

**OFFICE OF THE PURI MUNICIPALITY, PURI**

**Letter No. 9273 Dated. 09-10-25**



Ph. No. 222069 (CP), 222122 (E)  
e-mail - purim.hud'a@gmail.com

Mail ID: purim.hud'a.nic.in  
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**REQUEST FOR PROPOSAL (RFP) FOR "SELECTION OF AGENCY FOR DEVELOPMENT, INSTALLATION AND OPERATION OF MOBILE BASED DIGITAL ATTENDANCE MONITORING SYSTEM APPLICATION FOR WORKING UNDER PURI MUNICIPALITY, PURI "**

Puri Municipality invites Request For Proposal (RFP) for "Selection of agency for development, installation and operation of mobile based digital attendance monitoring system application for working under Puri Municipality, Puri". The details terms & conditions can be downloaded from the website [www.purimunicipality.nic.in](http://www.purimunicipality.nic.in) & [www.puri.nic.in](http://www.puri.nic.in). The detail Technical & Financial proposal in conformity with the terms and conditions of the RFP documents shall be submitted to the office of the Executive Officer, Puri Municipality, Puri on or before Dt. 20.10.2025 at 05.00 PM through speed post/Regd. Post only. The Technical bids will be opened on Dt. 22.10.2025 at 12 PM in the office chamber of the Executive Officer, Puri Municipality, Puri.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

  
Executive Officer,  
Puri Municipality, Puri.

Memo No 9274/ Date 09-10-25

Copy submitted to Collector, Puri/Superintendent of Police, Puri for favour of kind information and necessary action.

  
Executive officer,  
Puri Municipality, Puri

Memo No 9275/ Date 09-10-25

Copy to office Notice Board/Head Asst./Gen & Misc. section, Puri Municipality, Puri for information and necessary action. General Section should take steps to publish in two Local Oriya newspaper and One English newspaper for one day on or before Dt. 10.10.2025.

  
Executive officer,  
Puri Municipality, Puri

**OFFICE OF THE PURI MUNICIPALITY, PURI**

**Letter No. 9273 Dated. 09-10-25**



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Executive officer,  
Puri Municipality, Puri



Memo No 9276/ Date 09-10-25

Copy along with copy of DTCN to the District Information Officer, National Informatics Centre Puri for information and necessary action. He is requested to upload the advertisement in the website [www.purimunicipality.nic.in](http://www.purimunicipality.nic.in) & [www.puri.nic.in](http://www.puri.nic.in).

  
Executive officer,  
Puri Municipality, Puri

Memo No 9277/ Date 09-10-25

Copy along with copy of DTCN to the District E- Governance Manager Collectorate, Puri for information and necessary action. He is requested to upload the advertisement in the District website <https://puri.odisha.gov.in>.

  
Executive Officer,  
Puri Municipality, Puri

Memo No 9278/ Date 09-10-25

Copy along with copy of DTCN to the Addl. Executive Officer (Finance), Zilla Parisada, Puri/Municipal Engineer/Addl. Executive Officer/Health officer, Puri Municipality, Puri, Puri information and necessary action. They are requested to attend during the tender opening on Dt. 22.10.2025 at 12 PM, being the Purchase/Tender committee member.

  
Executive officer,  
Puri Municipality, Puri



**OFFICE OF THE PURI MUNICIPALITY, PURI**

**Letter No. 9271 Dated. 09-10-25**



Ph No 222089 (CP), 222122 (E.O.)  
e-mail- purim.hud@nic.in  
Mail ID : purim.hud@nic.in  
purim.hud@gmail.com

To

The Joint Director (Advt),  
I & PR Deptt. Bhubaneswar.

Sub: Wide publication of Request For Proposal (RFP) No. 9273 dt. 09.10.2025.

Sir,

With reference to the above cited subject, I am to enclose herewith the Request For Proposal (RFP) No. 9273 dt. 09.10.2025 for wide publication in two daily odiya local and one English news paper for one day on or before Dt. 10.10.2025.

The soft copy of the Quotation call notice is sent to the Mail ID as instructed in the Letter no. 1078 Dt. 20.01.21 of HUD Department, Odisha, Bhubaneswar for taking further action at your end.

Yours faithfully,

  
Executive Officer,  
Puri Municipality, Puri.

Memo No. 9272 Date. 09-10-25

Copy to DIPRO, Puri for information and necessary action. Further he is requested to take necessary action for timely printing of the above said Request For Proposal (RFP) on dt. 10.10.2025.

  
Executive Officer,  
Puri Municipality, Puri.



