

Project Name: Selection of Consulting Services for Municipal Tax and Fee Improvement - Improvement in Property Tax Collections

RFP No.		RFP No. : CBUD/AMRUT/61/ Uttar Pradesh			Pre-Bid Meeting held on 24 May, 2017
S.No	RFQ Clause No.	Page No.	Content of RFQ requiring Clarification	Clarification / Suggestion / Changes sought	RFP Ammended/Clarification
Submitted by : GIS Consortium India Private Limited					
1	RFP Annexure 1 AMRUT CITIES	I and ii	1. Agra 39. Lucknow 61. Varanasi	As the three cities mentioned have already floated the RFQs and the bids are finalised for two and for one financial is getting opened tomorrow, will these three cities be taken out of the No of Cities?	Three cities viz. 1. Agra, 39. Lucknow, 61. Varanasi to be excluded from the RFP
2	Section 7 terms of references, Task 1	45	a. Sample door to door survey (quantum to be decided by the ULB). As per MOUD guidelines sampling of 10% is required, however	In absence of quantum of survey in terms of number, it is difficult to ascertain the cost of work .Kindly provide quantum in form of 1. Approximate number of properties of all cities 2. Project area in sq km. 3. Sampling percentage to be surveyed	1- Approximate number of properties of all cities: For reference Service Level Benchmark Data from Directorate local body (DLB Website), AMRUT SLIP from RCUES Website and Data from respective ULBs may be used. 2- Project area will be municipal limit of respective city. 3. Sample door to door survey (10% of each ward of ULB and Cross verification of existing property tax records with data sets from other sources including other municipal departments(e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register

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3	Section 7 terms of references	45	GIS based data base	Kindly clarify 1. GIS based data base for propeties is available or not . 2.. whether imagery shall be procured by consultant or by client to prepare GIS base map. 3. Is there a need to prepare detailed base map or only GIS based property map	1.GIS based data base for propeties is NOT available 2.YES imageryhas to be procured by consultant 3.YES there is a need to prepare detailed base map and GIS based property map
4	Section 7. Terms of Reference 7.2 :Task 1: Point b	45	Cross verification of existing property tax records with data sets from other sources including other municipal departments (e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register	Kindly let us know in which format the municipality and other utilities shall provide data - manual formats or computerized formats.	All Nagar Nigams & 3 Nagar Palika Parishads that is Mugalsarai, Fatehpur, Raebareli have the computerized data further details needs to be crosscheck by the consultant at ULB Level.

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5	Section 7. Terms of Reference 7.3 -task II: computerization point II	47	Computerization of the complete property tax assessment records including Demand and Collection registers after cross verification with Survey Data and data sets from other sources including other utilities so as to create a complete updated data base of the properties.	Please clarify whether property tax software is available or the Agency needs to provide the solution / package	Agency needs to provide the solution / package. However some ULB have the property tax software. It should be crosscheck by the consultant at ULB level.
2	21.1 Specific experience of the Consultant relevant to the Assignment:	22	Experience of the firm in introducing IT based solution in Assessment and Collection of Property Tax – 3 (one mark for each assignment)	We request you to kindly accept Work order/completion certificate / self completion certificate on company letter Head	No change

