

**STANDARD OPERATING PREOCEDURE TO PARTICIPATE IN DIFFERENT SMART CITY BIDS**

**Background**

Government of India has come up with Smart Cities Mission with an objective to promote sustainable and inclusive cities that provide core infrastructure and give a decent quality of life to its citizens with the application of 'Smart' Solutions. Considering the fact that the most important requirement for Smart City implementation is Core Communication Network and Infrastructure to interconnect various Smart Elements, as a leading Telecom Service Provider in the country, a bigger role of BSNL is envisaged in the Mission. With this vision, the Smart City cell, BSNL Corporate Office, is formed to cater the requirements for execution of various smart city works.

As a part of the Smart City Mission, complete end to end smart solution Implementation, which includes the Bandwidth Provisioning as well as other IT Hardware/Software/Sensors/Smart Elements/Command and Control Centre etc. is required for different cities. As a result, an end to end process flow has been designed for BSNL to act as a bidder in Smart City proposals (as lead bidder or consortium member).

**Areas of Bid**

Circle offices can apply for Smart City bids in the following Smart Solutions. City Authorities can float a single tender/RFP for all these components or individual tenders for each of the components. The scope of these projects is not limited to smart cities but is applicable to all the cities

1. Smart Lighting
2. Smart Poles
3. CCTV Surveillance
4. E-Governance
5. Smart Parking
6. Smart Kiosks
7. Smart Transport/Transit Management System
8. Smart Building Management System
9. Citizen Centric Applications
10. Adaptive/Intelligent Traffic Management System
11. Command and Control Centre
12. Smart Utility Management System(Smart water, Smart electricity)
13. Wi-Fi Hotspot
14. Web Hosting and related cloud computing services
15. ICT based Solid waste Management
16. Tele-Education
17. Tele-Medicine
18. Public information & grievance redressal system.
19. OFC network readiness as per work requirement including supply of OF cable and ducts.



### Process Flow


Sr. No.	Process Step	Responsibility	Turnaround Time	Process Narration
1	Look Out for Tender/EOI/RFP Opportunities	Circle Smart City Group	Within 3 days of tender publishing	<p>Circle Smart City Group shall look for tenders at these websites.</p> <ul style="list-style-type: none"> <li>State e-procurement Portals,</li> <li><a href="http://www.smartnet.ujia.org">www.smartnet.ujia.org</a></li> <li>Smart City Websites</li> <li>Web Portals like <a href="http://www.tendersniper.com">www.tendersniper.com</a></li> </ul>
2	Study of Tender/EOI/RFP in detail	Circle Smart City Group	Within 3 Days of tender identification	<p>Circle Smart City Group shall study EOI/Tender/RFP in detail and have information on:</p> <ol style="list-style-type: none"> <li>General Fact Sheet</li> <li>Pre-Qualification Criteria</li> <li>Technical Evaluation Criteria</li> <li>Scope of Work</li> <li>Documents to be submitted</li> </ol> <p>A Request For Proposal usually consists of three volumes:  <b>Volume 1:</b> Instruction to Bidders  <b>Volume 2:</b> Scope of Work  <b>Volume 3:</b> Master Service Level Agreement</p> <p>Circle smart city group shall give presentation to Smart city Cell, BSNL Corporate Office.</p>
3	Initial meetings with SPV, CEO and Others	Circle Smart City Group	Within 3 days of giving Presentation	<p>Circle Smart City Group shall conduct meetings with Smart City CEOs and other Smart City SPV Officials in respective circles</p>
4	Attending Pre-bid Conferences preparation of Queries, extension of bid dates etc. and Corrigendum	Circle Smart City Group + Consultants	Proceedings/ Key Discussion Points of the pre-bidding to be shared within one day of meeting	<ul style="list-style-type: none"> <li>The circle smart city group shall prepare pre-bid queries for the RFP along with Smart City Cell consultants and submit them as per deadline mentioned in the RFP</li> <li>Circle Smart City Group to attend pre-bid conference.</li> <li>The circle smart city group shall</li> </ul>

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				<p>prepare minutes of the meeting for the pre-bid conference and shall share them with the Smart City Team, BSNL Corporate Office within one day of pre bid meeting</p> <ul style="list-style-type: none"> <li>Circle Smart City Group and Smart City Consultants shall constantly check if any corrigendum has been released or not</li> </ul>
5	Decision of not Bidding in Tender	Smart City Cell, BSNL Corporate Office Team	Within 3 days of publishing of corrigendum	GM (Smart City Project) along with Smart City Team, BSNL Corporate Office can only take the decision of not going in the bid.
6	Selection of Lead bidder, Consortium bidders and OEMs for bid stitching	Circle Smart City Group + Smart City Cell, BSNL Corporate Office.	Consortium to be formed at least 15 days prior to bid submission	<p>Circle Smart City Group shall conduct compliance check and evaluate overall tender scoring based on pre-qualification and technical qualification criteria.</p> <p>Based on compliance check, Circle Smart City group shall decide if BSNL will go</p> <ol style="list-style-type: none"> <li>1) As a Lead bidder or</li> <li>2) As a Consortium Member</li> </ol> <p>Alliance with Potential Solution Providers</p> <ul style="list-style-type: none"> <li>If Partner/OEM is an empaneled vendor in any Circle or with Smart City Cell, then CGM (Territorial Circle) may approve the consortium in consultation with GM (Smart City Project).</li> <li>If Partner/OEM is not an empaneled vendor then Director (CFA) BSNL Board may approve the consortium</li> </ul>
7	Collection of all Mandatory Certificates	Smart City Cell, BSNL Corporate Office + Circle Smart City	Documents as per compliances of concerned RFP to be collected	Smart City Cell, BSNL Corporate Office. and Circle Smart City Group shall collect and collate all the documents and project credentials to be submitted in the bid

