



**GOVERNMENT OF SIKKIM
URBAN DEVELOPMENT & HOUSING DEPARTMENT
GANGTOK**

Ref No: 553/UD&HD

Dated:16/08/2018

EXPRESSION OF INTEREST

The Urban Development and Housing Department invites Expression of Interest from local software firms for Creation of a centralized database of all the existing trade licenses issued in the state by different nodal departments namely Urban Development and Housing Department (UD&HD), Urban Local Bodies (ULBs) and Rural Management Development Department (RMDD) and creation of a web based software application for digitization and verification of the trade licenses.

1. PROJECT OVERVIEW:

Urban Development & Housing Department, Government of Sikkim intends to develop an Application for Trade License Verification which will be a software application for data collection and reporting solution for all the trade and businesses running in the state.

In view of the high number of trade and businesses running in the state, it is necessary to create a secure and centralized database for storing information of all the trade licenses. This will not only help in ensuring effective implementation and proper execution of the data collection process but will also bring transparency and thereby credibility. The existence of such a database would then make verification of trade license ownership much more efficient. The creation of a data entry application will open up doors for further addition of data, important report generation and a highly functional and operational trade license system.

The software will be a web-based software application which allows the Officials/Authorities to collect data, create reports and authenticate trade license of all trades and business running in the state.

This web based application would also enable the officials to access the web Application to view reports, data, information and manage them conveniently while having secure and successful storage of data at all times.

2. SCOPE OF WORK:

2.1) Creation of a centralized database of all the existing trade license issued in the state by different nodal departments such as UDHD, RMDD, ULBs etc.

2.2) Development of a web based application software for digitizing the forms with provision to do the data entry in both offline and online mode.

2.3) The application should have the provision of generating dynamic reports as per the requirement of the department and also to update the records at the time of renewal.

2.4) Data to be collected as per the format provided by the UDHD Department. If data is available in electronic format the same should be integrated in the web application.

2.5) Trade license data available with DESME can be used as a base data for verification. However if all the details are not available in accordance with data collection format then the remaining details should be collected and digitized.

2.6) Data collection and digitization should be done by the firm whosoever will be selected for this exercise after proper tender process.

2.7) Department officials would assist the firm in the verification process.

2.8) Hosting of the application and security of the data would be the responsibility of the firm.

2.9) The firm should provide technical support for a period of one year after the data digitization and verification process is completed.

2.10) The entire process should be completed within a period of **3 (Three)** months from the date of issuance of the work order.

3. ELIGIBILITY CRITERIA:

3.1) The firm should be registered in the state and should have its existence in the state for the last 5 years and executed atleast 2 (Two) e-governance projects in the state preferably in the field of trade license.

3.2) The firm should have its own application hosting infrastructure i.e Web server, application server and database server and should not deploy the application using third party services.

3.3) The firm should have adequate professionals with sound knowledge in web based application development.

3.4) The firm should have been regularly audited for atleast 3 (three) years.

3.5) The firm should be registered with GST authority of the state.

4. DOCUMENTS TO BE SUBMITTED:

4.1) Firm registration certificate.

4.2) GST clearance certificate for the last financial year.

4.3) Annual turnover and audit report for the last three financial year.

5. SUBMISSION OF EOI:

The Expression of Interest shall be submitted in sealed envelope along with all the relevant documents as mentioned under section 4 and supporting documents under section 3 and submitted to the following address by registered post or delivered personally.

The Special Secretary,
Urban Development and Housing Department
Government of Sikkim,
Gangtok.

6. BID SYSTEM, QUALIFICATION AND SELECTION:

There will be a two bid system and the interested firms are required to submit their proposal comprising of technical bid and financial bid. The technical bid should include a concept design, presentation with process flow and data flow diagrams and any relevant software engineering aspects related to the project.

The financial bid should broadly include the following:

1. Development of the application.
2. Digitization and integration.
3. Training and capacity building.

Note: Additional sub components/break up may be included in addition to the above.

The Bid evaluation committee will allot marks in the ratio 60: 40 to the technical and financial bid respectively and consider the financial bid of only the technically qualified firms.

7. IMPORTANT TIMELINES:

Sl.No	Activity	Date
1.	Floating of EOI in the local newspaper and official website	17/08/2018
2.	Submission of Expression of Interest	By 31/08/2018, 4:00 PM
3.	Evaluation of technical and financial bid	01/09/2018
4.	Declaration of result	01/09/2018

Sd/-
Special Secretary,
Urban Development and Housing Department
Government of Sikkim