

Expression of Interest (EOI)

For

Engagement of Consultant for implementation of IFMS
Project

for

Govt of Arunachal Pradesh

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

August 27, 2020

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1. LETTER OF INVITATION

**Director Cum Member Secretary
SCITeG, Dept of IT & Communication
Digital Cell, Room No 107
1st Floor, Block No 1
A P Civil Secretariat
Itanagar**

No. File No: DIT/193-2018

Dated: 27.08.2020

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 implementation of IFMS projects for Govt 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 3rd September 2020

Sl No	Critical Dates	Date	Time
01	Document Download Start Date	27.08.2020	1200 Hrs
02	Document Download End Date	03.09.2020	1200 Hrs
03	Bid Submission Start Date	28.08.2020	1000 Hrs
04	Bid Submission End Date	03.09.2020	1400 Hrs
05	Bid Opening Date	03.09.2020	1500 Hrs

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

Encl.: EOI Document.

2.0 Background:

A Fully Integrated Financial Management System (IFMS) is considered as a Key element of Public Financial Management reform and which supports better governance and decision making. An IFMS is a standardized Financial Monitoring and Reporting System, which consolidates all the financial information needs of a government into one information database. It facilitates consistent recording and reporting of financial information, to enable a government to take macro decisions that affect the state as a whole. IFMS systems enable governments to plan, execute, and monitor the budget. Starting with the Budget Preparation, a typical IFMS solution includes Budget Controls, Budget Execution, Budget Modification, Treasury Operations etc.

IFMS project is a critical financial project; therefore, in order to ensure the IFMS Implementation project meets the set objectives successfully, it is required to have the subject matter experts to guide to the Department in making best decisions, provide domain inputs for progress towards the right direction.

The IFMS system to broadly cover the following software modules:

- Budget Preparation
- Budget Distribution
- Budget Modifications
- Ceiling Management
- Salary Bill Module
- Other Bills
- Administrative Approvals
- Commitment Monitoring
- Financial Sanction
- Expenditure Monitoring
- Receipt Monitoring
- Dashboard and Data Analytics

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, Storage and network requirements
- Analyse requirements of IFMS implementation for Govt of Arunachal Pradesh and give independent and objective advice on the matter
- 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 separately in 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-5.
- f) Declaration as per Format-6.

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: -

- Budget Preparation, Budget Distribution, Budget Modifications, Ceiling Management, Salary Bill Module, Other Bills, Administrative Approvals, Commitment Monitoring, Financial Sanction, Expenditure Monitoring, Receipt Monitoring, Dashboard and Data Analytics
- Network, server and storage infrastructure
- Software Designing & Development
- Database management
- 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 Service Management (ITSM) Certified Or
- Software/Application Design & Development Consultant / Certified Software Professional or equivalent.
- DBMS
- ISO Certified in relevant field

Experience

- Experience of minimum of 5 years in the field of Software design & development on Financial Management System.
- The consultant should have successfully completed at least two Financial Management consultancy projects in the last five financial years, of which at least one should have had project cost of (not including computing hardware) of Rs 1 crore.
- Number of previous financial projects completed in the last five years. 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 remunerations 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 implementation of IFMS projects for the Govt 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 03.09.2020

Bid Opening Date & Time is 03.09.2020 at 1500 Hrs

14.0 FORMATS FOR SUBMISSION:

FORMAT – 1 APPLICANT’S EXPRESSION OF INTEREST

To,

The Director Cum Member Secretary
State Council for IT & e-Governance
Department of IT & C
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 implementation of IFMS project for the Govt 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	Software design & Development on Financial Management System with details of the customer	
02	Financial Management Consultancy 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 Service Management (ITSM) Certified Or
- Software/Application Design & Development Consultant / Certified Software Professional or equivalent.
- DBMS Certification
- ISO Certified in relevant field

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 IFMS project in the 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.

