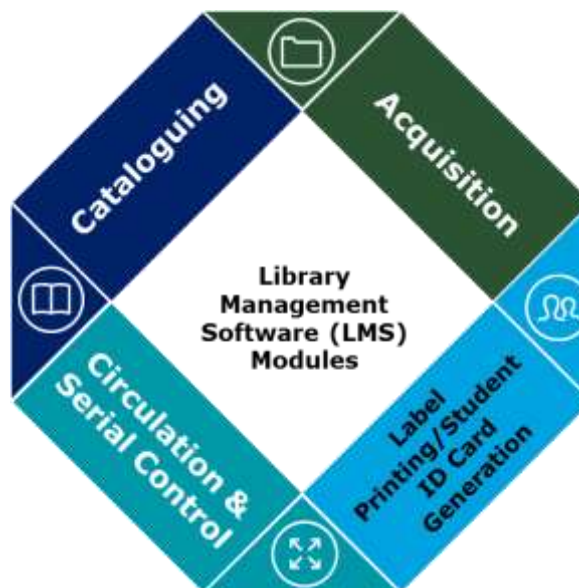
Cataloguing – This module shall enable creation and maintenance of the database of books, journals, audio-visual materials, etc., thereby enabling the search within the entire database subject-wise, author-wise, serial number wise, etc.

Acquisition - This module shall enable the users/ members of the Library to submit their suggestions for procurement of resources (i.e. books, journals etc.) to the Librarian. LMS should have the capability to handle the entire process of acquisition from Suggestion, Request for Proposal, Quotation Comparison, Purchase, Invoicing and Accessioning.

Member Registration – LMS should enable generation of Member ID-cards (with barcode and photograph). Additionally, it should be able to record the visits (in-time and out-time) of the members to the library irrespective of the circulation. User's Mobile number should be used as user name and OTP should work for password authentication. The module shall capture the payment details of the members along with the expiry details of membership. It should also have the provision to charge fine for late returns.

Label Printing – This module shall enable the printing of Barcoded Labels for the books to ensure monitoring of the movement of books.

Circulation - LMS shall have the module of Circulation wherein the lending rules shall be configured by the Librarian. Librarians should be able to configure 'n' no. of lending policies



for different group of members in the library. It should be integrated with Barcode technology to capture member's registration number.

Serial Control - LMS should have the module of Circulation Serial Control to ensure smooth and efficient management of subscriptions and lending of serials, journals, periodicals or magazines. In-time alerts of non-arrived serials enables Librarian to keep track of copies which have not been received and connect to publishers / agents accordingly. It should have the capability to view all received volumes and issues on one single screen.

Additionally, the LMS shall provide for Single window dashboard to Senior Management which should depict the number of users using the services, fees collected period-wise, number of books available, number of books requested from users etc. MIS reports to be generated periodically like fees collected, users registered, list of books available, requested books details, issued books details, etc.

B. Connectivity

The connectivity to the computers should be provided with sufficient bandwidth to ensure seamless connection to various websites for online access to e-books/ e-magazines/ e-journals, etc.

C. Firewall/Proxy

Necessary firewall/Proxy shall be in place to ensure access and download only from the authorized websites by the users/ members of the library.

D. Safety & Security

All the data transmission ports must be restricted to prevent the data transmission to and from the computers. The library should be under CCTV surveillance during its working hours as recording of video feeds should take place 24x7.

Annexure IV: Technical Specifications

The technical specifications of the select key items to be supplied will be as follows:-

Desktop – Core i5

Parameters	Minimum Specifications
Processor	Core i5 5 th Generation or above
RAM	4 GB
Storage	1 TB
Display	22 inches LED
Connectivity	WiFi/Bluetooth Enabled
Optical Drive	DVD-RW
USB Ports	4 or above
Other Hardware	Keyboard & Mouse

Desktop – Core i3

Parameters	Minimum Specifications
Processor	Core i3 5 th Generation or above
RAM	4 GB
Storage	1 TB
Display	18.5 inches LED
Connectivity	WiFi/Bluetooth Enabled
Optical Drive	DVD-RW
USB Ports	4 or above
Other Hardware	Keyboard & Mouse

UPS – 1 KVA online

Parameters	Minimum Specifications
Maximum Power (VA)	1000
Waveform	Pure Sinewave
Transfer time (AC Mode to Battery Mode) (Inverter to Bypass Mode)	Zero < 4 ms
Efficiency	85%~ 92%

Multifunctional Printer

Parameters	Minimum Specifications
Features	Print, Scan & Copy
Print Speed	Upto 14 ppm
Duty Cycle – Monthly (A4)	Upto 5000 pages
Print Technology	Monochrome Laser
Print Resolution Technologies	1200 dpi effective output quality
Print Quality - Black	Upto 600x600 Dpi

WiFi Routers

Parameters	Minimum Specifications
Ports	TCP/IP, PPPoE, DHCP, ICMP, NAT, SNTP
Frequency Band	2.4~2.4835 GHz
Wireless Security	WEP: 64/128/152 bit WPA/WPA2: WPA-PSK/WPA2-PSK (TKIP/AES)
Antenna	Antenna - 5 dBi x 2 Omni Directional
Maximum RF Power	20dBm

