

Office of the Burdwan Municipality

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Memo No: - 1297/G/XII-6

Date: - 04/02/2021

Notice Inviting Expression of Interest

As per instruction of Administrator, Burdwan Municipality, Expression of Interest (EOI) is hereby invited from reputed Banks for setting up and operating the Property Tax Collection Management of Burdwan Municipality. The scope of work envisioned for the facilitating the tax payers to avail the online tax payment facility, is as follows:

- a) Digitalisation and updating of legacy Data (upto the date of starting of operation of the system)
- b) Upgradation of existing software to facilitate tax payers for online tax collection
- c) Providing PoS system for 35 outdoor collectors
- d) Collection of Cash from Municipality office on day to day basis
- e) Training and Handhold support to the tax collectors as well as data entry operators on PoS and Software system at least for 01 (one) year.
- f) Providing the Gateway and managing the dedicated account.
- g) Any other services or facilities bidders like to offer.

Banks with experience in setting up and operating the online facilities with a capacity of executing in the above mentioned scope of work can submit the Expression of Interest.

Applications for EOI must be clearly marked "Expression of Interest for setting up and operating the Property Tax Collection Management of Burdwan Municipality" and be submitted along with relevant annexure not later than 3:00 pm on 12th February 2021 (Indian standard Time) in sealed envelope either by hand or by courier. Any bids arriving beyond the schedule time will not be entertained and this office will not be responsible for any postal delay. This details of EOI can be downloaded from our website www.burdwanmunicipality.gov.in.

Applicants for EOI are requested to furnish the following information: -

1. Details of the Bank (Please provide details of the entity(s) which is/are submitting an Expression of Interest for the project):
2. Name of the Bank
3. Legal Status (Company- Public/ Private, Partnership, Limited Liability, Sole Proprietorship, etc.)
4. Country of Incorporation
5. Date of Establishment of the Entity in MMY format
6. Principal place of Business

Contact Details of Designated Representative

1. Name
2. Designation
3. Address
4. Phone No./Fax/Email


Credential/Experience

Please provide details of projects that you have already executed/continuing

1. Name of the Client/ Public Authority
2. Description of the project : Public Private Partnership (PPP)/ any other Model used in the project (if applicable)
3. Date of completion of the project (in MMY format)
4. Any other information

Project and Technology Management

1. Please provide the following details to help us understand your project and technology management plan
 - a. Technology proposed for the project
 - b. Systems and equipment will be provided
2. Manpower staffing for the project including details of manpower requirements (skilled and unskilled separately) and plans for sourcing such manpower locally for the project
3. Assessment of the key risks perceived by the Banks on the project
4. Possible risk mitigation mechanisms
5. Expectations of the Banks from Burdwan Municipality
6. The Banks may at their discretion provide any supporting documents which enhances the clarity of the project and technology management strategy



**Executive Officer
Burdwan Municipality**

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Copy forwarded for information to: -

1. Finance Officer, Burdwan Municipality
2. Secretary, Burdwan Municipality
3. CA to Administrator, Burdwan Municipality and SDO Sadar (North), Purba Bardhaman for kind appraisal of the authority
4. Accountant, Burdwan Municipality
5. Dept. Head, Tax Department, Burdwan Municipality
6. IT Coordinator, Burdwan Municipality for uploading the same in the official website
7. Sri /Smt. _____


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Burdwan Municipality**