Ref. No.: 9273  
Date: 09.10.2025

**REQUEST FOR PROPOSAL FOR "SELECTION OF AGENCY FOR DEVELOPMENT,  
INSTALLATION AND OPERATION OF  
MOBILE BASED DIGITAL ATTENDANCE MONITORING SYSTEM APPLICATION FOR  
EMPLOYEES  
WORKING UNDER PURI MUNICIPALITY, PURI"**

  
9.10.25  
Executive Officer  
Puri Municipality, Puri

## DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Applicant(s), in documentary or any other form, by or on behalf of Executive Officer, Puri Municipality, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by Executive Officer, Puri Municipality, to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the "Application"). This RFP includes statements, which reflect various assumptions and assessments arrived at by Executive Officer, Puri Municipality, in relation to the works. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for Executive Officer, Puri Municipality, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Executive Officer, Puri Municipality, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Executive Officer, Puri Municipality, make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in

the Bidding Process.

Executive Officer, Puri Municipality, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

Executive Officer, Puri Municipality, may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that Executive Officer, Puri Municipality, is bound to select and shortlist Applications and reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Executive Officer, Puri Municipality, or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and Executive Officer, Puri Municipality, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Application, regardless of the conduct or outcome of the Bidding Process.

## IMPORTANT DATES & INFORMATION FOR TENDER

<b>Tender Floating Body</b>	:	Executive Officer, Puri Municipality
Tender Floating Authority	:	<b>Office of The Executive Officer, Puri Municipality At/Po/-Puri PIN-752001 Website-<a href="http://www.purimunicipality.nic.in">www.purimunicipality.nic.in</a> &amp; <a href="http://www.puri.nic.in">www.puri.nic.in</a> E-mail - <a href="mailto:purim.hud@nic.in">purim.hud@nic.in</a></b>
<b>Amount Details</b>		
Bid Security/EMD (INR)	:	Rs. 1,00,000/- by DD
Bid Security/EMD in favor of	:	Executive Officer, Puri Municipality
Bid Processing fee (non-refundable)	:	Rs. 2.000/- by DD
<b>Tender Dates</b>		
Bid Document procurement Start Date	:	10 / 10 / 2025
Submission of quarries only in <b>E-mail - <a href="mailto:purim.hud@nic.in">purim.hud@nic.in</a></b>	:	15 / 10 / 2025
Reply to the quarries and issue of corrigendum (if required)	:	17 / 10 / 2025
Last Date & Time for Receipt (Submission) of Technical & Financial Bids	:	20 / 10/ 2025 5:00 PM
Date and Time of Opening Technical Bid	:	22 / 10 / 2025 at 12:00 PM
Bid Validity Period	:	120 days
Submission of documents etc.	:	Technical Bid and Other Documents to be submitted at the  <b>Office of The Executive Officer, Puri Municipality At/Po/-Puri PIN-752001 Website-<a href="http://www.purimunicipality.nic.in">http://www.purimunicipality.nic.in</a>/ E-mail - <a href="mailto:purim.hud@nic.in">purim.hud@nic.in</a></b>

Submission in 3 sealed packets	<ul style="list-style-type: none"> <li>● Packet A: Technical Evaluation related documents along with EMD.</li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>● Packet B: Financial Proposal</li> </ul> <p>All packets to be clearly marked as Packet A / B All 2 packets should be put into one master packet / envelope clearly specifying the Proposal Name, Number, date and Bidders details.</p>
Officer Inviting Bids	: Executive Officer, Puri Municipality

## 1. REQUEST FOR PROPOSAL

- 1.1. Executive Officer, Puri Municipality, wishes to appoint a vendor for development of the mobile application in the platforms namely Android & iOS ,along with web based version of the same for Executive Officer, Puri Municipality.
- 1.2. Executive Officer, Puri Municipality, invites detailed proposals (Qualification, Technical and Financial Proposals together referred to as "RFP") from capable agencies. The Scope of Services forming part of the Assignment has been set out in Section 2 of this document.
- 1.3 The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP ("Evaluation Criteria") to identify the successful Bidder for the Assignment ("Successful Bidder").

## 2. BRIEF DESCRIPTION OF THE BIDDING PROCESS

- 2.1. Executive Officer, Puri Municipality, intends to follow a 'two stage 'bid process for selection of the successful agency, as outlined in this RFP.
- 2.2. The Bidders would need to submit, within the Proposal Due Date as prescribed under the "Important dates & information for Tender" of this RFP; Qualification, Technical and Financial Proposal in the prescribed formats.
- 2.3. Executive Officer, Puri Municipality, would evaluate all the Submissions in accordance with the evaluation criteria set out in Section-4 of the RFP to select a qualified bidder.

## 3. OBTAINABILITY OF RFP DOCUMENT

The RFP would be available at the **Executive Officer, Puri Municipality Office of The Executive Officer, Puri Municipality, At/Po/- PIN- 752001, E-mail [Id purim.hud@nic.in](mailto:purim.hud@nic.in)** . It may be noted that all subsequent notifications, changes and amendments in the assignment/ documents would be posted on the website **[www.purimunicipality.nic.in](http://www.purimunicipality.nic.in) & [www.puri.nic.in](http://www.puri.nic.in)**

## 4. GENERAL INSTRUCTIONS

- 4.1. The language of the Bid and related documents and correspondences shall be in English language.
- 4.2. The Bidder shall provide all the information sought under this RFP. Executive Officer, Puri Municipality.