ANNEXURE- I

TERMS OF REFERENCE

BACKGROUND

State Council for IT & e-Governance monitor and manage the e-Governance Applications and various Projects in the State. Apart from this, various other critical IT & e-Governance initiatives shall also be placed under the ambit of the Directorate. This will include various other applications and infrastructures.

The department of Information Technology has the mandate to formulate policies for promotion and dissemination of IT technologies, applications and programs. E-Governance is the use of Information Technology and Communication Technologies to improve efficiency, convenience, accessibility and transparency in Government. The major emphasis in current effort both at Central and State Government levels is to focus on these objectives from the perspective of the citizen and business. Various IT activities such as development of software application packages creation of e-governance infrastructure, GIS/GPS and Digital/Educational content etc. in e-Governance domain are being taken up on pilot scale basis.

e-Industry and services: Promotion of electronics hardware manufacturing and IT-ITES industry. e-Innovation/R & D: Providing support for creation of innovation infrastructure in emerging areas of technology e-Education: Providing support for development of e-Skills and knowledge network e-Security: Securing India's cyber space

OBJECTIVES

The main focus of this initiative is to develop an Integrated Financial Management System (IFMS) for implementation in the State

- to facilitate consistent recording and reporting of financial information,
- to enable the government to take macro decisions that affect the state as a whole.
- to enable governments to plan, execute, and monitor the budget. Starting with the Budget Preparation, a typical IFMS solution includes Budget Controls, Budget Execution, Budget Modification, Treasury Operations etc.
- to provide IT empowerment to all line Departments by enabling IT based environment to allow for more effective, efficient, transparent execution of financial transactions.

Therefore, the whole objective to seek professional opinion on this project is to enable effectiveness of the scheme, both in terms of financial and physical progress, in meeting its objectives and to suggest measures for midcourse correction for system improvement and better utilization of resources.

REQUISITES OF THE CONSULTANT

The consultant would be required to facilitate a consultative and participatory process with various stakeholders, generate knowledge products to manage capacity building activities for IT projects

This consultancy would periodically require intensive time commitment to prepare and facilitate capacity building events. It will also require a permanent time commitment to ensure that information and communication happens on a continuous basis.

This being a strategic policy area it is expected that the selected consultant displays a high level of professionalism and is able to maintain its highly qualified team over the entire project period, unless changes are requested and agreed to by the Department.

METHODOLOGY

This section should demonstrate the Offeror's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed warranty; and demonstrating how the proposed methodology meets or exceeds the specifications.

The operational and technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.

It is mandatory that the Offeror's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Offeror considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

TIME SCHEDULE

A draft appraisal report would be submitted within 1 month of the date of signing of agreement. The major findings of the draft report should be shared with the SCITeG. Feedback from the Department should be taken into account by the Consultant in the

final report in a substantive manner and for record. The Department will be required to provide written response within 15 days of receipt of draft report. The consultant will submit the final report within 2 months of the date of signing of agreement, after taking into account the comments of the Dept on the draft report. Four hard copies along with soft copy of the Final Review Report shall be submitted to SCITeG within a period of 2 months from the date of signing of agreement.

INPUTS TO BE PROVIDED BY SCITeG.

SCITeG will facilitate interaction of consultants with the officers as well as their visits to the other units of the Department. If required, a representative of SCITeG would accompany the team during the visit to Branch Secretariats. It will also provide copies of previous DPR & RFP and other data as required by the consultant.

However, SCITeG will not provide any TA/DA or any other additional payments to the consultant except the agreed monthly remuneration. The Consultant should make their own arrangement for travelling, food & lodging in Itanagar.

DELIVERABLES

The Consultant shall submit a detailed Request for Proposal (RFP) indicating the following:

CAPEX (IT and none IT)

OPEX

Recommendations on further improvement of study with objective of meeting its targets.

Software Design & Development

Process flow

Software Audit

Software Testing

Server Migration & Storage

OS & Utility Software

Training

Reply queries of the tender

And other factors that are vital for Development of Integrated Financial Management System (IFMS) for Govt of Arunachal Pradesh.
