



Expression of Interest (EOI)

Consulting Engagement to implement Academy Learning
& Knowledge Management System (ALKMS)

For

National Academy of Direct Taxes (NADT)

EOI No: NADT/ICT/ALKMS/217/2018-19

National Academy of Direct Taxes

Chhindwara Road, Nagpur – 440030

Phone: 0712-2322400, 2322109, 2322111 Fax: 0712-2322117

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1. Advertisement for Expression of Interest

Ministry of Finance
Department of Revenue
National Academy of Direct Taxes
Chhindawara Road, Nagpur – 440030

INVITATION OF EXPRESSION OF INTEREST

National Academy of Direct Taxes (NADT) invites sealed Expression of Interest (EOI) from Indian consulting agencies for Consulting Engagement to implementation of Academy Learning & Knowledge Management System (ALKMS).

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 www.nadt.gov.in/www.incometaxindia.gov.in/ CPP Portal/ GeM.

Further details, if any, may be obtained from Addl Director (I&CT), Room No. 205, Faculty Building, NADT, Chhindwara Road, Nagpur – 440030 during working hours.

Last date for submission of EOI is **16/11/2018 up to 1500 hrs**. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning “EOI for Consulting Engagement to implementation of Academy Learning & Knowledge Management System (ALKMS)” on the top cover

The Addl Director (I&CT),
Room No. 205, Faculty Building,
NADT, Chhindwara Road,
Nagpur – 440030

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of NADT. Bid Document will be subsequently issued to the short listed applicants only.

Addl Director (I&CT),
NADT, Chhindwara Road,
Nagpur – 440030

Note: NADT or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and NADT reserves the right to amend/add further details in the EOI.

LETTER OF INVITATION

**Ministry of Finance
Department of Revenue
National Academy of Direct Taxes
Chhindawara Road, Nagpur – 440030**

No.:NADT/ICT/ALKMS-CONSULTANT/217/2018-19

Dated:26.10.2018

Dear Sir/Madam,

National Academy of Direct Taxes (NADT) invites sealed Expression of Interest (EOI) from Indian consulting agencies for Consulting Engagement to implementation of Academy Learning & Knowledge Management System (ALKMS).

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. is enclosed.

The EOI document is also available on the NADT website www.nadt.gov.in/www.incometaxindia.gov.in/ CPP Portal/ GeM. You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **16/11/2018 up to 1500 hrs.**

**“Addl Director (I&CT)”
Room No. 205, Faculty Building,
NADT, Chhindwara Road,
Nagpur – 440030**

Queries if any may be referred in writing to the Addl Director (I&CT), at the above mentioned address or Telephone No. 0712-2322205 or at E-mail: ict@nadt.gov.in

S. No.	Particular	Details
1.	Date of issuance of EOI document	26.10.2018
2.	Last date of Submission of Queries	02.11.2018
3.	Pre-Bid Conference	05.11.2018
4.	Reply to Queries, if any	09.11.2018
5.	Issue of Corrigendum, if any	14.11.2018
6.	Last date and time for EOI Submission	16.11.2018 up to 1500 Hrs
7.	Bid Opening	16.11.2018 1530 Hrs

Yours faithfully,

**-sd-
Addl Director (I&CT),
NADT, Chhindwara Road,
Nagpur – 440030**

Encl.: EOI Document

Introduction to the Project

2.1. Background and objective

The Income Tax Department has a tiered structure at national and regional level for the training of its officers and officials. The Directorate of Training is one of the oldest Directorates of income tax department and has the mandate of carrying out learning & training activity of its manpower. The Directorate of Training comprises of its apex institution National Academy of Direct Taxes (NADT) at Nagpur and ten Direct Taxes Regional Training Institutes (DTRTIs) and forty five Ministerial Staff Training Units (MSTUs) located all across the country.

The National Academy of Direct Taxes is the apex institution for training the IRS officers of the Govt. of India. The focus of the Academy's agenda is to impart induction training to the officers of the Indian Revenue Service (IRS) recruited through the Civil Services Examination, conducted by the Union Public Service Commission (UPSC). In addition to this, NADT conducts a series of important in-service courses for middle to senior level IRS officers of the Income Tax Department. The frontiers of our training travel beyond the department. NADT provides training on taxation, management and finance to senior officers of various other services, ministries and also to the tax administrators of other countries.