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Submitted by :Infomaps

1			<p>1. Availability of GIS base map and Satellite images, In case if it is not available, . Will dept procure the Satellite Images?</p> <p>2. What is the GIS platform used or to be used</p> <p>3. At present web applications for Tax payers available, or do we need to develop the same</p> <p>4. Total number of properties to be survey; Sample Survey area (in terms of %) area</p> <p>5. What is the total area (in sq km); Total Road length in km</p> <p>6. Status of computerization / digitization</p> <p>7. Master pan of city/town available; when it was updated last</p> <p>8. Do we need to cover vacant land area; Is vacant land FMB sketch available</p> <p>9. We request you to include GIS expert in the core team instead of MIS expert, as their role deemed fit for this project</p> <p>10. Also we request you to kindly waive off tender fee & EMD as all other Amrut cities have relaxed the same.</p>	<p>1- No GIS base map is available, satellite image will have to be procured by the consultant.</p> <p>2 & 3- Whatever the GIS platform is to be used it should intregrate with Director local Bodies E-Mass project.</p> <p>4 & 5- Refer Service Level Benchmark data from Directorate local body (DLB Website), AMRUT SLIP from RCUES Website and information from respective ULBs websites.</p> <p>6- All Nagar Nigams & 3 Nagar Palika Parishads that is Mugalsarai, Fatehpur, Raebareli have the computerized data further details needs to be crosscheck by the consultant at ULB Level.</p> <p>7- No requirement as per TOR</p> <p>8- Yes you need to cover vacant land area, No Sketch is available.</p> <p>9- No Change.</p> <p>10- No Change.</p>
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Submitted by : Caritas Eco Systems Private Limited

1			<p>Page iv of 104: Only One Technical proposal will be submitted for all 61 cities, while financial proposal will be submitted for each city separately.</p> <p>Bidder has to submit Tender processing fee Non Refundable will Rs 5000/- INR (Five Thousand only) per Tender with 1st Inner Envelope with the Technical Proposal</p>	<p>Since there is one Technical Proposal for multiple cities, the Consultant understand and suggest that there is only one tender processing fee of INR 5,000 for multiple financial. Please confirm.</p>	<p>Tender processing fee of INR 5,000 for per tender.</p>
2			<p>Section 7: ToR- Identifying under-assessed and un-assessed properties so as to increase coverage up to 100%</p>	<p>What is the total number of assessed and unassessed properties on record of different ULBs?</p>	<p>Refer Service Level Benchmark data from Directorate local body (DLB Website), AMRUT SLIP from RCUES Website and information from respective ULB websites.</p>

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3			<p>Section 7.2: Task 1</p> <p>a. Sample door to door survey (quantum to be decided by the ULB) and/or</p>	<p>1. What is the ULB wise sample size for door to door survey?</p> <p>2. The Consultant has estimated the number of properties in 58 ULBs varies from about 20 thousand to more than 5 lakhs. Considering the requirements of the assignment and project timelines, the Consultant has devised an optimal sampling strategy. It has been worked out that a sample size of about 10% is statistically significant with a bottom and top range of 5000 to 20000 respectively. For small towns and cities with less than fifty thousand properties a fixed sample of 5000 properties is appropriate. Also, for large cities with more than two lakh properties a fixed sample of 20,000 properties is sufficient and statistically significant. Please confirm.</p>	<p>3. Sample door to door survey (10% of each ward of ULB and Cross verification of existing property tax records with data sets from other sources including other municipal departments(e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register</p>

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4			Section 7: ToR- Computerisation of Property Tax records and Tax management system, display Demand Collection Book on the Web, putting in place an on-line system for assessment and collection of Property Tax	<p>1- Has any property mapping exercise been undertaken by the ULBs in the past? If yes when and what was the level of detail (Resolution / Scale). If it was a GIS exercise what were the attributes linked and mode of data collection.</p> <p>2- What is the present system of record keeping of Property Tax Assessment and DCB data?</p>	All Nagar Nigams & 3 Nagar Palika Parishads viz. Mugalsarai, Fatehpur and Raebareli have the computerized data further details needs to be crosscheck by the consultant at ULB Level
5			Section 7.2.1: ToR- Items to be provided by the ULB	<p>1- Satellite imagery to be provided by the ULBs.</p> <p>2- Any delay in procurement of satellite imagery may not be attributed to the consultant.</p> <p>3- In view of the project scope and duration, request to keep the data to be provided / facilitated by the CMC in a dependencies list and project duration be calculated from the date of such data being made available.</p>	<p>1 - Satellite Imagery to be procured by Consultant.</p> <p>2- Directorate of local bodies, U.P. will facilitate in procurement of Satellite imagery.</p> <p>3. Project duration will be as per the RFP</p>