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			at least one week prior to submission	
8	Legal, Teaming Approvals	Circle Office + Corporate office	Approvals to be provided 1 week prior to submission	<p>In case BSNL is the lead bidder</p> <ul style="list-style-type: none"> <li>- CGM (Territorial Circle) shall provide approval if estimated bid Value is up to INR 100 Cr.</li> <li>- Corporate Office shall provide approval if estimated bid Value is greater than INR 100 Cr.</li> </ul>
				<p>In case BSNL is a consortium partner</p> <ul style="list-style-type: none"> <li>- CGM (Territorial Circle) shall provide approval if BSNL's component in the bid is up to INR 50 Cr.</li> <li>- Corporate Office shall provide approval if BSNL's component in the bid is greater than INR 50 Cr</li> </ul>
9	Rates negotiation with other partners for non-telecom components	Circle Office + Corporate office	Rates to be finalized 3 days prior to bid submission	<p>In case BSNL is the lead bidder</p> <ul style="list-style-type: none"> <li>- CGM (Territorial Circle) shall provide approval for rate negotiations if estimated bid Value is up to INR 100 Cr.</li> <li>- Corporate Office shall provide approval for rate negotiations if estimated bid Value is greater than INR 100 Cr.</li> </ul>
				<p>In case BSNL is a consortium partner</p> <ul style="list-style-type: none"> <li>- CGM (Territorial Circle) shall provide approval for rate negotiations if BSNL's component in the bid is up to INR 50 Cr.</li> <li>- Corporate Office shall provide approval for rate negotiations if BSNL's component in the bid is greater than INR 50 Cr</li> </ul>
10	Finalization of bid rates of Network/Bandwidth Components	Circle Office + Corporate office	Rates to be finalized 3 days prior to bid submission	<ul style="list-style-type: none"> <li>• CGM (Territorial Circles) can give discounts up to EB Powers of CGM + 10%</li> <li>• Beyond that GM (Smart City Project) + Sr. GM (Fin-CFA) can</li> </ul>

  
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				provide additional discount with approval of Director-CFA.
11	Signing authority	Circle Office	Signing authority to be decided at least 15 days prior to bid submission	CGM (Territorial Circle) shall be responsible for identifying signing authority within the circle for signing all the documents of the bid like Power of Attorney, Consortium Agreement etc.
12	Bid Submission (If BSNL is the lead bidder)	Circle Smart City Group	Login ID of e-procurement site to be created (if not created earlier) 15 days prior to bid submission	<ul style="list-style-type: none"> <li>Circle Smart City Group shall submit the bid before the last date of submission.</li> <li>Circle Smart City Group shall create a login ID at the state e-procurement portal for submission of the bid</li> </ul>
13	Bid Payment/ Decision on Tender Document Purchase/EMD	Circle Office + Corporate office	EMD to be arranged 1 week prior to bid submission	<ul style="list-style-type: none"> <li>Tender Document to be purchased by Circle Office</li> <li>EMD to be arranged by Circle office if EMD &lt;= Rs 2 Cr. Otherwise by Corporate Office</li> </ul>
14	Technical Bid Opening	Circle Smart City Group	Proceedings/ Key Discussion Points of the pre-bidding to be shared within one day of meeting	<ul style="list-style-type: none"> <li>Circle Smart City Group shall attend the technical bid opening for the published RFP</li> <li>Circle Smart City Group shall prepare minutes of the meeting for the technical bid opening and shall share them with the Smart City Cell, BSNL Corporate Office within one day of the meeting</li> </ul>
15	Financial Bid Opening	Circle Smart City Group	Proceedings/ Key Discussion Points of the pre-bidding to be shared within one day of meeting	<ul style="list-style-type: none"> <li>Circle Smart City Group shall attend the financial bid opening for the published RFP.</li> <li>Circle Smart City Group will prepare minutes of the meeting for the financial bid opening and shall share them with the Smart City Cell, BSNL Corporate Office within one day of the meeting</li> </ul>



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16	Acceptance of Letter of Award/letter of Intent	Circle Smart City Group	To be shared within 2 days of receiving the letter	If contract is awarded to BSNL, then CGM (Territorial Circle) shall sign the acceptance of LOI and share a copy of the same with Smart City Cell, BSNL Corporate Office.

\*Note: Circle Smart City Group shall consist of 4 representatives and one of them shall be from Finance Team.

                      
17.12.2019