The objective of the Directorate of Training is to implement a web-based & mobile app-based end-to-end academic/ training and knowledge management system (**Academy Learning and Knowledge Management System — ALKMS**) for NADT and its arms/institutions (DTRTIs and MSTUs), so that the training endeavors become efficient and effective to create blended learning environment. Through this system the Department intends to achieve the following objectives:

- a. Implement state of the art integrated ERP based Academy/Campus Automation/ Management Solution to have a single source of integrated information platform for our **Academy in Nagpur, DTRTIs in 10 different locations & MSTUs in 45 locations and other institutes which is scalable in future**. The objective is to enhance efficiencies by creating a digitally enabled end to end seamless and integrated solution for all the functionalities of the Training Directorate.
- b. **Create a standard repository of all learning resources** in various forms for NADT, DTRTIs MSTUs which can be shared and used by all officers & officials of the department across the country.
- c. Benefit by **implementing the academic best practices** that are embedded in Academy learning/Knowledge Management System with respect to all relevant functions and sections.

- d. Capability to share data and **integrate with the existing HRMS** of the Income Tax Dept. so that the training data can be used for better Human resources management purposes.

2.2. Geographical Coverage of the project

The browser & app based ERP solution would have an integrated information platform for NADT, Nagpur and DTRTIs in 10 different locations & MSTUs in 43 locations across the country. Further it is envisaged that our officers & officials of the Dept. who are posted in the field would have an access to the training environment and knowledge resources through web access.

2.3. Availability of the funding for the project

Funding for the project have been included and projected in the budget of the current financial year.

2.4. Timelines for the project

For the period of approx. six months for drafting for RFP document for Master Service Provider (MSP), one year for successful implementation of ALKMS and five years under maintenance phase. However the role of consultant is limited to one year only post implementation of ALKMS project.

2. Broad Scope of Work

3.1. Description of the project

Designing & Implementation of web-based and mobile-app based an end-to-end **Academy Learning & Knowledge Management System — ALKMS** at NADT, all DTRTIs & all MSTUs with provision for access of training environment and knowledge resources and related interaction by all IRS officers and officials posted in the field.

3.2. Stakeholders

The Authorities, Faculty Team, Training offices/ Batch offices, official & staff of NADT/DTRTI/MSTU, officers imparting On The Job training in the field to the trainees, other workers, Functional Departments, external agencies like CPWD, NBCC , other vendors, Participants in course/ seminars/ functions/ ceremonies and Officer Trainees form the stakeholders of the proposed system at NADT. Similarly in DTRTI it shall be the ADG, Faculty, Training offices/ Batch offices, officials, other workers, Functional Departments, external agencies like CPWD, NBCC , other vendors, Participants in course/ seminars/ functions/ ceremonies and participating Trainees form the stakeholders of the proposed system at each DTRTI & MSTU.

3.3. Broad scope of work

Salient Design Features and Service Oriented Approach. Following are broad components of the proposed system intended to meet the expected outcomes of the stakeholders in their functioning:

a. Stores

- i. Requirement/Requisition, placing of orders, procurement
- ii. Contract management -Tender , work order, follow up of every contract including billing
- iii. Asset management, stocktaking, issue, return, reconciliation, condemnation
- iv. Billing
- v. Inventory management, critical inventory
- vi. Vendor management
- vii. Report generation
- viii. Integrate with budget
- ix. No due generation

b. Vehicle management

- i. Requirement/Requisition
- ii. Fleet deployment – vehicle wise – details
- iii. Log books, history sheets, maintenance schedules,
- iv. Driver allocation, deployment
- v. Permanent and temporary tagging of vehicles to different employees
- vi. Security gate module
- vii. Vehicle performance management
- viii. Interface with SMS system

c. General Estate Management

- i. Management and tagging of all assets of NADT
- ii. Track the inventory levels on real time basis and allow for procurement of various assets as per requirements
- iii. Provision for complete vendor management
- iv. Tracking of budget and expenditure
- v. Provision of vendor/contract management for the administration
- vi. Provision to management of works contracts with CPWD/NBCC/Other organization for the administration
- vii. Provision for purchase of various items/assets
- viii. Provision for settlements of bills by communication with the ZAO office
- ix. Duty allocation – monitoring, status
- x. Disposal management including identification and disposal

d. I&CT Resource Management

- i. Design, Development & Maintenance of NADT Website
- ii. Management and tagging of I&CT assets of NADT
- iii. Track the inventory levels on real time basis and allow for procurement of various assets as per requirements
- iv. Provision for complete vendor management and billing
- v. Tracking of budget and expenditure
- vi. Provision of vendor/contract management for the administration
- vii. Provision for purchase of various items/assets
- viii. E-waste management including identification and disposal

e. Guest house, accommodation, hostels, and residential premises management and services