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6			Data Sheet – Section 21.1: The Key Experts are mentioned as a. Team Leader b. IT Professional c. Legal Expert However, in Section 7.6.1, the Core Team is mentioned as: a. Team Leader b. IT Professional / Software Engineer c. MIS Expert/Data Analyst d. Legal Expert	1- Please clarify, what will be the scoring for MIS Expert/Data Analyst? 2- Please confirm that the 36 person months required include MIS Expert/Data Analyst.	Data Sheet – Section 21.1: The Key Experts are mentioned as a. Team Leader b. IT Professional c. MIS Expert 2- 33 person months required include MIS Expert/Data Analyst.
7			Data Sheet – Section 14.1.2: Estimated Key Experts time input : 36 person months (The inputs will vary from city to city dependent on population households in the city)	1- Please confirm the time input required is 36 person months. 2- If yes, Continuous engagement of Legal Expert for 12 months is not required. It is suggested to include MIS Expert/Data Analyst inputs in calculating 36 person months.	Data Sheet – Section 14.1.2: Estimated Key Experts time input : 33 person months 2- Legal Expert not required.

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Submitted by : CRISIL

1	Section 1. Letter of Invitation Page 2			The list includes the city of Lucknow, Agra and Varanasi. However, the RFP for providing “Technical Assistance to Selected Cities in generating revenue through Value Capture Financing Tools for Smart City Development” of Lucknow, Agra and Varanasi was released and the bids for the same have already been opened. We request the Authority to kindly delete Lucknow, Agra and Varanasi from the list.	3 cities viz. 1. Agra, 39. Lucknow, 61. Varanasi to be excluded from the RFP
2	Section 2. Instructions to Consultants Page 4		9. Bidder has to submit Tender processing fee Non Refundable will Rs 5000/- INR (Five Thousand only) per Tender with 1st Inner Envelope with the Technical Proposal	We understand that we need to submit only ONE DD of amount INR 5000/- as part of Technical Proposal. Please confirm	Tender processing fee of INR 5,000 for per tender.

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3	Section 7. Terms of Reference Page 48		7.2 Description of Tasks Task I- Increase Coverage up to 90%: i. Identify un-assessed and under assessed properties by: a. Sample door to door survey (quantum to be decided by the ULB)	We request Authority to provide percentage of sample size for door to door survey for all cities. We request Authority to consider 10% of properties to be covered under sample Door to Door survey task	3. Sample door to door survey (10% of each ward of ULB and Cross verification of existing property tax records with data sets from other sources including other municipal departments(e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register

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4	Section 7. Terms of Reference Page 48		7.2 Description of Tasks Task I- Increase Coverage up to 90%: i. Identify un-assessed and under assessed properties by: b. Cross verification of existing property tax records with data sets from other sources including other municipal departments (e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register.	<p>We request Authority to kindly provide status on base map availability for each of the cities listed in the RFP?</p> <p>If base map is already available, request Authority to provide information on what would be the resolution or level of data?</p> <p>If base map is not available, we would request the Authority to include the preparation of base map through the use of High resolution Satellite imagery under the Scope of Work.</p> <p>Further we request Authority to provide data city wise for the following:</p> <ol style="list-style-type: none"> 1) No of properties 2) Area of municipal limit for which GIS map needs to be generated 3) The status of computerization of Tax database 	<p>Base map to be prepared fresh as per the existing condition of city.</p> <p>1 Refer Service Level Benchmark data from Directorate local body (DLB Website), AMRUT SLIP from RCUES Website and information from respective ULBs websites.</p>

