

Expression of Interest (EOI)

For

Engagement as Consultant for IT Projects

In

State of Arunachal Pradesh

Digital cell
Room No 107
1st Floor
Block No 1
A P Civil Secretariat
Itanagar

March 19, 2020

INDEX

SI No	CONTENTS	Page No
1	Letter of Invitation	3
2	Background	4
3	Aims & Objectives	4
4	Venue & Deadline for Submission of Proposal	4
5	Validity of Offer	5
6	Term of Reference 4	5
7	Instructions to Consultants	5
8	Qualification Criteria	5
9	Evaluation Criteria & Method of Evaluation	7
10	Response	7
11	Conflict of Interest	7
12	Condition under which EOI is issued	8
13	Last Date of submission of EOI 7	8
14	FORMATS	9
15	i) Format –	10
16	ii) Format –	10
17	iii) Format –	11
18	Format –	11
19	v) Format –	12

1. LETTER OF INVITATION

**Director Cum Member Secretary
Digital cell, Room No 107
1st Floor, Block No 1
A P Civil Secretariat
Itanagar**

No. File No: DIT/116-2016

Dated: 19.03.2020

Dear Sir/Madam,

The Director/Member Secretary State Council for IT & -Governance (SCITeG), Govt of Arunachal Pradesh invites sealed Expression of Interest (EOI) from experience private individuals for engagement of consultant for IT projects in the State of Arunachal Pradesh.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website <http://ditc.arunachal.gov.in>

The last date of submission of responses in prescribed format is 26th March 2020

SI No	Critical Dates	Date	Time
01	Document Download Start Date	19.03.2020	1200 Hrs
02	Document Download End Date	26.03.2020	1200 Hrs
03	Bid Submission Start Date	20.03.2020	1000 Hrs
04	Bid Submission End Date	26.03.2020	1400 Hrs
05	Bid Opening Date	26.03.2020	1500 Hrs

(Hano Takka) JDIT
For, Director, IT & C
State Council for IT & e-Governance
Itanagar

Encl.: EOI Document.

2.0 Background:

State Data Center (SDC) is needed to provide fundamental IT infrastructure for various e-Governance programs being run as part of Digital India. The main purpose of SDC is to provide a physical facility for hosting various state level e-government applications similar to what National Informatics Centre (NIC) provides to the national level applications.

The following types of services are expected to be provided at the SDC:

1. Application and web hosting.
2. 24*7 support for data and application availability.
3. Centralized network and database management.
4. Security of private data.
5. Backup & archival Services.

The SDC is huge IT infrastructure envisage for the State of Arunachal Pradesh. Due to the highly technical nature of SDC project, it is necessary to have experts to guide the department in making right decision and keeping the SDC in sync with current trend.

3.0 Aims & Objectives:

- Meet with SCITeG to determine requirements.
- Work with SCITeG to define the scope of the project
- Plan timescales and the resources needed
- Travel to on site.
- Define software, hardware and network requirements
- Analyse IT requirements within Department and give independent and objective advice on the use of IT
- Present solutions in written RFP format
- Prepare documentation and present progress reports
- Provide tender specifications, reply queries and evaluate contractors for various components of the facility.

4.0 Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to SCITeG at the address specified herein earlier. In exceptional circumstances and at its discretion, SCITeG may extend the deadline for submission of proposals by issuing an amendment to be made available on the SCITeG website, in

which case all rights and obligations of SCITeG and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

5.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by SCITeG.

6.0 TERMS OF REFERENCE

The detailed terms of reference are enclosed at Annexure-I.

7.0 INSTRUCTIONS TO CONSULTANTS

7.1 The Expression of Interest is to be submitted in the manner prescribed below: -

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD/flash Drive:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Additional information as per Format-6.
- f) Declaration as per Format-7.

7.2 EOI Documents have been hosted on the website www.ditc.arunachal.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

8. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

The consultant should have in depth knowledge in: -

- Data centre power, cooling, network, structured cabling, server and storage infrastructure;
- Critical systems, including power, fire, and safety;
- Electrical and mechanical design, maintenance, and problem resolution;
- Managing complex mission critical IT projects;

Education Qualification: The Consultant should have any degree, but preferably the candidate with following subjects may have more advantage in selection process:

- Business studies
- Computer science/software engineering
- Electrical/electronic engineering
- Information systems
- Mathematics
- Other science/engineering disciplines.