- i. Management and tagging of all assets of NADT
- ii. Online requisition, approval, vacancy/status dashboard
- iii. Rent, charges – management
- iv. Room-boys/ hospitality staff management /allocation
- v. Room wise, item wise agency wise – complaint management
- vi. Messing, lodging and boarding – bill generation, settlement receipt & payment

f. Mess management and services

- i. Mess internal management – Requirement/Requisition, procurement, manpower allocation, payment, vendor, other agencies for upkeep, pending bills of vendor etc.
- ii. Food – orders, raw material allocation, item/ menu, daily billing (link to trainee, faculty, guest and their rooms), monthly billing, collection, deduction from salary
- iii. Orders taken by mess for academy events and functions /ceremonies– items, cost, billing
- iv. MDO duty
- v. Other event management (if any)
- vi. Inventory management – Food items, crockery, cutlery, equipment, utensil etc.

g. Sales management in Academy

- i. Managing souvenir, sales management
- ii. Canteen management
- iii. Online payment and automatic deductions from salary (optional)

h. Legal case management

- i. Govt legal case book
- ii. I/O and Panel lawyers management
- iii. Reminders, case history etc.

i. Annual trainers / Mid- term trainers' /Meeting management of Academy

- i. Scheduling meetings and conference
- ii. Agenda
- iii. Minutes
- iv. Action items tracking
- v. Reminders

j. Dak Management- Inward outward communication, coordination with external agencies and Post office

k. Tracking of all files through online workflows and approvals

- i. File management system including its movement and tracking
- ii. Grievances and issues registration/intimation on multiple channels- sms, email, web, phone

l. Security management in Campus

- i. Security personnel duty allocation, attendance management system- In/Out and at different points in the shift
- ii. Issue and return of Security passes
- iii. Tagging of smart card with employees.
- iv. Visitor's management system, smart cards. Integrate electronic door with smart card etc
- v. CCTV management

m. Training management in Academy

I. IRS Induction

i. Trainee details

- Entry & Registration in Training
- Online data uploading by trainees for enrolment management, Trainee online request for enrolment for a particular course / training, issue of trainee ID card (integrate to other managements, activities, facilities like mess , hostel room allocation, library, email account, resource allocation etc related to the trainees) through administration.
- Trainee Data – capturing, updating, integrate/ link with Human resource management data of deptt.

ii. Batch office works management:

- Attendance, Disciplinary issues,
- OTs leave management for induction
- Feedback – circulation, capturing feedback –event wise, trainee wise batch wise, faculty wise, topic wise etc
- Escorts duties,
- Counsellor group activity and management
- Classroom booking, allocation of faculty and resources to classroom, seating management, timetabling of sessions, Question bank management, old question paper management,
- Exam management – paper, exam scheduling, seating plan, coordination and reporting with DIT exam New Delhi, online exam,
- Evaluation of trainees for various trainings in academy, Online evaluation by instructors/ faculty on various academic and non academic parameters,
- Result generation – creation, compilation of internal and external evaluation as per policy and documenting, merit/medal management, certificate/ printing ,
- Academic activity management – Record of home test, quizzes, assignments, book review event, projects, assignments etc (batch wise, activity/event wise, year wise resource creation, management and access) , integrate with budget, inventory and venues at NADT, Committees for large scale function like inauguration/valediction ceremonies etc.
- Non Academic activity management –prepare the invitation list for various events such as Inauguration of batch, Valediction of a batch, Group photo, cultural events, press brief, committee formations for different events, Intax games/sports (held during foundation course), Director General’s annual cross country sports meet, India day etc , record of status and progress in each non academic activity – sports, cultural activities, fests, escort duty, mess duty officers, club activities (batch wise, activity/event wise, year wise resource creation, management and access), integrate with approvals, budget, inventory and venues at NADT.
- Attachment management (Coordinate/Communicate with to concerned agencies , logistics planning and allocation, trainee wise participation status, budget requested and spent, pending bills) ,