- will evaluate only those Bids that are received in the required formats and complete in all respects.
- 4.3. The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.
  - 4.4. Bidders are encouraged to submit their respective Bids after exercising due diligence of factors influencing the implementation of the Project applicable laws and regulations, and any other matter considered relevant by them.
  - 4.5. The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP ("Evaluation Criteria") to identify the successful Bidder for the Assignment ("Successful Bidder").
  - 4.6. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. Executive Officer, Puri Municipality, will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.
  - 4.7. Executive Officer, Puri Municipality, may modify the RFP by issuing an Addendum/Corrigendum before Due Date. Any Addendum/Corrigendum thus issued shall be part of the RFP and shall be hosted on the website. Executive Officer, Puri Municipality, will assume no responsibility for non-receipt of the Addendum.
  - 4.8. Bidders will not be permitted to alter or modify their bids once submitted.
  - 4.9. Executive Officer, Puri Municipality, shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP, the bidding documents or the bidding process, including any error or mistake therein or in any information or data given by Executive Officer, Puri Municipality.
  - 4.10. Any Bid not accompanied by the EMD shall be rejected by Executive Officer, Puri Municipality, as non-responsive.
  - 4.11. The bidders may address their queries, if any to the following email id: [purim.hud@nic.in](mailto:purim.hud@nic.in)

## 2. TERMS OF REFERENCE

### 2.1. SCOPE OF SERVICES

#### Objectives

The core objectives of the mobile app development project are:

#### A. Face recognition based Biometric attendance system

All employees including field level Workers Profiling.

#### Key Deliverables

- Deployment of the digital platform for real-time attendance and payroll monitoring of all employees including field level staff like Sanitary Inspector, Swachh Saathi's, Plant Manger, Agency Supervisors, Sweepers.
- Integration of automated attendance system through facial recognition capable biometric devices for office staffs, MCC and MRF plant staffs.
- Leave application management with multiple levels of approval.
- Daily & Monthly Performance reports of each employee including idle time/ productivity reports
- Tracking of Tasks issued to respective employees on daily basis
- Field staffs live GPS location to show up in web dashboard
- Comprehensive training and capacity building for stakeholders.
- Innovative AI based features suggested by the Application Service Provider as add on will be highly appreciated
- Tracking duration of presence with geo fenced work area
- Geo fencing enabled attendance marking
- Automated absence notifications to supervisors/admins

- Ensuring timely technical support

### Implementation Model with Timelines

The entire app development project has to be implemented in a phased manner. Before Final Go-live, the app must be hosted in different environments (vis Staging, Development, Testing, Pilot). Once the Pilot Environment is up with phased deployment of feature and solution (which would be similar to production environment), Executive Officer, Puri Municipality, would utilize it till full solution is provided. This is required to make sure that the software is optimally utilized looking at the timeline of Skill development mission.

#	Activity / Task / Milestone	Time of completion (In Days)
1	Project Start	T
2	Requirement Gathering and Planning	T+2
3	Submission of requirement gathering documents & Approvals documents	T+4
4	Submission and approval of UAT Plan	T+5
5	App Design & Development (including acceptance in line with UAT plan and application testing) in phased manner.	T+9
5.1	User Interface (Design/Layout) with defined sections and sub-sections.	T+9
5.2	Interface & Functionality for adding new Listings	T+9
5.4	Trained individual's account creation and ability to update locations	T+10
5.5	Integrated Mobile Application (BetaVersion)	T+12

#	Activity / Task / Milestone	Time of completion (In Days)
6	Hosting at staging server (for security audit, training and UAT)	T+11
8	Security and Load Testing	T+12
9	Go-Live	T+13
10	Final Acceptance Testing and Sign Off by Client	T+15

*\*\*T' refers to project start date. This refers to the day of issue of Letter of Intent/award.*

*Above timelines are mentioned for Application Service Provider to perform various activities under given milestones. Time taken by Executive Officer, Puri Municipality, for evaluation and approval of deliverables will be excluded from the above timelines. The requirements under each phased activity can be found in the Scope of Work detailed below.*

## **Scope of Work**

The development of the Executive Officer, Puri Municipality, mobile application is to be completed over a span of 15 days from the issue of Letter of Intent. The features and modules required to be enabled under the application are as follows:

### **General Requirements**

1. The Mobile Application must be available on smart phones, and must be compatible with major operating systems of tablets and mobile. Currently it is envisioned to develop the app for following OS:
  - a. Android 11+& iOS 16+
  - b. Web version for admin reports and functionalities
2. The Application Service Provider has to define the User Experience strategy under the following heads:
  - a. Define feature sets to be provided on mobile application based on client requirements especially keeping in mind the functionalities required for the Executive Officer, Puri Municipality.
  - b. Creation of policy related to terms of usage, privacy policy, content management policy etc, in consultation with Executive Officer, Puri Municipality, and as per major App hosting platform (Android &iOS ,and web) standards.
3. Create a consistent and delightful user experience with consistent and unique themes and layouts which flows in from the overall brand values of Executive Officer, Puri Municipality, and the spirit of the 'Executive Officer, Puri Municipality, 'along with user goals. However, it does not provide any branding rights or marketing rights or advertising rights to the Application Service Provider, all the rights are reserved by Executive Officer, Puri Municipality,.
4. Define screen layouts and navigation to ensure delivery of structured content with easy and intuitive navigation.
5. The downloaded and working apps should update and synchronize data from the server for technical updates and user information like contacts, photo, location, SMS and emails etc. as per the policy related to terms of usage, privacy, content management etc. The mobile app to be hosted by the application developer on GooglePlay Store & iOS APP Store.