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5	Data Sheet Page 25 Terms of Reference Page 54		Criteria, sub-criteria and point system for evaluation of Full Technical Proposals. Core Team table 7.6.1 comprises of the following: · Team Leader · IT Professional/ Software Engineer · MIS Expert/ Data Analyst	There is a mismatch in the core team for evaluation of Full Technical Proposal as per 21.1 of data sheet and table 7.6.1 of the Terms of Reference. Kindly confirm if the evaluation would be undertaken of MIS expert or Legal expert. We also request you to provide the minimum qualifications and skills required and the experience required for the position of Legal expert, if required.	Data Sheet – Section 21.1: The Key Experts are mentioned as a. Team Leader b. IT Professional c. MIS Expert Legal Expert not required.
6	Standard Form of Contract		I. Form of Contract Name of the Client- Municipal Corporation/ Nagar Palika Parishak ... (City)	The Form of Contract mentions the name of Client as Municipal Corporation of a City. In this regard, we would request the Authority to have all Contract signed by RCUES as a single contract and payment released per city depending in progress. This will lead to better control on the assignment.	No change

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Others					
1	Saction -7 TOR 7.5 Outputs and Deliverables	51	Inception Report timeline End of 1st month from start date as per contract		Inception Report timeline End of 1st month from start date as per contract
		52	Interim Report (First) timeline End of 3rd Month from start date as per contract		Interim Report (First) timeline End of 3rd Month from start date as per contract
		52	Interim Report (Second) timeline End of 9th month from start date as per contract		Interim Report (Second) timeline End of 8th month from start date as per contract
		52	Draft Final Report timeline End of 11th months from start date as per contract		Draft Final Report timeline End of 10th months from start date as per contract
		53	Final Report timeline End of 12th Month from start date as per contract		Final Report timeline End of 11th Month from start date as per contract
		53	Handholding Support timeline Form the month of acceptance and approval of interim report second i.e. 10th month to 12th Month		Handholding Support timeline From the month of acceptance and approval of interim report second i.e. 8th month to 11th Month

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2	Saction -7 TOR 7.3 (7.3.1) IV- Study existing property tax assessment data for:	49	a) Size of Plot, Vacant or Constructed b) Age of construction c) Whether Single Unit or Apartment Building, d) Number of Floors , e) Number of Apartments Floor wise, f) Covered Area of the Property Floor-Wise, g) Structure of the Property (Kutcha, Semi Pucca, Pucca as per census classification h) Occupancy status e.g. Self-occupied or Rented. i) Type of use – commercial, residential, mixed etc j) Exemption status – Government, religious, institutional, other uses k) All such data which have a bearing on the property tax assessment on the property as per property tax legislation and rules. l) Identify un-assessed and under assessed properties. m) Update existing property		a) Size of Plot, Vacant or Constructed b) Age of construction c) Whether Single Unit or Apartment Building, d) Number of Floors , e) Number of Apartments Floor wise, f) Covered Area of the Property Floor-Wise, g) Structure of the Property (Kutcha, Semi Pucca, Pucca as per census classification h) Occupancy status e.g. Self-occupied or Rented. i) Type of use – commercial, residential, mixed etc j) Exemption status – Government, religious, institutional, other uses k) All such data which have a bearing on the property tax assessment on the property as per property tax legislation and rules. l) Identify un-assessed and under assessed properties. m) Update existing property tax data by including un assessed and under assessed properties in the property tax register. n) Road width details

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3	III. Special Conditions of Contract 41.2 clause		The payment will be city linked. The Contract Price will be averaged out for each city by dividing the total contract price by the number of cities under this assignment.		Not Applicable
4	E Data Sheet 14.1.2 Clause	23	Estimated input of Key Experts' time input : 36 person months		Estimated input of Key Experts' time input : 33 person months
5	E Data Sheet 17.7 & 9 Clause	24	The Proposals must be submitted no later than: Date: 03/06/2017 Time: 15:00 Hours		No Change
6	E Data Sheet 21.1 (III+ key experts qualifications & cometenace the assisgments) Clause	25	Legal expert 10		MIS Expert 10