- Clubs activity management – integrating elections, nominations, events, collection of funds fees etc.
- On the job training (OJT) management – allocation, correspondence with surrogate trainers and their controlling officers, gratitude letter, activity in OJT management – daily diary management and its follow up , evaluation of performance – trainee wise, station wise, surrogate trainer wise, batch wise and integration with result. Chat window facility for continued mentoring between surrogate trainers from the field, course team and trainees.

iii. Course planning, curriculum –

- Syllabus. Course outline and course material management – Preparation & designing of books, manuals, reference books etc. access, upgrade
- Training calendar planning and management, status/ progress alerts and check, academic resource management etc.
- Scheduling

iv. Faculty ,Guest speaker, Trainers management-

- Topic wise, course wise , institution wise,
- Bio data capturing ,
- Maintenance of presentation, course materials by faculty, topic-wise, speaker-wise, paper-wise
- Link with feedback of faculty and course material,
- Link with learning resources – syllabus, papers, topics and resource provided (ppt , other materials etc),
- Classroom booking, guest/ hostel room allotment, mess booking, vehicle allotment etc of each faculty.

v. Assignment/ project management (allotment, submission, deadlines) , use of anti-plagiarism tool – turn it in etc

vi. Discussion portal for trainees, faculty members and counselor group

vii. Image and video of various events – sharing, circulation, display and repository.

viii. Feedback portal with analysis

II. In-service courses in NADT and courses in DTRTIs

i. Course designing – time-table, topics, scheduling, certificate and memento

- ii. **Launching of course**
- iii. **Nomination of participants and invitation to trainers/speakers**
- iv. **Trainee details**
 - Entry & Registration in Training
 - Online data uploading by trainees for enrolment management, Trainee online request for enrolment for a particular course / training, issue of trainee ID card (integrate to other managements, activities, facilities like mess , hostel room allocation, library, email account, resource allocation etc related to the trainees) through administration.
 - Trainee Data – capturing, updating, integrate/ link with Human resource management data of deptt.
- v. **Batch office works management:**
 - Attendance, Disciplinary issues,
 - Leave management
 - Feedback – circulation, capturing feedback –event wise, trainee wise batch wise, faculty wise, topic wise etc
 - Escorts duties,
 - Classroom booking, allocation of faculty and resources to classroom, seating management, timetabling of sessions
 - (For DTRTI only) Evaluation of trainees for various trainings in academy, exam management – paper, exam scheduling, seating plan, coordination and reporting, on-line exam, Result generation – creation, compilation of internal and external evaluation as per policy and documenting, merit/medal management, certificate/ printing
- vi. **Faculty ,Guest speaker, Trainers management-**
 - Topic wise, course wise , institution wise
 - Bio data capturing
 - Maintenance of presentation, course materials by faculty, topic-wise, speaker-wise, paper-wise
 - Link with feedback of faculty and course material,
 - Link with learning resources – syllabus, papers, topics and resource provided (ppt , other materials etc),

- Classroom booking, guest/ hostel room allotment, mess booking, vehicle allotment etc of each faculty.
 - vii. Image and video of various events** – sharing, circulation, display and repository.
 - viii. Feedback portal with analysis**
 - ix. Course completion and course report**
- n. Learning resource Management**
- Offline & Online content management
 - On line learning management system
 - SCORM (Sharable Content Object Reference Model) compliant learning management system
 - Learning resource creation
 - Learning resource updation
 - Learning resource transfer from one unit to another/exchange
 - Learning resource phase out
 - Learning record store
- o. Centre Management at NADT** - Academic function management of multiple centres (more than 8) in NADT(Details given in the portfolio of JD/Addl DITs of NADT)
- p. NADT Archive management** – Management of data related to NADT archives – Important milestones year wise, events, visits by dignitaries – visitor book management
- q. Sports complex facilities management** – Request for sports goods by OTs/users, Requisition by sport secretary, allotment of sports goods, attendance of staff and coaches, issue to trainees, upkeep of infrastructure, Sports secretary requisitions link to admin procurement and inventory management, booking, welcome display, audio video, picture – archive, maintenance and disposal of equipments
- r. Auditorium Management** – Booking, Allocation of duty, upkeep, issue of items/ articles, management of stage, programme details, display management, audio video picture – archive, maintenance and disposal of equipments
- s. Publication management** Creation & Printing of batch brochures, pamphlets, booklets (weekly/monthly/yearly etc basis) by trainees & faculty. Content management- message by chief guest and dignitaries, inviting articles, cover design, approvals and online display on portal, printing, integrate with inventory, vendor management.
- t. Miscellaneous**
- i. Multiple institute management – NADT , DTRTI, MSTU

- ii. Workflow between different level & functionality/ unit of each academy – training function, admin function and academic function
- iii. Management of attendance & payment of other manpower (Non HRMS) in the campus
- iv. Library - Give a link to separate library management – e granthalya or libsys or other application which is available
- v. NADT portal - provision to integrate with NADT portal and its upgradation & management
- vi. Provision to integrate with automatic banners/welcome displays for displaying various messages linked to the particular course team or material or event
- vii. Provision to book various parks/seminar halls/auditoriums/sport grounds for various events through proper protocol & hierarchy
- viii. Reports and analysis - Flexible and configurable MIS and reports generation. Role based generation of various MIS reports for DGIT, ADGs, JD admin, Course Director, JD Systems, Course Coordinators & other officers at NADT.

Key Functional requirements

The key functional requirements of the Academy Learning & Management Software are placed in the document.

- **Basic Features of the System**

The basic features of the system are the following

- Browser/Web based & Mobile-app based access
- Ability to handle large number of transactions
- Accessible on a 24 x 7 basis by multiple users
- Ability of secured access from a remote location
- Time out feature in case of inactivity on a open window
- Language support – support use of English and Devanagari script

- **User Interface**

User interface needs to be simple and as browser independent as possible. Specifically the following are the key requirements:

- Dashboard with Alerts
- Visual cue /Color Change against each activity for tasks when the number of days/hours for clearing a workflow item is exceeded
- Standard screen layout across the departments
- Personalization features on the Intranet – Home page of the user needs to have two areas one for the general Academy content and specific content for the user group.

- Consistent Search facility for users to search through the workflow application and Intranet
- **Workflow Management**

Workflow management needs to implement general business best practices of work movement from desk to desk and facilitate tracking business metrics in meeting goals of workflow system. Specific requirements include the following

 - The HR, Administration and Finance rules must conform to the Personnel policies and Office Memorandum (OMs) of Government of India.
 - Display work items on dashboard for users in logical categories (for ex. Items received, Items Pending beyond stipulated response times) as per policies of timelines
 - Display work items on dashboard for the department head, section head on the logical categories (for ex. Items received, Items Pending beyond stipulated response times)
 - Ability to allocate work either to a named individual or to a work group
 - Worklist (In & Out)
 - Facility to check status of completion of activity by anyone in the task flow with date and time (MIS)
 - Higher officer or controlling authority to have the drilldown ability to the activity level to to make strategic decisions, allocate work and also call back work items from subordinates
 - Standard referencing of tasks and activities with standard routing as well as specific routing to anyone in a given list
 - Set reminders/alerts for the individual users
 - Generate printer friendly version of files and document with extensive options for print settings
 - Setting priority for different work
 - Provide the status of work items for the stakeholders with date and time of activities completed
- **Conformance to Standards and Integration:**
 - The ALKMS should have capability to linkage/integrate with existing ITBA HRMS system and any other system of the Dept.
 - The product must conform to best standard / practices that are available in the market and must be such that in future can be upgraded, modified, and suitably integrated with other systems.
 - It should allow import of a variety of data formats from existing systems if any and also allow migration to new/future platforms.
 - Information exchange between applications as a standard service. The proposed solution framework should be based on sound

engineering principles, usability, security and access, maintainability, and overall fit to the vision.

- **The other expected features of the ERP are –**

- Accessing the software applications all at one place. Data will be entered only once and will be updated for all requirements and all relevant departments.
- Administering role based access with application provisioning controlled from a central application
- Suitable Personalized home pages with standard features
- All the modules of the campus management software must be interlinked and integrated in standard ERP fashion & access should be role based.
- Controlled Access to Academy software will be possible not only from within the campus but from the internet (web & mobile-app) as well.
- Support and ability to push data and screens for Pocket PC, custom screens for other platforms – Andriod, IOs, Windows 8 and other operating systems.
- Bi-lingual management and rendering(Hindi & English)
- Single Sign on (SSO): it is critical that systems and their resources are accessible with one user id and password and facilitating integration while not compromising on security, access control, or performance of the system.

