

Invitation for Request for Proposal(RFP)

Reference File No: MahaIT/PR/700/Unit-1/Revenue Department/1

Date: 28/03/2025

Subject: Invitation for RFP from agencies for development of online flat transfer permission Service.

MahaIT is inviting RFP from agencies to develop an online Flat Transfer Permission service for the Mumbai Suburban Collector Office. This digital platform is designed to streamline various types of flat transfer processes—including purchase/sale, inheritance, gift deed, and mortgage—making them more accessible and efficient for property owners while providing a comprehensive management system for administrative staff. The service will include an automated document filtering system to ensure all necessary documentation is accurately submitted, facilitating a smoother and faster review process.

System Stakeholders and Modules

System Stakeholders:

1. **Users (Property Owners/Citizens):** Initiate applications by registering on the portal, filling out the necessary forms for different types of flat transfers, and submitting them online.
2. **Collector's Office Staff:** Receive and review applications, handling all administrative and final decisions.

Modules:

1. **User Registration Module:** Allows users to securely register and create profiles on the online portal.
2. **Form Submission Module:** Users complete and submit the necessary documentation for various types of flat transfers through the portal.
3. **Document Management and Verification Module:** Implements an automated document filtering system to ensure the correct documents are submitted for each type of transfer.
4. **Collector Office Administrative Module:** Enables the Collector's office staff to log in, review, and all received applications.

Detailed Scope of Work

1. User Registration and Form Submission:

- **User Registration:** Property owners register on the portal, creating their own secure accounts.
- **Automated Document Filtering System:**
 - The system prompts users to select the type of flat transfer (Purchase/Sale, Inheritance, Gift Deed, Mortgage).
 - Displays the specific documents required for the selected transaction type.
 - Allows for direct upload of documents into categorized fields and verifies the completeness of document uploads before submission.

2. Application Receipt and Processing by the Collector's Office:

- **Application Receipt:** The Collector's office receives the submitted forms and attached documents for different transfer types.
- **Review and Approval Process:** Administrative staff review the details and documents for completeness and accuracy, processing them based on the specific type of transfer.

Document Requirements and Automated Filtering for Each Type of Flat Transfer

Purchase/Sale:

- No Objection Certificate of Co-Operative Housing Society
- Applicant's Identity Proof
- Self-attested Copy of Share Certificate
- Copy of Member Approved Order by Government/Collector
- Deed of Sale/Purchase/Gift etc.
- Other Documents

Inheritance:

- No Objection Certificate of Co-Operative Housing Society
- Applicant's Identity Proof
- Self-attested Copy of Share Certificate
- Copy of Member Approved Order by Government/Collector
- No Objection Letter of Other Legal Heir
- Form of Government Approved Member
- Death Certificate of Approved Member
- Other Document

Gift Deed:

- No Objection Certificate of Co-Operative Housing Society
- Applicant's Identity Proof
- Self-attested Copy of Share Certificate
- Copy of Member Approved Order by Government/Collector
- Deed of Sale/Purchase/Gift etc.
- Other Documents

Mortgage:

- No Objection Certificate of Co-Operative Housing Society
- Applicant's Identity Proof
- Self-attested Copy of Share Certificate

- Copy of Member Approved Order by Government/Collector
- Copy of Loan Sanctioned Letter by the Bank
- Other Document

Important Instructions.

1. The agency will develop application on their infra.
2. The Developed site/application will be deployed on MahaIT UAT Infra (along with Code).
3. Payment Milestone will be as per below.

1 st UAT done by department.	80% payment will be released
After Go Live of website	20% payment will be released

4. Service Level Agreement(SLA):
 - I. This section provides for minimum level of services required as per contractual obligations based on performance indicators and measurements thereof. MahaIT shall ensure provisioning of all required services while monitoring the performance of the same to effectively comply with the performance levels.
 - II. The services provided by the agencies shall be reviewed by the MahaIT that shall regularly check performance of the agency against the SLA.
 - III. Discuss escalated problems, new issues and matters still outstanding for resolution.
 - IV. Review of statistics related to rectification of outstanding faults and agreed changes.
 - V. Obtain suggestions for changes to improve the service levels.

For ease of monitoring, the SLA has been logically segregated in the following categories

SLA 1: System Availability service levels

SLA 2: Project Development service levels

SLA 3: Performance Management service levels

SLA 4: Content updating service levels

The above measurements and targets shall be used to track and report performance on a regular basis.

Timelines : Estimated Timelines for development of website - Approx. 30 business days

Note:- if any Travel and Accommodation has to be borne by agency.

Costing:- The cost of development of application should be less than Rs.10 Lakh(inclusive of taxes).

Interested agencies are requested to send the sealed covered quotes as per covering letter "Annexure- A" for the above work on or before 01/04/2025 till 12:00PM at below mentioned address.

**Maharashtra Information Technology Corporation Limited,
3rd Floor ,Apeejay House,3, Dinshaw Vacha Rd, near K.C College,
Churchgate, Mumbai, Maharashtra 400020.**

Annexure-A

Format for Commercial Proposal

Covering Letter (To be submitted on the letterhead of the bidder) {Location, Date}

To

The Managing Director,
Maharashtra Information Technology Corporation
3rd Floor, Apeejay House, Dinshaw Vacha Rd,
Near K.C College, Churchgate, Mumbai,
Maharashtra 400020

Ref: RFP Notification number MahaIT/PR/700/Unit-1/Revenue Department/1

Subject: Submission of proposal in response to the RFP for development of online flat transfer permission Service.

Dear Sir/Madam,

We hereby offer the below quote for the RFP. We also accept all the terms and conditions of the RFP.

Sr. No.	Description	Price (in ₹)
1.	Development of application including all the fixes that is UAT and Security fixes.	
2.	GST @ 18%	
3.	Total(in ₹)	

Note: Price to be quoted inclusive of taxes.

Yours faithfully,

Authorized Signatory

Name & Designation (with Date & Seal):

Business Address: