

DIRECTORATE OF URBAN AFFAIRS, GOVERNMENT OF MEGHALAYA
Raitong Building, Secretariat Hill, Shillong -793001


Request for Proposal for Selection of State Implementation Consultant (SIC) under "Implementation of e-Governance in Municipalities in Meghalaya with the pilot in Shillong Municipality"

CORRIGENDUM

Notification No – DUAP/23/2011/265,

Date: 19.11.2014

In continuation to this office 'Request for Proposal' issued vide No – DUAP/23/2011/242, dtd. 09.10.2014 for Selection of State Implementation Consultant (SIC) under "Implementation of e-Governance in Municipalities in Meghalaya with the pilot in Shillong Municipality" under JNNURM scheme for the State of Meghalaya, Corrigendum is hereby issued to the Request for Proposal based on the Pre-Bid Queries meeting held on 03rd November, 2014, details of which may be **collected from the address mentioned below or download from the website of meghalaya.nic.in or smb.nic.in.**


19/11/2014
Director, Urban Affairs

Directorate of Urban Affairs, Government of Meghalaya
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Further to RFP Document [Ref No- DUA/P/23/2011/242 dtd.09.10.14], amendments are notified as below. All other requirements / specifications / information / Terms and Conditions remain unchanged except as given below.

1. Document Control Sheet – Sl. No. 5 & Sl. No. 6 stands amended as below:

5.	Lastdateandtimeforreceiptofproposals	2 nd December 2014 at 2.00 p.m.
6.	DateandtimeofopeningofProposals	2 nd December 2014 at 4.00 p.m.

2. Clause 5.1. Timeline- Table 10 stands amended as below:

T = Date of Signing of Agreement between the Department and the Consultant

Table 10: Indicative list of deliverables and milestones for SIC

S.No.	Deliverables	Timelines (Days)
Phase-I : Submission of Inception Report		
I	Submission of Inception Report to Dept.	T+7 Days
II	Setting up of State PMU and publishing of notification	T+7 Days
III	Submission of Project Plan to the Dept.	T+15 Days
Phase-II : Assessment Study and Preparation of FSD		
I	Submission of Functional Solution Design (FSD)	T+45 Days
Phase III: Bid Process Management		
I	Submission of Request for Proposal (RFP) for selection of SDA/ASP	T+65 Days
II	Completion of Bid Process Management for selecting SDA/ASP	T+150 Days = T1
Phase IV: Implementation Planning and Support		
I.	Change Management through Capacity Building	T+180 Days
II.	Monitoring and Support during Implementation	T1 + 580 Days

III.	Monitoring and Support during Field Testing and Initial Go-Live	T1 + 630 Days
IV.	Obtaining STQC Certification of Implementation	T1 + 630 Days
V.	Project Evaluation	T1 + 690 Days = T2
VI.	Operational Support to State	Entire Engagement Period
VII.	Systematic closure of activities and Knowledge Transfer	T2 + 30 Days = T3
VIII.	Acceptance of Closure Report submitted by SIC by the Dept.	T3 + 10 Days

3. Section 6: Resource Deployment - The breakup of resource deployment stands amended as given below:

S.No.	Constituents of PMU	Number(s)	Type	Minimum Period (Months)	Technical Evaluation Max Marks Distribution
1.	Project Manager	1	Dedicated – Onsite	Entire period of PMU / 24	8 / 20
2.	Technology Consultant (like Solution Architect, Network Security expert etc.)	1	Dedicated – Onsite	12	3/ 20
3.	Change Management & Capacity Building	1	Dedicated – Onsite	12	3/ 20
4.	Consultant on Reforms Process Consultant	1	Dedicated – Onsite	12	3/ 20
5.	Bid Process Management Expert	1		As per requirement	3/ 20

4. Role 3: Consultant (Capacity Building & Change Management) - No. Of Resource(s): 1 - Qualifications and Experience: Sl. 4. Stands amended as given below:

Sl. No. 4. Candidates having Qualifications from Indian Society for Training & Development (ISTD) shall be preferred and may be awarded higher score during technical evaluation.

5. Role 4: Consultant (BPR& Urban Reforms) - No. of Resource(s): 1*Qualifications and Experience: Sl. No. 1* stands amended as given below:

Sl. No. 1. Candidate having Masters in the Urban Development & Planning and related studies shall be preferred and may be awarded higher score during technical evaluation.

6. 6.1. Responsibilities, Qualifications & Experience Requirementsfor

Role 1: Project Manager - No. of Resource(s): 1 Sl. No. 1 stands amended as given below:

The Manager (Project Management) will have the following responsibilities:

1. Prepare the FSD for State and process for obtaining approval

7. 6.1. Responsibilities, Qualifications & Experience Requirementsincludes the following additional criteria:

Role 5: Bid Process Management Expert - No. of Resource(s): 1 (As Required)

The Bid Process Management Expert will have the following responsibilities during the engagement:

1. Prepare the RFP for Selection of SDA/ ASP for the State and process for obtaining approval
2. Co-ordinate & Support the State in the entire Bid Process Management for the project
3. Prepare and submit minutes of meeting, tender evaluation committee proceeding and reports.
4. Prepare draft answers to pre-bid queries and submit to the dept. for approval.
5. Prepare corrigendum if required.

Qualifications and Experience:

1. Any Graduate with MBA (Finance) or a Chartered Accountant or any other master degree in commerce/ finance or related subjects from premier institutions
2. Must have 5+ years of work experience out of which minimum 3 years in the bid process management role.
3. Experience in e-Governance projects, particularly in the Urban sector, is preferred.

8. Section 2.13.2. Evaluation of Technical Proposal – Table 3: Parameters and Weightagesstands amended as given below:

Table 3

S#	Parameters	Marks	Remark
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1.	Past Relevant Experience in e-Governance consultancy	10	Minimum of 3 and maximum of 6 projects. 3 Bidders submitting minimum 3 projects shall be awarded 7 marks and bidders submitting maximum 6 projects shall be awarded full marks.
2.	Relevant Past Experience in Project Management in Urban Development sector	10	Minimum of 3 and maximum of 6 projects. 3 Bidders submitting minimum 3 projects shall be awarded 7 marks and bidders submitting maximum 6 projects shall be awarded full marks.
3.	Relevant Experience in North East India	10	Minimum of 3 and maximum of 6 projects. 3 Bidders submitting minimum 3 projects shall be awarded 7 marks and bidders submitting maximum 6 projects shall be awarded full marks.
4.	Detailed Work Plan and Methodology for Implementation & roll out	15	
5.	Strategy for Project Monitoring	15	
6.	Detailed Profiles of Personnel Constituting Project Team	20	For Project Manager Maximum 8 marks and for other position maximum 3 marks each.
7	Detailed Presentation by the bidders with their proposal	20	
Total		100	

Please refer Section 7.2. Form 2.(a) for more information and format in which the relevant past experiences have to be submitted in the technical bid.

9. Section 7.2. Form-2a: Past Relevant Experience instruction text stands amended as given below:

[Bidders are required to provide details of relevant experiences in the format give below, highlighting experience of designing & implementing a similar e-Governance project (minimum of three (3) projects and maximum of six (6) for each technical evaluation criteria Sl. 1, 2 and 3). Use separate sheet for each citation viz. i. Relevant past experience in e-governance

consultancy ii. Project management experience in Urban Development domain iii. Relevant past experience in East/ North East India etc. The following supporting documents would be accepted in order to substantiate the citations provided by the bidders: a. Project Completion Certificate from Client, Copy of Work Order/ Purchase Order/ Agreement copy etc.]

10. 3.9. Performance Assessment Sl. No. II stands amended as given below:

3.9. Sl. No. (ii). The selected bidder shall ensure that the same resources committed in the technical proposal during the bid process, shall be deployed during the actual execution of the project. In case the resources as proposed in the technical bid are not deployed, a penalty of Rs. 1, 00,000 (Rupees One Lakhs only) shall be applicable on each such replacement.

11. 3.9. Performance Assessment additional clause added as given below:

3.9. Sl. No. (vi).Total penalty applicable for various clauses as mentioned in Clause 3.9. Sl. No.(I) through Sl. No. (IV) above, has been provisioned to be capped at 10 % of the total contract value.

12. Clause 3.11.Termination for Insolvency, Dissolution etc. stands amended as given below:

3.11. Termination for Insolvency, Dissolution etc.

The Department may at any time terminate the Contract by giving written notice to the Consultant in 30 days in advance, if the Consultant becomes bankrupt or otherwise insolvent or in case of dissolution of firm/company or winding up of firm/company. In this event termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Department.

13. Clause 3.12.Termination for Convenience stands amended as given below:

3.12. Termination for Convenience

The Department reserves the right to terminate, by prior written notice in 30 days in advance, the whole or part of the contract, at any time for its convenience. The notice of termination shall specify that termination is for the Department's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

14. Clause 8.1. Annexure A: Earnest Money Deposit Sl. No. 2 stands amended as given below:

8.1. Annexure A: Earnest Money Deposit Sl. No.2

Whereas the Department has issued RFP notification no.<Notification no.> dated <Date of notification> to M/s <Name of the Company> a company incorporated in India under the Companies Act, 1956 OR Limited Liability Partnership(LLP) firm registered under the LLP act

under Ministry of Corporate Affairs and having its registered office at <Registered office address> (India) and place of business at <Business Address of Company> hereinafter referred to as “The Company” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) for Selection as State Implementation Consultant to implement e-Governance in the Department.

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