3.4. Expected deliverables and outcomes of the assignment

Short listing of qualified bidders for issuance of RFP of “Consulting Engagement to implement Academy Learning & Knowledge Management System (ALKMS)”

3.5. Place of execution of the assignment

At NADT, Nagpur and DTRTIs at following locations; scalable as new DTRTIs may be created.

1. Ahmedabad
2. Mumbai
3. Chennai
4. Bangalore
5. Kolkata
6. Lucknow
7. Chandigarh
8. Delhi
9. Bhopal
10. Hazaribagh.

3. Instructions to the Bidders

Note- - Consultant and any entity in which it has substantial interest shall not be eligible to bid as a Service Provider implementation & maintenance of ALKMS project.

4.1. 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.

4.2. 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 NADT, Nagpur to facilitate the evaluation process.
- b. NADT, Nagpur 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 NADT, Nagpur 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 NADT, Nagpur and will not be returned.

4.3. Pre-Bid Meeting

- a. NADT, Nagpur shall hold a pre-bid meeting with the prospective bidders on **05.11.2018 1100 Hrs** at NADT, Chhindawara Road, Nagpur-440030.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Addl. Director (I&CT), NADT, Nagpur-440030, by post, facsimile or email at ict@nadt.gov.in on or before **02.11.2018 1600 Hrs**.
- c. All queries to be raised in the Pre-bid meeting 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 at the RFP stage.

4.4. Responses to Pre-Bid Queries and Issue of Corrigendum

- a. The Nodal Officer notified by the NADT, Nagpur will endeavor to provide timely response to all queries. However, NADT, Nagpur makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NADT, Nagpur undertake to answer all the queries that have been posed by the bidders.
- b. At any time prior to the last date for receipt of bids, NADT, Nagpur 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/Addendum (if any) & clarifications to the queries from all bidders will be posted on the website addresses of CPPP, GeM and NADT website 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, NADT, Nagpur may, at its discretion, extend the last date for the receipt of EOI Proposals.

4.5. Right to Terminate the Process

- a. NADT, Nagpur may terminate the EOI process at any time and without assigning any reason. NADT, Nagpur 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 NADT, Nagpur. The bidder's participation in this process may result in short listing the bidders.

4.6. Submission of Responses - physical submission of bids at office with e-publishing

- a. The bids shall be submitted in a single sealed envelope and superscripted "Consulting Engagement to implementation of Academy Learning & Knowledge Management System (ALKMS)" and F.No.:NADT/ICT/ALKMS-CONSULTANT/217/2018-19. This envelope should contain two hard copies of EOI proposal marked as "First Copy" and "Second Copy" and one soft 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.
 - i. Bids shall consist of supporting proofs and documents as defined in the Pre-qualification section
 - ii. Bidder shall submit all the required documents as mentioned in the annexure including various 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.

- b. Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder
- c. Each copy of the EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialed by the Authorized Representative of the bidder.
- d. Different copies must be bound separately.
- e. Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the NADT, Nagpur 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.
- f. EOI document submitted by the bidder should be concise and contain only relevant information as required.

4.7. 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 the EOI proposal.

4.8. Venue and Deadline for Submission

- a. Proposals must be received at the address specified below latest by:
16/11/2018 up to 1500 hrs.

**The Addl Director (I&CT),
Room No. 205, Faculty Building,
NADT, Chhindwara Road,
Nagpur – 440030**

- b. Any proposal received by the NADT, Nagpur 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. NADT, Nagpur 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. NADT, Nagpur reserves the right to modify and amend any of the above stipulated condition /criterion depending upon project priorities vis-à-vis urgent commitments.

4.9. Short listing Criteria

- a. NADT, Nagpur will shortlist bidders who meet the 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.

4.10. Evaluation Process

- a. NADT, Nagpur will constitute a Consultancy Evaluation Committee to evaluate the responses of the bidders
- b. The Consultancy Evaluation Committee constituted by the NADT, Nagpur 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

4.11. Consortiums

The Consortium / sub-contracting shall not be allowed in the bidding process of this Expression of Interest.

