

GOVERNMENT OF INDIA

MINISTRY OF WOMEN AND CHILD DEVELOPMENT

DR. RAJENDRA PRASAD ROAD
SHASTRI BHAVAN
NEW DELHI-110001

[F. No.: 12/35/2015-CD.I- Part (4)]

EXPRESSION OF INTEREST (EOI)

[To function as the Consulting Agency of the Ministry and provide all techno-financial consultation for framing of RFP, designing evaluation methodology and work schedule, monitoring progress and analysis of performance of Implementing Agency to be engaged for the development of MIS]

1. Invitation for Expression of Interest

1.1 Advertisement for Expression of Interest

The advertisement has been published on the Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and in the Ministry of Women and Child Development website at www.wcd.nic.in

1.2 Invitation for Expression of Interest

Government of India invites Expression of Interest (EOI) from reputed Consulting Agencies to execute the e-Governance Project called **'Development of MIS for DBT Schemes'** of the Ministry. The objective of issuance of this EOI document is to shortlist a potential list of bidders who have the basic competency, capacity and technical expertise to provide the required e-Governance advisory support to the Government.

The project information and broad scope of work are detailed below in section 1.4. It may be noted that this information is indicative only. The actual scope of work will be made available in the Request for Proposal (RFP) document which will be issued to the eligible and short-listed bidders selected through this EOI.

Bidders are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

1.3 Introduction to the Project

Government of India has started **'Direct Benefit Transfer (DBT)'** with the aim of reforming Government delivery process by re-engineering the existing process in welfare schemes for simpler and faster flow of information and funds, accurate beneficiary targeting, de-duplication and reduction of fraud/pilferage. The use of Aadhaar as primary identifier of beneficiaries for delivery of services and benefits further simplifies the Government delivery process, bring in transparency and efficiency and enables beneficiaries to get their entitlements directly in the bank/postal accounts (for cash schemes) in a convenient and hassle free manner, obviating the need for producing multiple documents to prove one's identity.

Ministry of Women and Child Development (MWCD), as the nodal Ministry for holistic development of women and children, is administering a number of women and child centric schemes and programs in the country. These

schemes and programs cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization.

The MWCD has identified 15 such Schemes/components for direct or indirect transfer of benefits to the target population of women and children at large spread across the country. The schemes are implemented by the State Governments / Union Territory Administrations / Non-Government Organisations / Societies / Individuals, etc., with the help of grants-in-aid released by the MWCD and the end beneficiaries of the schemes are individuals. Accordingly, it has been decided to develop IT software modules for targeted delivery of benefits with built in mechanism for real time MIS, system integration with Public Financial Management System (PFMS), DBT Bharat Portal and grievance redressal mechanism.

Expenditure for hiring the services of the Consulting Agency and the Implementing Agency shall be borne by the MWCD from its budget allocation. The Consulting Agency will be required to provide its advisory support to the MWCD in such a manner as to ensure that the Implementing Agency is hired and engaged with the MWCD, after completion of all administrative, financial and legal formalities, by **31st December, 2017**. Further, the Consulting Agency will be required to precisely define the scope of work, deliverables and time line in the RFP document for the Implementing Agency in such a manner that the development, testing, security audit and commissioning of the MIS for all the DBT schemes of MWCD is completed by **31st March, 2018** without any time and cost over-run.

1.4 Broad Scope of Work

The **Consulting Agency** will have to provide expert advice to the Ministry in all technical, financial, administrative and legal issues leading to hiring of another agency, namely **Implementing Agency** for development, testing, security audit and commissioning of MIS for the DBT schemes of the Ministry. The Consulting Agency engaged by the Ministry will function as in-house IT experts and conduct in-depth study of the structure of the schemes, type of benefit, number of beneficiaries, work flow, fund flow, level of system integration required, etc. for the DBT schemes of the Ministry. The Consulting Agency will have detailed interaction with the controlling entity (different Divisions of MWCD) and implementing agencies of schemes (State Governments/Union Territory Administrations, NGOs, etc.) to understand technical, financial, administrative and legal issues involved.

The Consulting Agency will prepare the RFP for inviting proposals for development of MIS indicating precise scope of work, time line, deliverables and other essential components of standard RFP for IT projects.

In response to the RFP, different Implementing Agencies may suggest different approach, methodology and solution for development of the MIS. The Consulting Agency will assist the MWCD in technical and financial evaluation of the bids and selection of the Implementing Agency offering best approach, methodology and solution for development of the MIS within the time frame prescribed in the RFP.

The Consulting Agency will remain engaged with MWCD during the development and maintenance phase of the MIS. The Consulting Agency will be responsible for designing evaluation methodology and work schedule, monitoring progress and analysis of performance of Implementing Agency during development phase of MIS. During the maintenance phase of the MIS, the Consulting Agency will monitor and evaluate performance of the MIS and resolve disputes and conflicts, if any, on technical issues with the Implementing Agency, on payment of retainer-ship fees.