### **Specific features**

1. The Application Service Provider shall timely update the Office of The Executive Officer, Puri Municipality on the collected information (user feedback on facilities & overall App performance).
2. The Application Service Provider must provide support to the application from the date of contract till the end of the contract. Support includes and/or changes to the mobile application features, information etc. as defined in the scope of work needed by Executive Officer, Puri Municipality, from time to time to enhance usability.

## **Miscellaneous**

1. The name of the mobile application is to be decided by Executive Officer, Puri Municipality.
2. Bidder must handover the application and its sole rights to Executive Officer, Puri Municipality, Government of at the time of expiration of contract; in full running condition, with knowledge transfer to designated IT person/agency as selected by the Executive Officer, Puri, Municipality. At the discretion of Executive Officer, Puri Municipality, the application would be used as deemed fit for the benefit of public.
3. The mobile application must be available 24\*7 after go-live, mobile application must be free of cost to the general public and all the users.

## **Development**

### **Fact Finding and Requirement Gathering**

The Functional Requirements as envisaged for the mobile app are described in this document. The Application Service Provider needs to Study these carefully and should consult with the concerned. Executive Officer, Puri Municipality, officials whenever necessary to obtain more details on the requirements of the project. It shall be the duty of Service Provider to refine functional requirements as needed during requirement gathering exercise. The Application Service Provider shall prepare detailed requirement gathering documents, for which the agency shall have a comprehensive discussion with Executive Officer, Puri Municipality, officials and other stakeholders to ensure that each of the requirements mentioned in this RFP is covered. After approval of requirement gathering documents by concerned officials at Executive Officer, Puri Municipality, the Application Service Provider will start App Development.

### **Unique designs of Portal**

#### **Design Structure**

1. The Application Service Provider needs to submit at least 1 home page (dashboard) and internal pages design layouts for approval.
2. Approved design should have at least 2 colour themes and one high contrast colour theme
3. Homepage should be attractive and well-constructed, so that it makes a good first impression to all app visitors
4. Homepage should clearly communicate the purpose, and show all major options available on the app
5. A consistent page layout must be maintained throughout the app
6. Graphic elements like buttons and icons should be simple and their meaning and symbolism should be self-explanatory and relevant
7. Wherever a graphic is used meaningful 'alt text 'may be given
8. There must be adequate colour contrast between text and background
9. Image should only be used when it adds value to the content.
10. Easy access to the homepage should be provided from every page

#### **Compatibility & Scalability**

1. The design of the app should adjust according to the screen size
2. Design should be device independent and compatible to Tablets & Mobiles
3. Design should not be font dependent. The content of the app should be readable with default standard fonts
4. Design interface should be easy to configure, customize and extend
5. Usage of HTML 5 and Responsive Grid system would be preferred
6. Optimized compressed CSS and JS should be used to allow minimum load time
7. All styling should be handled through external style sheet. All the HTML tags should be styled through CSS, so that it should be uniformly consistent at each location where ever used

8. The app in the Android & iOS should be developed using native Android & iOS environment or Flutter for cross device compatibility or using latest module.

## **Functional Requirement**

### **Role Based User Access**

#### **Admin Role**

1. Administrator log-in with complete access
2. Only administrator can have the rights to permanently delete the content from the app, that too only after taking proper back-up of the entity/system
3. Only Admin should be able to add/edit/update/delete.
4. Only Administration can read live stream data for monitoring purpose.
5. Continuous monitoring & tracking of the activities of the trainees undergoing training till engaged in a job and thereafter job shifts, engagements and disengagements.

#### **Localization**

1. The mobile app should be bilingual with scope to accommodate English and Odia languages. The default language should be English, unless chosen otherwise by the user.

#### **Security Features**

The mobile app should have the following security features:

1. Audit trail at administrator level should also be enabled. It should capture each activity done by each authorized user, IP address, Time stamp etc. to track that who, when and from where has done what changes in the application.
2. There should be a provision of blocking any IP or Network by assigning IP Address range from accessing the pages of admin module of the app; also the main app (so that identified attackers can be blocked)
3. All the development should be done keeping data safety and security in mind.

