



NAGAR NIGAM DEHRADUN

Expression of Interest (EoI)

NND invites EoI for the assignment is to "Develop Comprehensive Property Tax Database & Implement an Online Property Tax Management System" as per the mandate of 'tax reforms' from experienced & the intersted Proprietorship & Limited Partnership firm, company, Institute, Society or Trust incorporated & registered under applicable law and permitted to carry out the assignment by that law & who have rich technical capacity in the concern field is eligible for bidding. The objective of this initiative is to improve the property tax revenue collection by widening property tax base through an online system integrated with property tax records to make the process of tax assessment, collection intention, transparent & citizen friendly. Request For Proposal (RFP) shall be issued to shortlisted firms only. Detailed EoI are available on our Official website: [http:// www.nagarnigamdehradun.com](http://www.nagarnigamdehradun.com). EoI shall have to be reach on or before 31st March, 2015 up to 3:00 p.m. in the office of the NND.

1 Patel Road, D.Dun, E- mail:nagar_nigam2008@yahoo.com , Phone No.-0135 2657884

Mukhya Nagar Adhikari

Letter No.: 126...../ST/015

Dated: 16/03/2015

Copy to:

1. Editor Panjab Keshri and The Tribune- NCR with request to publish EoI in minimum possible size as per DAVP rate & the guideline of department of information & public relation, Govt. of Uttarakhand and bill for payment will be submitted to Nagar Nigam along with two copies of Newspaper.
2. Copy to Mr. Manish Pant for uploading EoI in the Nagar Nigam website.

Mukhya Nagar Adhikari
Nagar Nigam, Dehradun



NAGAR NIGAM DEHRADUN

(Property Tax Department)

ToR for Expression of Interest (EoI)

Name of Assignment: Provision of services to Develop Comprehensive Property Tax Database and Implement an Online Property Tax Management System

1 INTRODUCTION:

The Uttarakhand state was carved out of the Himalayan and adjoining north-western districts of Uttar Pradesh on 9 November 2000, becoming the 27th state of the Republic of India. It borders the Tibet Autonomous Region on the north, the Mahakali Zone of Far-Western Region, Nepal on the east and the Indian states of Uttar Pradesh to the south and Himachal Pradesh to the north west.

After the formation of the Uttarakhand as a new state in the year 2000, Dehradun was declared interim capital of the State of Uttarakhand is also known as Doon valley and is situated at the foothills of Shivalik ranges in India. 'Dehra Dun' municipality (now Municipal Corporation) was established in 1867, & is the only corporation city in the state. The urbanization level in the state is highest in the vicinity, with 3 other major urban centres, Mussoorie, Haridwar and Rishikesh located within 30-50 Km range. The other key agencies in the city and sub-region which are responsible for urban planning and urban management functions include Dehradun Mussoorie Development Authority, Hardwar Rishikesh Development Authority, Doon Valley Special Area Development Authority and Garhwal Jal Sansthan.

In 1900 railways made its way to Dehradun via Haridwar, which was earlier connected in 1886. In 1901, Dehradun had a population of 24, 039, and was a district of British India, in the Meerut division of the United Provinces, while the neighbouring town of Rajpur, which lay en route to the hill-station of Mussoorie, and from where pure-drinking water was supplied to the city through pipes, had a population of 2,900. After becoming interim capital of the state, while tracing its growth pattern, it may be viewed that Dehradun is one of the fastest growing cities in the country. In 1981 and 1991 decades, the decadal growth in population of Dehradun was 21.33% and 21.85% respectively. The sudden jump to 39.73 % in the next decade is explained by the fact that in this decade Uttarakhand was made a separate State with Dehradun as its interim capital. In the decade 1991-01, Dehradun achieved decadal population growth rate of 39.73%, which was considerably higher than the national average of 21.53%.

2 Background of the Assignment :

Property Tax is a major source of revenue to Urban Local Bodies (ULBs). With institutional and regulatory reforms emanating from the 74th Constitutional Amendment Act, 1992; additional administrative and fiscal functions have devolved to urban local authorities. In response to growing revenue needs for financing infrastructure, municipal services, and

other amenities, Nagar Nigam Dehradun (NND) has initiated reforms to further improve the performance of its fiscal management and in particular, the Property Tax assessment and collection.