Bullet Camera

Parameters	Minimum Specifications
Resolution	2.0MP (1080P) High Resolution HD Camera
Image Sensor	1/3" DIS Image Sensor
Lens	3.6mm HD Fixed Lens
IR Details	24 IR LEDs
IR Range	Upto 20 Meters
Day & Night	Automatic

Dome Camera

Parameters	Minimum Specifications
Resolution	1.3 MP High Resolution HD Camera
Image Sensor	1/3" DIS Image Sensor
Lens	3.6mm Fixed Lens
IR Details	24 IR LEDs
IR Range	Upto 20 Meters
Day & Night	ICR

DVR 16-Channel

Parameters	Minimum Specifications
Technology	H.264 Video Compression Technology with Dual Streaming
Cameras Supported	16-CH Full 720P Resolution real-time recording
Audio	6 Audio Input & 1 Audio Output
Storage	2 x 4TB SATA HDD support
Output	1- HDMI Output (1920 x 1080P resolution)

Library Management Software

Parameters	Minimum Specifications
Modules	Cataloguing, Acquisition, Member Registration, Label Printing, Circulation,

	Serial Control, etc. The details of the same have been provided in Annexure III
Recommended Software	Librarian or equivalent ensuring the compliance of Functional specifications.

Annexure V: Cover Letter

To
CEO
Rourkela Smart City Limited
Rourkela.

Dated:

Sub: Selection of Agency for Supply, Installation and Maintenance of Library Management Software, Computers & CCTV Cameras

Dear Mam,

With reference to your Expression of Interest (EOI) dated 14 November 2017, we, having examined the EOI document and understood its contents, hereby submit our offer for the aforesaid Project.

- 1 The Bid is unconditional qualifies as per the technical & financial criteria set forth by the RSCL in EOI documents and subsequent amendments thereto.
- 2 All information provided in the Bid Document and in the Schedules is true and correct and all documents accompanying Bid Document are true copies of their respective originals.
- 3 We shall make available to RSCL any additional information it may find necessary or require to supplement or authenticate the Bid Document.
- 4 We acknowledge the right of RSCL to reject our Bid Document without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5 We certify that in the last 5(Five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach / black listed on our part.
- 6 We understand that you may cancel the Bid Process at any time and that you are neither bound to accept Bid Document that you may receive without incurring any liability to the Applicants.
- 7 We believe that we satisfy the Conditions of Eligibility and meet the requirements as specified in the EOI document and are qualified to submit Bid Document in accordance with the provisions of the EOI.
- 8 We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 9 We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

- 10 We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
- 11 We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate RSCL of the same immediately.
- 12 We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by RSCL in connection with Bid Process, in respect of the above mentioned Assignment and the terms and implementation thereof.
- 13 We have studied all the document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by RSCL or in respect of any matter arising out of or concerning or relating to the Bid Process including the award of Assignment.
- 14 We agree and understand that the EOI is subject to the provisions of the EOI document. In no case, we shall have any claim or right of whatsoever nature if we are not selected or our Bid is not opened.
- 15 We agree to keep this offer valid for 90 days from the Bid Document Due Date specified in the EOI.
- 16 We agree and undertake to abide by all the terms and conditions of the Bid Document.
- 17 In witness thereof, we submit this Bid Document under and in accordance with the terms of the EOI.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)

Name of the Company and Seal:

Annexure VI: Eligibility Criteria & Technical Bid Format

The compliance to Eligibility Criteria & Technical Bid should be provided on the Letter Head of the Organization in the format given below:-

Eligibility Criteria

#	Eligibility Criteria	Document Proof	Compliance (Yes/No)
1	The Bidder should be registered under the Companies Act 1956 or should be a proprietorship company and should be in operation for a period of at least 3 years as on the date of publication of this EOI notice.	Copy of 1.Certification of Incorporation/Shops & Commercial establishment Certificate 2.PAN card 3.GST registration & VAT Clearance Certificate	
2	Average annual turnover of the vendor during last 3 years ending 31st March 2017 shall be at least INR 3 crores.	Copy of Audited financial statements of Last 3 years (2014-15, 2015-16, 2016-17)	

Technical Evaluation Criteria

#	Technical Criteria	Document Proof	Compliance (Yes/No)
1	The bidder should have executed at least 2 orders of supply of 10 or more computers to similar Government Institutions in the last 5 years	Work Order/ Completion Certificate	
2	The bidder should have received at least 2 Annual Maintenance Contract of 10 or more computers under one single contract in the last 5 years	Work Order/ Completion Certificate	
3	The bidder should have executed at least 2 orders of installation of 5 or more CCTV cameras in the last 5 years	Work Order/ Completion Certificate	
4	The bidder should have executed at least 2 Annual Maintenance Contract of 5 or more CCTV cameras under one single contract in the last 5 years	Work Order/ Completion Certificate	

5	The bidder should have executed at least one Library Management Software implementation in the last 5 years	Work Order/ Completion Certificate	
---	---	---------------------------------------	--