#### **Non-Functional Requirement**

1. **Scalability:** The architecture must be capable to take care of high volume traffic
2. **Portability:** The application components should be portable with minimal effort
3. **Expandability:** It's easy to extend the services provided with minimal changes to other components – that is allowing easier development of new applications base done the existing components and layers
4. **Availability:** The services at each layer allow for high availability
5. **Reliability:** The data being transferred and the processing of the same are reliable. That is, persistence must be provided at each layer and each interface between layers
6. **Recoverability:** The manner in which the system recovers from failure
7. **Backup and Restoration:** Provide the back-up and restore functionality for the application
8. **Interoperability:** Interoperability features permit the underlying disparate sub systems or external systems to work together seamlessly, while hiding much of the complexity required joining these pieces together.
9. **Administrative & Management Capability:** The services provided at each layer shall be easy to manage (with a clear interface for administration). Also, the component must be able to interface with the standard monitoring tools available
10. **Security capability:** Provides services to protect access to sensitive resources or information

#### **Hosting Servers & Market Place Launch (Go Live)**

1. The application hosted at suitable cloud/servers to be able to meet the SLA of interaction of users with the app downloaded from App store/Google play store.
2. Installation of all software related to installation will be the responsibility of Application Service Provider
3. Application Service Provider will be responsible for transferring the source code / database to production server
4. The requirement of necessary licenses required for the hosting of the mobile application on major app stores

will be provided by the Application Service Provider. However, it is clarified that these license are to be procured by the selected Application Service Provider.

### **Training & Handholding support**

1. Proper training has to be provided to staff as nominated by the Executive Officer, Puri Municipality
2. Training will be conducted at location decided by Executive Officer, Puri Municipality.
3. All the Training material, user: manuals in soft copy in printable format will be provided by the Application Service Provider to Executive Officer, Puri Municipality, (i.e. English/Odia).
4. Onsite support to team of officers as per requirement

### **Maintenance phase**

The Application development agency should provide maintenance support for application post development and delivery up to one year and maybe extended as per performance of the bidder.

### **Scope of maintenance support**

1. **Technical Assistance:** Application Service Provider will be responsible for providing technical assistance on any issue during working days/hours
2. **Fixing Security Vulnerabilities** whenever any issue is reported or in the case of cyber-attacks
3. Onsite Training & Handholding of user representatives
4. **Addressing OS and Device Compatibility related Issues** to ensure smooth functioning of application on updated versions of different OS and on various devices (Smartphones and PCs.)
5. **Addressing App Performance related issues** to fix issues like no response, slow response, app crashing etc.
6. **Rectification of bugs** like content formatting issues, image placement, link mismatch etc. immediately after user request
7. **Minor Changes** like changing static images, text, updating your privacy policy, app terms of use, disclaimers etc.

### **2.2. GENERAL TERMS AND CONDITIONS**

Executive Officer, Puri Municipality, reserves the right not to accept bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies & Vigilance Cell.

- A. Executive Officer, Puri Municipality, is not bound to accept any bid under this process or to assign any reason for non-acceptance. Executive Officer, Puri Municipality, reserves its right to accept the bid in part or in full.
- B. Executive Officer, Puri Municipality, reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
- C. Executive Officer, Puri Municipality, reserves the right to withdraw/cancel the bid document partially or completely at any stage.
- D. Executive Officer, Puri Municipality, reserves the right to seek any clarification or waive any infirmity that it deems fit from a bidder.

### **Termination of The Bid Process**

Executive Officer, Puri Municipality, reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for its action.

### **Arbitration**

In case of any dispute Executive Officer, Puri Municipality, may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be in Odisha.

### **Indemnification Clause**

"That the selected agency shall keep Executive Officer, Puri Municipality, indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency.

### **Validity of the Contract**

The subsequently issued Contract shall have a term effective from the date of award of the contract/ tender till the completion of one year of the contract which may be negotiated and renewed thereafter periodically for a three years contract period for Maintenance & Support. Renewal and negotiation of the contract with the Service Provider will be based on performance.

### **Payment Schedule**

Payment shall be made against Invoices duly certified by Executive Officer, Puri Municipality. All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per current rate while making any payment.

## **3. BIDDING PROCEDURE**

### **3.1. SUBMISSION PROCEDURE**

**Technical Bid:** Bidders shall submit physically their bid in a sealed envelope super-scribed with due date, time, project and nature of bid.

**PART 1-** Bid security in a separate sealed envelope superscripted with the Tender Document number. Please enclose EMD of Rs. 1,00,000 / - in form of Demand Drafts drawn in favour of **Executive Officer, Puri Municipality** payable at. Registered MSEs/startups with valid Udyam registration number are exempted from EMD

**PART 2** – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

Note: Filling up prices in Part 1 will render the Bidder disqualified.

The envelopes containing Part 1 and Part 2 of offer should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed.