Technical Certification:

The consultant must have these professional certifications:

- Certified Management Consultant (CMC)
- Information Technology Infrastructure Library (ITIL)/ Information Technology Service Management (ITSM) Certified Or
- Data Center Certified Consultant (DCCC)/ Data Center Design Consultant (DCDC)/ Certified Data Centre Professional or equivalent.
- ISO 20700:2017/ ISO 9001:2015 Certified

Experience

- Experience of minimum of 5 years in Data center design.
- The consultant should have successfully completed at least two Data Center consultancy projects in the last five financial years, of which at least one should have had project cost of infrastructure (not including computing hardware) of Rs 1 crore.
- Number of previous Data centers projects completed in the last five years, categorized by the sizes of computing facility floor space and details of recent completed consulting assignments (up to 2) for Data centers. Along with Customer details, with completion certificate and preferably recommendation letters.

- Consultants should be willing to come to Itanagar and present the details of their technical bid to the Selection Committee. If selected, the consultants should be willing to work on site at Itanagar.
- PAN No. / GST/ Service Tax Registration / UAM Number Certificate Copy of Certificate to be enclosed

9.0 Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power and presentation / proposal to the selection committee whose decision will be final.
- c. The consultant who qualify as per the eligibility conditions will be provided a brief about the project. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. SCITeG will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from SCITeG.
- e. Consultants have to submit EOI Documents along with their expected monthly enumerations proposal in a sealed envelope.

10.0 Response:

10.1 Bidders must ensure that their Bid response is submitted as per the formats attached

with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

10.2 Application in sealed cover super scribed, as "EOI for Engagement of Consultant for IT projects in State of Arunachal Pradesh"

11.0 Conflict of Interest:

11.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform SCITeG, detailing the conflict in writing as an attachment to this Bid.

11.2 SCITeG will be the final arbiter in cases of potential conflicts of interest. Failure to notify SCITeG of any potential conflict of interest will invalidate any verbal or written

agreement.

11.3 A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

12.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. SCITeG reserves the right to withdraw EOI and or vary any part thereof at any stage. SCITeG further reserves the right to disqualify any bidder, should it be so necessary at any stage.

13.0 Last date of submission of EOI:

The last date of submission of EOI is 26.05.2020

Bid Opening Date & Time is 19.03.2020 at 1500 Hrs

14.0 FORMATS FOR SUBMISSION:

FORMAT – 1 APPLICANT’S EXPRESSION OF INTEREST

To,

Director Cum Member Secretary
State Council for IT & e-Governance
Digital cell, Room No 107
1st Floor, Block No 1
A P Civil Secretariat
Itanagar

Sub: Submission of Expression of Interest for Engagement of Consultant for IT projects in State of Arunachal Pradesh.

Dear Madame,

In response to the Invitation for Expressions of Interest (EOI) published at your portal www.ditc.arunachal.gov.in for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Self/Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of technical Certification (Format-4)
4. Additional information (Format-5)
5. Declaration (Format-6)

Sincerely Yours,
Signature of the applicant
[Full name of applicant]

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

SI No	Contact Details	
01	Contact details of consultant with phone and email ID	
02	Main Area of Business	
03	Address of consultant	

Signature of the applicant

Full name of the applicant

Date

FORMAT – 3

Experience in Related Fields

SI No	Experience in field	Years
01	Data centre design related project with details of the customer	
02	Data Centre Completion Certificate with details of the customer	
03	Recommendation letter from customer	

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 4

List of Technical Certificates

- Certified Management Consultant (CMC)
- Information Technology Infrastructure Library (ITIL)/ Information Technology Service Management (ITSM) Certified Or
- Data Center Certified Consultant (DCCC)/ Data Center Design Consultant (DCDC)/ Certified Data Centre Professional or equivalent.
- ISO 20700:2017/ ISO 9001:2015 Certified

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT – 5

Additional Information

1. List all enclosures related to the previous sections.

S.NO Description No. of pages

2. Additional information to support the eligibility

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT -6

Declaration

I/We hereby confirm that I/we are interested in competing for the Consultancy Services to undertake the task related to IT projects in State of Arunachal Pradesh

All the information provided herewith is genuine and accurate.

Signature.

Name:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.