1.5 Important dates and information

S. No	Information	Details
1.	EoI Advertisement release date	28/07/2017
2.	Pre-bid Meeting date and time	Will be intimated through Ministry's Website
3.	Closing date and time (deadline) for submission of bids	17/08/2017 (latest by 4.00 PM)
4.	Opening of bids	AT 4.30 PM on 17/08/2017
5.	Contact persons for queries	Shri K B Singh, Director Tel: 011-23385192
6.	Addressee and address at which proposal in response to RFP notice is to be submitted (either by hand or by Speed Post/Registered Post/Courier)	Shri K B Singh Director Ministry of Women and Child Development Room No.305, 'B' Wing Shastri Bhavan Dr. Rajendra Prasad Road New Delhi-110001. Tele:011-23385192 Email: kb.singh@gov.in

2. Instructions to Bidders:

2.1 Completeness of Response

- a.** Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- b.** The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

2.2 EOI Proposal Preparation Costs & related issues

- a.** The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/ presentations, preparation of proposal, in providing any additional information required by MWCD to facilitate the evaluation process.
- b.** The MWCD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- c.** This EOI does not commit MWCD to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- d.** All materials submitted by the bidder will become the property of MWCD and may be returned completely at its sole discretion.

2.3 Pre-Bid Meeting

- a.** This Ministry shall hold a pre-bid meeting with the prospective bidders, if necessary. The date, time and venue of pre-bid meeting shall be posted sufficiently in advance on the Ministry's website.
- b.** The necessity of pre-bid meeting will be decided on the basis of bidders queries seeking clarification about the EOI document and basic information about the project.
- c.** The pre-bid meeting, if held, will relate to the EOI alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained. These issues will be amply clarified in the RFP.

2.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal Officer notified by the MWCD will endeavor to provide timely response to all queries. However, MWCD makes no commitment or warranty as to the completeness or accuracy of any response made in good faith, nor does MWCD undertake to answer all the queries that may be posed by the bidders.
- b. At any time prior to the last date for receipt of bids, MWCD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by a corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the CPPP's Website www.eprocure.gov.in, and MWCD's website (www.wcd.nic.in) and emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to be incorporated into this EOI.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, MWCD may, at its discretion, extend the last date for the receipt of EOI Proposals.

2.5 Right to Terminate the Process

- a. MWCD may terminate the EOI process at any time and without assigning any reason. MWCD makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This EOI does not constitute an offer by MWCD. The bidder's participation in this process may result in short listing the bidders.

2.6 Submission of Responses

The bids shall be submitted in a single sealed envelope and superscripted **“Submission of Expression of Interest for engagement of Consultancy Agency in MWCD”** and **“File reference No.”**. This envelope should contain two hard copies of EOI proposal marked as **“First Copy”** and **“Second Copy”** and one so ft copy in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.

- a. Bids shall consist of supporting proofs and documents as defined in the Pre-Qualification section.

- b. Bidder shall submit all the required documents as mentioned in templates (Form 1 to Form 3). It should be ensured that various formats mentioned in this EoI should be adhered to and no changes in the format should be done.
- c. Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder.
- d. Each copy of the EOI should be a complete document and should be bound as a volume. The document should be page numbered (as <page no.> of <total page>), must contain the list of contents with page numbers and shall be initialed on each page by the Authorized Representative of the bidder.
- e. Different copies must be bound separately.
- f. Bidder must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him in the original paper bid document. In the case of any discrepancy observed by the MWCD in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.
- g. EOI document submitted by the bidder should be concise and contain only relevant information as required.

2.7 Bid Submission Format

The entire proposal shall be strictly as per the format specified in this invitation for Expression of Interest and any deviation may result in the rejection of EOI proposal.

2.8 Venue and Deadline for Submission

- a. Proposals must be received at the address specified at point 6 of Para No. 1.5 above within the stipulated date and time specified in point 3 of para No.1.5.
- b. Any proposal received by the MWCD after the above deadline shall be rejected and returned unopened to the Bidder.
- c. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- d. MWCD shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.

- e. MWCD reserves the right to modify and amend any of the above stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

2.9 Short listing Criteria

- a. MWCD will shortlist bidders on the basis of Pre-Qualification criteria and if necessary by evaluating the additional Pre-Qualification criteria mentioned in this Invitation to Expression of Interest.
- b. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI Proposal.

2.10 Evaluation Process

- a. MWCD will constitute a **Consultancy Evaluation Committee** to evaluate the responses of the bidders.
- b. The Consultancy Evaluation Committee constituted by the MWCD shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.
- c. Each of the responses shall be evaluated to validate compliance of the bidders according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- d. The decision of the Consultancy Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.
- e. The Consultancy Evaluation Committee may ask for presentation/ meetings with the bidders to evaluate its suitability for the Consulting assignment.
- f. The Consultancy Evaluation Committee reserves the right to reject any or all proposals.

3. Pre-Qualification criteria

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Sales Turnover in Consulting	Annual Sales Turnover generated from consultancy services in India during each of the last three financial years (as per the last published Balance sheets), should be at least Rs.25	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor

		crore (Rupees twenty five crore).	
2.	Technical Capability	<p>Consultant must have successfully completed at least the following numbers of consulting engagement of value specified herein:</p> <p><i>One project of 'similar nature' not less than the amount of Rs.4 crore (Rupees four crore).</i></p> <p>OR</p> <p><i>Two projects of 'similar nature' not less than the amount equal to Rs.2 crore (Rupees two crore) each.</i></p> <p>(‘Similar nature’ means consultancy services on IT Projects in India and shall include but not limited to providing consultancy on technical, legal, administrative, financial, methodology, evaluation, monitoring and conflict management aspects of IT projects of Departments of Central/ State Government, Public Sector Undertakings, Nationalized Banks, etc. involving a third party for MIS development)</p>	<p>Completion Certificated from the client; OR</p> <p>Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR</p> <p>Work Order + Phase Completion Certificate from the client</p>
3.	Debarment		<p>A Self Certificate letter that the bidder (or any of its successor) is not in the active debarred list/blacklist</p> <p>1. Published by DGS&D or Central Public Procurement</p>

			Portal; or 2. of any procuring Ministry/ Department/PSU/B ank
4.	Legal Entity	Should be a Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act, 2008 Registered with the appropriate authority for VAT/Service Tax/GST Should have been operating for the last three years.	Copy of Certificate of Incorporation; and Copy of Service Tax (GST) Registration Certificate
5.	Manpower Strength		Self Certification by the authorized signatory

Additional Pre-Qualification Criteria

(In case more than 8 bidders would be able to qualify the basic eligibility criteria, the additional following criteria may be added as evaluation criteria)

Basic Requirement	Specific Requirement	Marks Allocated	Evaluation Criteria
Understanding of Bidders	Suggested Scope of Work and Approach & Methodology (A&M)	20	Minimum of 15 marks based on Qualitative Assessment of suggested Scope of Work, based on: 1. Relevance to the envisaged project 2. Comprehensiveness(maximum 10 marks for each parameter)
	Bidder's Experience in "Similar" Projects (for which Work Order / Completion Certificate are being provided)	60	Minimum of 45 marks based on Qualitative Assessment of: 1. Learning on Issues 2. Challenges 3. Solution proposed 4. Client Recommendations (maximum 15 marks for each parameter)

	Bidder's Competence	20	Minimum of 15 marks based on Qualitative Assessment of: <ol style="list-style-type: none"> 1. Previous work 2. Research Work/Centers of Excellence 3. Patents 4. Assets in the given project's domain(maximum 5 marks for each parameter)
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Other Documents and Certificates

1. Power of Attorney in the name of the Authorized Signatory

Appendix I: Bid Submission forms

The bidder's are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-Qualification / EOI Criteria.

Proposal/ Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details.

<Location, Date>

Shri. K. B. Singh

Director
Ministry of Women & Child Development
Room No.305, 'B' Wing
Shastri Bhavan
Dr. Rajendra Prasad Road
New Delhi-110001.
Tele: 011-23385192
Email: kb.singh@gov.in

Dear Sir,

We, the undersigned, offer to provide the consulting services to execute the e-Governance Project called '**Development of MIS for DBT Schemes**' of the Ministry of Women & Child Development and to provide expert advice to the Ministry in all technical, financial, administrative and legal issues leading to hiring of another **Implementing Agency** for development, testing, security audit and commissioning of MIS for the DBT schemes of the Ministry. Our correspondence details with regard to this EOI are:

Sl. No.	Information	Details
1.	Name of the Contact Person	

2.	Address of the Contact Person	
3.	Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI.	
4.	Telephone number of the Contact Person	
5.	Mobile number of the Contact Person	
6.	Fax number of the Contact Person	
7.	Email ID of the Contact Person	
8.	Corporate website URL	

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Applicant's Name with seal

Name:

Name of Contact:

Title:

Signature:

Form 2: Details of the Applicant's Operations and Consulting Business

Sl. No.	Information Sought	Details to be Furnished
A	Name and Address of the bidding Company	
B	Incorporation status of the firm (public limited/ private limited, etc.)	
C	Year of Establishment	
D	Date of Registration	
E	Registrar of Companies (ROC) Reference No.	
F	Details of company registration	
G	Details of registration appropriate authorities for service tax (GST)	
H	Name, Address, Email ID, Phone Nos. and Mobile Number of Contact Person	

Form 3: Compliance Sheet for Pre-Qualification Criteria

Sl. No.	Basic Requirement	Documents Required	Provided	Reference & Page No.
1.	Sales Turnover in Consulting	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the Statutory auditor	Yes/No	
2.	Technical Capability	Completion Certificated from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client	Yes/No	
3.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes/No	
4.	Debarment	A self certified letter	Yes/No	
5.	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax (GST) Registration Certificate	Yes/No	
6.	Manpower Strength	Self Certification by the authorized signatory	Yes/No	