**3.1.1. Financial Bid: Bidder shall submit the FINANCIAL BID at the Office of the Executive Officer, Executive Officer, Puri Municipality Office of The Executive Officer, Puri Municipality, At/Po/-Puri PIN-752001**

**3.1.2. Services offered should be strictly as per specifications mentioned in this Tender Document.**

**3.1.3. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.**

### **1.1. ELIGIBILITY CRITERIA**

#### **PROCEDURE OF SENDING SEALED OFFERS & SELECTION CRITERIA:**

1. As mentioned in Tender Document please refer to section 3 Bidding Procedure.

#### **1.2. NUMBER OF PROPOSALS**

3.3.1. Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

#### **1.3. PROPOSAL PREPARATION COST**

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. Executive Officer, Puri Municipality, will not be responsible or in any way liable for

such costs, regardless of the conduct or outcome of the bidding process.

## **RIGHT TO ACCEPT OR REJECT**

- 1.1. Executive Officer, Puri Municipality, may reject a proposal at any stage if it is found that the firm/Company recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- 1.2. Not with standing anything contained in this RFP, Executive Officer, Puri Municipality, reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- 1.3. Executive Officer, Puri Municipality, reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

## **CLARIFICATIONS**

- 1.1. A prospective Bidder requiring any clarification on the RFP may notify Executive Officer, Puri Municipality, in writing or by email to Executive Officer, Puri Municipality, within such date as specified in RFP Time Schedule. At its sole discretion, Executive Officer, Puri Municipality, may upload its response to such queries through e-mail or letter.

## **AMENDMENTS TO RFP**

- 1.1. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, Executive Officer, Puri Municipality, may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addendum / Corrigendum. Such Addendum / Corrigendum would be posted only on [www.purimunicipality.nic.in](http://www.purimunicipality.nic.in) & [www.purinic.in](http://www.purinic.in)
- 1.2. In order to afford Bidders reasonable time to take the Addendum/ Corrigendum into account, or for any other reason, Executive Officer, Puri Municipality, may, at its discretion, extend the Proposal Due Date.

## **BID SECURITY**

- 1.1. Proposals would need to be accompanied by a 'Bid Security'(EMD) for an amount of Rs.1,00,000/- (Rupees One Lakh only). The Bid Security shall be kept valid throughout the Proposal Validity Period and would be required to be extended if so required by Executive Officer, Puri Municipality.
- 1.2. The Bid Security shall be in the form of a demand draft in favour of the Executive Officer, Puri Municipality, drawn on any nationalized / scheduled commercial Bank payable at .
- 1.3. The Bid Security shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of Agreement between Executive Officer, Puri Municipality, and the Successful Bidder.
- 1.4. The bid security of the successful bidder will be automatically turned in to security deposit at the time of allotment of tender will be refunded after completion of same Financial Year audit.
- 1.5. The Bid Security shall be forfeited in the following cases:
  1. If the Bidder withdraws its Proposal;
  2. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
- 1.6. Micro and small enterprises (MSEs) and startups are exempted from bid security.

## **Performance Security**

The successful bidder shall deposit bank guarantee from any nationalized bank of Puri in favour of Executive Officer Puri Municipality Puri of 5% of the value of the contract as performance security.

**Note:** Micro and small enterprises (MSEs) and startups are allowed concessional payments of performance security @ 25% of performance security prescribed for normal security

### **BIDDER'S RESPONSIBILITY**

- 1.1. The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- 1.2. It shall be deemed that prior to the submission of Proposal, the Bidder has:
  - a) Made a complete and careful examination of terms & conditions/ requirements, and other information set forth in this RFP document.
  - b) Received all such relevant information as it has requested from Executive Officer, Puri Municipality..
  - c) Made a complete and careful examination of the various aspects of the Assignment.
- 1.3. Executive Officer, Puri Municipality, shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

### **2. CORRESPONDENCE/ENQUIRY**

- 2.3. All correspondence/enquiries should be submitted to the following in writing by fax/registered post / courier: O/o. The **Executive Officer, Puri Municipality Puri, At/Po/- Puri PIN-752001 Email: [purim.hud@nic.in](mailto:purim.hud@nic.in)**

No interpretation, revision, or other communication from Executive Officer, Puri Municipality, regarding this RFP is valid unless it is in writing and is signed by the **Executive Officer, Puri Municipality**

### **3. FORMAT AND SIGNING OF PROPOSAL**

- 3.1. Bidders would provide all the information as per this RFP and in the specified format. Executive Officer, Puri Municipality, reserves the right to reject any Proposal that is not in the specified format.
- 3.2. The Proposal would include three submissions to be made on the respective Proposal Due Date as set out in Section- 5 (RFP Time Schedule).
- 3.3. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
- 3.4. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

### **4. PROPOSAL DUE DATE**

- 4.1. Proposals should be submitted as per information provided in section 5 of this RFP.
- 4.2. Executive Officer, Puri Municipality at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

### **TEST OF RESPONSIVENESS**

- 4.3. Prior to evaluation of Proposals, Executive Officer, Puri Municipality, will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive if:
  - a) it is received on the respective Proposal Due Date;
  - b) It is accompanied with the 'Bid Security 'amount as set out in RFP Document.
  - c) It is signed, sealed, and marked as stipulated in RFP Document.
  - d) It contains the information and documents as requested in the RFP;
  - e) It contains information in the form and formats specified in the RFP;
  - f) It mentions the validity period as set out in this document;
  - g) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by Executive Officer, Puri Municipality. Executive Officer, Puri Municipality, reserves the right to determine whether the information has been provided in reasonable

detail or not;

- h) There are no inconsistencies between the Proposal and the supporting documents.
- 4.2. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,
- affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - limits in any substantial way, inconsistent with the RFP document, Executive Officer, Puri Municipality's rights or the Bidder's obligations under the Agreement, or
  - Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.
- 4.3. Executive Officer, Puri Municipality, reserves the right to seek clarification or reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by Executive Officer, Puri Municipality, in respect of such proposal.