3 Objective:

With the aim to provide more "Efficient, Convenient & Transparent" services to Property tax payers using "Information & Communication Technologies (ICT)" platform, Nagar Nigam Dehradun intends to invite a solution from a competent and professional agency which can help to create a comprehensive database of all properties within Nagar Nigam's jurisdiction after physical on the site survey of each property and recording all parameters for calculation of Annual Value of each property, Property Tax there on and Rebates as per applicable to ensure proper collection of taxes. The aim is to maximize the number of properties which can be brought under the Property Tax net and create an authentic baseline data which can be relied upon by the Nagar Nigam for taxation purposes immediately and in days to come.

NND's objective of this initiative is to improve the property tax revenue collection by widening property tax base through an online system integrated with property tax records to make the process of property tax assessment and collection objective, transparent and citizen friendly.

4 Scope of Services:

- a. Preparation of Base Map with using of GIS.
- b. Door-to-Door survey of all types of the properties under jurisdiction of Nagar Nigam Dehradun.
- c. Computerization & updating of all the data collected from the survey integrated with the base map.
- d. Design and develop an integrated property tax management system including citizen friendly property tax assessment and payment, grievance redress and objection handling.
- e. Assigning Unique Property Identification Number to each property.
- f. Provide support to Nagar Nigam Dehradun to implement and manage the proposed property tax management system.

5 Eligibility Criteria:

- a. Proprietorship firm, partnership firm, limited partnership firm, private limited company, public limited company, Institute, Society or Trust incorporated and registered under applicable law and permitted to carry out the assignment by that law is eligible for bidding. The bidder shall submit documentary evidences in support of fulfilling these conditions.
- b. The bidding firms should have experience of carrying out at least 3 (Three) similar assignments as per the scope of work described above. The bidder shall submit work orders / completion certificates of similar work from clients / authority. Interested firm should provide information demonstrating that they have the required qualifications and relevant experience to provide the Services.
- c. Additional short listing criteria shall be based on general experience of the firm; total staff strength including staff having experience of carrying out similar assignments and having performed tasks mentioned above. RFP shall be issued to shortlisted consulting firms only.
- d. NND reserves right to seek the assistance of experts for the purpose of short listing EoI and conducting techno-commercial negotiations.
- e. Bidder / Consortium members should not be black listed in any of Government /Semi government institution. If it comes to the notice of NND the bid of such bidder will be



- rejected at any stage. Affidavit stating that bidder is not black listed party in any such organization should be attached.
- f. The Bidder may associate with other firms in the form of a joint venture or consortium to enhance their qualifications.
 - g. An agency will be selected in accordance with the Quality and Cost Based Selection method.
 - h. Procurement Policy – 2008 of the State Government should be followed in the selection of the firms.

6 Criteria for Acceptance of Eol:-

- a. Eol shall be accompanied with the documentary evidence of eligibility criteria.
- b. Eol along with non-refundable processing fees of Rs.5,000/- (Five thousand Only) in the form of Demand Draft on any Scheduled Commercial Bank in favour of Mukhya Nagar Adhikari (MNA), NND. Eol shall be submitted in person or through authorized representative only and not by any other mode.
- c. RFP document will be issued only to qualified /shortlisted bidder on payment of charges as may be notified in RFP document.
- d. NND reserves the right to verify the information furnished by the firm in Eol.
- e. NND reserves the right to accept / reject any or all Eols without assigning any reason thereof.
- f. Expression of Interest (Eol) shall have to be submitted on or before 31st March, 2015 up to 3:00 p.m. in the office of the Mukhya Nagar Adhikari (MNA), NND.

For More Details & Communication, Office of Mukhya Nagar Adhikari (MNA), 1 Patel Road, Nagar Nigam Dehradun, E-mail: nagar_nigam2008@yahoo.com, Website – nagarnigamdehradun.com, Phone NO. – 0135 – 2655620, 2653572 Fax No.-0135 – 2651060 may be contacted.


Mukhya Nagar Adhikari
NagarNigam Dehradun