4. Pre-Qualification criteria

S. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Sales Turnover in Consulting (or IT Consulting, depending on the nature of work)	Annual Sales Turnover generated from services related to Consulting (or IT Consulting) during each of the last three financial years (as per the last published Balance sheets), should be at least Rs. Nine Crore <Rs. 9,00,00,000> . This turnover should be on account of Consulting (or IT consulting) only and should not comprise of sales revenues related to supply of hardware/IT infrastructure, software development and their associated maintenance services, implementation of packaged software etc.	Extracts from the audited Balance sheet and Profit & Loss
2.	Technical Capability	Consultant must have successfully completed at least the following numbers of consulting engagement of value specified herein : One project of similar nature not less than the amount Rs. 1,80,00,000 (1.8 Cr).; OR Two projects of similar nature not less than the amount equal Rs. 1,08,00,000 (1.08 Cr).; OR Three projects of similar nature not less than the amount equal Rs. 90,00,000 (0.9 Cr). "Similar Nature" means ERP based Academy/Campus or have e-Governance project in Central Govt. department related to training management & Knowledge management.	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor)
3.	Certifications	ISO 9001 certification	Copy of the Certification
4.	Debarment	Consultant shall not be in the list of debarred bidder published by DGS&D or Central Public Procurement or Procuring Ministry/Department or GeM.	A Self Certified letter that the bidder is not in the active debarred list 1 Published by DGS&D or Central Public Procurement Portal/GeM Portal; or 2 Procuring Ministry / Department

Evaluation Criterion

Basic Requirement	Specific Requirements	Marks Allocated	Evaluation Criteria
Understanding of bidders	Suggested Scope of Work and Approach & Methodology (A&M)	25	Minimum of 75% of allocated marks based on Qualitative Assessment of suggested Scope of work, based on 1) Relevance to the Project envisaged 2) Comprehensiveness & Presentation
	Bidder's Experience in "Govt projects"(for which Work Order / Completion Certificates are being provided)	50	Minimum of 75% of allocated marks based on Qualitative Assessment on 1) Learning on Issues 2) Challenges 3) Solution proposed 4) Client Recommendations 5) Timely completion of Project
	Bidder's Competence	25	Minimum of 75% of allocated marks based on Qualitative Assessment on 1) Previous work in Govt of India 2) Research Work/Centers of Excellence 3) Patents, if any w.r.t. subject matter 4) Assets in the given project's domain 5) Competent & Suitable manpower deployment for project

Note: - Presentation is mandatory for bidder. In all the three areas of specific requirement the bidder has to qualify the evaluation criteria.

Other Documents and Certificates

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

Appendix I: Bid Submission forms

The bidders 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>

The Addl Director (I&CT),
Room No. 205, Faculty Building,
NADT, Chhindwara Road,
Nagpur – 440030

Dear Sir,

We, the undersigned, offer to provide the consulting services for <Name of the Assignment>. Our correspondence details with regard to this EOI are:

No.	Information	Details
1.	Name of the Contact Person	<Insert Name of Contact>
2.	Address of the Contact Person	<Insert Address>
3.	Name, designation and contact, address of the person to whom, all references shall be made regarding this EOI.	<Insert details of Contact>
4.	Telephone number of the Contact Person.	<Insert Phone No.>
5.	Mobile number of the Contact Person	<Insert Mobile No.>
6.	Fax number of the Contact Person	<Insert Fax No.>
7.	Email ID of the Contact Person	<Insert Email.>
8.	Corporate website URL.	<Insert 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: <<Insert Name of Contact>>

Title : <<Insert Name of Contact>>

Signature: <<Insert 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 Company or LLP firm.	
C.	Year of Establishment	
D.	Date of registration	
E.	ROC Reference No.	
F.	Details of company registration	
G.	Details of registration with appropriate authorities for service tax	
H.	Name, Address, email, 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 Number
1.	Sales Turnover in Consulting (or IT Consulting)	Extracts from the audited Balance sheet and Profit & Loss	Yes / No	
2.	Technical Capability	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor)	Yes / No	
3.	Certifications	Copy of the Certification	Yes / No	
4.	Power of Attorney	Copy of Power of Attorney in the name of the Authorized signatory	Yes / No	
5.	Debarment	A self certified letter	Yes / No	