## **5. CONFIDENTIALITY**

- 5.3. Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. Executive Officer, Puri Municipality, will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. Executive Officer, Puri Municipality, would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

## **6. CLARIFICATIONS**

To assist in the process of evaluation of Proposals, Executive Officer, Puri Municipality, may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

## **7. CONSULTANT(S) AND ADVISOR(S)**

- 7.1. To undertake 'Bid Process Management' and to assist in the preparation of bid notifications, documents, examination, evaluation, and comparison of proposals, Executive Officer, Puri Municipality, shall utilize the services of consultant(s) or advisor(s).

## **8. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL**

The Bidder may modify, substitute or withdraw its Proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by Executive Officer, Puri Municipality, before the Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.

The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with the provisions of Clause 2.14 with outer envelopes additionally marked "MODIFICATION", "SUBSTITUTION" or "WITHDRAWAL", as appropriate.

## **9. PROPOSAL EVALUATION**

The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the Criteria set out in Section-3 & 4.

## **10. DELCARATION OF SUCCESSFUL BIDDER**

- Executive Officer, Puri Municipality, may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.
- Upon acceptance of the Proposal of the tender technically qualified with QCBS Criteria, with or without negotiations, Executive Officer, Puri Municipality, shall declare the tender as the Successful Bidder.
- In case two or more bidders quote equal in financial bid, then the bidder scoring higher in the technical bid evaluation shall be declared successful.

## 11. NOTIFICATIONS

Executive Officer, Puri Municipality, will notify the Successful Bidder by a Letter of Award (LoA) that its Proposal has been accepted and that the bidder is selected for the tasks mentioned in this RFP and any subsequent notices, corrigendum etc.

12. Executive Officer, Puri Municipality, 's RIGHT TO ACCEPT OR REJECT PROPOSAL.
13. Executive Officer, Puri Municipality, reserves the right to accept or reject any or all of the

Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.

Executive Officer, Puri Municipality, reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.

Executive Officer, Puri Municipality, reserves the right to reject any Proposal if at any time:

- a) A material misrepresentation made at any stage in the bidding process is uncovered; or
- b) The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

21. This would lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then Executive Officer, Puri Municipality, reserves the right to:

- 21.1 declare the Bidder receiving the next highest score as the successful tenderer and where warranted, invite such Bidder to equal or better the score secured by such disqualified Successful Bidder; or
- 21.2 Take any such measure as may be deemed fit in the sole discretion of Executive Officer, Puri Municipality, including annulment of the bidding process.

### Notification of award

Post a successful evaluation of the proposals received under this bid process, Executive Officer, Puri Municipality, shall intimate the successful bidder, by way of a Letter of Intent inviting him to furnish the requisite performance bank guarantee and execute the resultant Contract.

## 22. EVALUATION OF BIDS

### 22.1.1 EVALUATION PARAMETERS

Executive Officer, Puri Municipality, will evaluate the bids determined to be substantially responsive i.e., which

- 22.1.1.1 Are properly signed:
  - a. Conform to the terms and conditions & technical specifications.

Thereafter, the substantially responsive bidders shall be evaluated for qualifying the minimum eligibility criterion.

The Bidder with the highest combined technical cum financial score in the ratio of 70:30 shall be selected. The Bid Security shall be released to the Agency (ies) after completion of the contract.

### 23. PRE QUALIFICATION

For a bid to be considered as responsive under this bid process, a bidder must meet the following criteria:

#	PQ criteria	Documentary proof
1	Cover Letter	In the Format prescribed in the annexure 1
2	The bidder shall be a Pvt. Ltd. company or a LLP incorporated in the state of Odisha, having operated for a minimum of 10 year prior to the issue of this bid document	Certificate of incorporation
3	The bidder should be in the business of providing IT/IT enabled services (ITeS), specifically development of Software / Mobile Applications to a ULB(s) in the State of Odisha	Copy of the Constitution documents of the Company (relevant extract of Articles of Association and Memorandum of Association)
4	The bidder should have a valid PAN Card	Copy of PAN Card
5	The bidder should have a GST Registration Number	Registration Certificate
6	EMD	A DD in the amount prescribed herein valid for the bid validity period

## 24. TECHNICAL BID EVALUATION

The Application Service Provider shall be evaluated on the following parameters:

S.No.	Evaluation Criteria	Maximum Marks	Documentary Evidence
	<b>Domain Expertise, Capacity and Experience</b>	<b>60</b>	
1.	The average turnover of the bidder from providing IT and IT enabled services in the last 2 (two) financial years should be at least Rs.1 Crore.	20	Turnover Certificate duly certified by a Chartered Accountant
2.	Delivered projects (mobile app) related to app based attendance monitoring to the ULB(s) under Government of Odisha in the last 2 years <i>1 project: 15 marks</i> <i>Above 1 project: 20 marks</i>	20	Experience Certificate(s) / Work Orders
3.	Prior experience of having completed at least one native mobile app project in the past 2 year for any ULB under Government of Odisha. <i>02 years experience: 15 marks</i> <i>Above 02 years experience : 20 marks</i>	20	Project Details with Experience & Work Order Certificate(s)

4	Technical presentation <b>Dashboard, report generation, process flow of taking attendance, approvals and methodology and resources deployment</b>	40	Presentation to the Committee
	Total	100	

*Only bidders scoring 60 marks and above in the technical evaluation shall be qualified for the financial evaluation.*

## 25. FINANCIAL BID

A break-up amount to be quoted by the application service provider as per the Performa in **Annexure 3** of RFP Document.

### Financial Evaluation

a. The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Bidders which did not get disqualified and scored at least 60 out of 100 in the Technical evaluation) i.e. 20 marks.

Financial Scores for other than L1 Bidders will be evaluated using the following formula:

b. Financial Score of a Bidder (Fn) =  $\{(Commercial\ Bid\ of\ L1 / Commercial\ Bid\ of\ the\ Bidder) \times 100\}$ % (Adjusted to two decimal places) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

c. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.

Any conditional bid would be rejected

d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

### Final Evaluation

The technical and financial scores secured by each Bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.

The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:-

$$B_n = 0.70 * T_n + 0.30 * F_n$$

Where

B<sub>n</sub> = overall score of Bidder

T<sub>n</sub> = Technical score of the Bidder (out of maximum of 100 marks)

F<sub>n</sub> = Normalized financial score of the Bidder

a. In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

### Award of Contract

The Purchaser will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

### Notification of Award

Prior to the expiration of the validity period, Purchaser will notify the successful Bidder in writing or by fax or email, that its proposal has been accepted (Letter of Intent). In case the tendering process / public procurement process has not been completed within the stipulated period, the Purchaser, may request the Bidders to extend

the validity period of their Proposal.

The decision to extend the validity period of a Bidder's Proposal shall be the bidder's prerogative.

## ANNEXURE - 1

### FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING (On the Letterhead of the Bidder)

To,

Date:

Office of The Executive Officer, Puri Municipality,

At/Po/-

PIN-\_\_\_\_\_

Sir,

Ref: - RFP for development of mobile application for Executive Officer, Puri Municipality

1. We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provided to us by Executive Officer, Puri Municipality,.

2. We hereby agree and undertake as under:

- Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects.

- This Proposal is valid till (At least 4 Months from the Proposal Due Date).

Please find enclosed herein with the Proposal the Demand Draft bearing number -----

-for Rs.1,00,000/- (Rupees One Lakh only) drawn in favour of the 'Executive Officer, Puri Municipality

payable at towards the 'Bid Security Amount', dated this .....day of 2025.

- That as on the date of submission of this tender, there is no blacklisting order that bars us from working with any Government Agency / Department on account of deficiency in service.

Name of the Bidder:

Signature of Authorized Signatory: Name of the Authorized Signatory

## ANNEXURE – 2

### LIST OF SIMILAR WORK EXECUTED PERTAINING TO DEVELOPMENT of MOBILE APPLICATION IN LAST TWO YEARS

Sr.	Name of Client	Location	Description of work	Duration (Start date-Completion date)

#### NOTES:

- Each of the listed works shall be supported with the copy of work completion certificate/Experience Certificate.
- At least 5 Photographs / relevant documents of the work executed shall be attached.

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partners shall be considered, provided past experience is subject to legal consent of individuals, partners or new firm set up by the partners.

Signature:

Name:

Designation:

Complete address

Name of the Firm/Agency:

## ANNEXURE -3

### FORMAT FOR FINANCIAL PROPOSAL

(On the letter head of the bidder)

To,

Date:

The Executive Officer, Puri Municipality

At/Po/- Puri

PIN- 752001

Sl. No.	Description of Work	Qty	Unit Prices*	Amount in Words
1	Mobile App Based Face Recognition Attendance Device, Software Setup & and all other works related to the activity, DashBoard(Per User License)	For 550 nos of works Employees		
	Fixed Face Recognition Attendance Device, 2 Software Setup & Integration Charges of Device and all other works related to the activity (Per User License)	For 03 nos.		
	a) Infrastructure Cost,	1		
	b) Development	1		
	c) Training and handholding support	4		
2	Maintenance Charges	1		
3	Offsite person-day rate for any future customization/ development after Go Live	1		
<b>Total</b>				
*The amount quoted is inclusive of all applicable taxes (charges/ duties/levies)				