

TENDER NOTICE

11th May 2017

Invitation for Expression of Interest for empanelment of agency (ies) for providing management consulting services for eGovernance & safe/smart city projects in BECIL

Broadcast Engineering Consultants India Ltd. (BECIL) is a ISO 9001:2015, ISO/IEC 20000:2012 and ISO 27001:2013 certified, Mini Ratna public sector enterprise of Government of India under Ministry of Information & Broadcasting established on 24th March, 1995 for providing consultancy services and turnkey solutions of International Standards in the field of Broadcast Engineering. These includes Radio & TV, transmission and production technology including Community Radio, the specialized areas of Terrestrial and Satellite and wire line (cable TV) Broadcasting, IT related services including Audio-Video Systems, Access Control & CCTV based surveillance system etc.

Over the years BECIL have also developed expertise in executing various turnkey based IT projects especially in the areas of eGovernance, smart city & safe city projects. The capabilities of BECIL extend from Project planning which includes requirement gathering, system designing, financial estimation to project delivery & commissioning and operations & maintenance.

The purpose of the this EOI is to empanel consulting agency (ies) so that their professional consulting services can be utilized to deliver various eGovernance, safe city & smart city projects.

The following is EOI tentative schedule and critical dates: -

- | | | |
|------------------------------|---|-------------------------------------|
| a. Issue of EOI notification | : | 11 th May 2017 |
| b. Submission of proposals | : | 1300 Hrs, 1 st June 2017 |
| c. Opening of technical bids | : | 1430 Hrs, 1 st June 2017 |
| d. | | |

BECIL reserves the right to amend the EOI tentative schedule and critical dates.

EOI document can be downloaded from the site www.becil.com or can be obtained from Corporate Office: *BECIL Bhawan, 56-A/17, Block-C, Sector-62, Noida-201307, Uttar Pradesh.*

-sd-
General Manager

EOI No. BECIL/ EGOV/ 2016-17/02

Dated: 11th May 2017

Invitation for Expression of Interest for empanelment of agency (ies) for providing management consulting services for eGovernance & smart/safe city projects in BECIL



BROADCAST ENGINEERING CONSULTANTS INDIA LTD

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1.General

Invitation for Expression of Interest for empanelment of agency (ies) for providing management consulting services for eGovernance & smart/safe city projects in BECIL

1.1. EOI Schedule and Critical Dates

EOI tentative schedule and critical dates are shown below:

- a. Issue of EOI notification : 11th May, 2017
- b. Submission of proposals : 1300 Hrs, 1st June 2017
- c. Opening of technical bids : 1430 Hrs, 1st June 2017
- d.

BECIL reserves the right to amend the EOI tentative schedule and critical dates.

1.2. Intent of Request for Proposal

Broadcast Engineering Consultants India Ltd. (BECIL) is a ISO 9001:2015, ISO/IEC 20000:2012 and ISO 27001:2013 certified, Mini Ratna public sector enterprise of Government of India under Ministry of Information & Broadcasting established on 24th March, 1995 for providing consultancy services and turnkey solutions of International Standards in the field of Broadcast Engineering. These includes Radio & TV, transmission and production technology including Community Radio, the specialized areas of Terrestrial and Satellite and wire line (cable TV) Broadcasting, IT related services including Audio-Video Systems, Access Control & CCTV based surveillance system etc.

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The purpose of the this EOI is to empanel consulting agency (ies) so that their professional consulting services can be utilized to deliver various eGovernance, safe city & smart city projects.

1.3. Procedure for submission of bids

- 1.3.1. The proposals are to be submitted in sealed envelopes clearly marked "***Bid response empanelment of agency (ies) for providing management consulting services for eGovernance & smart/safe city projects in BECIL***".

- 1.3.2. Bid responses must be addressed and submitted at the following address: -
- The Chairman and Managing Director,
Broadcast Engineering Consultants India Limited,
56-A/17, Block-C, Sector -62, Noida -201307 (U.P.)**
- 1.3.3. Bids should reach the above address before 1300 hours on 1st June 2017. Late bids will not be considered. It shall be responsibility of the bidder to ensure that the bid has been received on time and at proper place before the deadline. Bids submitted through fax and e-mails will not be considered.
- 1.3.4. Bids shall be opened on the same day at 1430 hours in the presence of bidders who may choose to be present.
- 1.3.5. All bids are to remain valid for a period of 4 (Four) months from the last date of submission.
- 1.3.6. At any time prior to the last date in respect of bids BECIL may for any reason whether at its own initiative or in response to a clarification requested by prospective bidder/bidders modify the EOI by an amendment which shall be notified through the official website of BECIL www.becil.com and will be binding on the bidders. Therefore, it is advised that the prospective bidders frequently visit the website and take note on any amendments during the bid process.
- 1.3.7. BECIL reserves the right to alter/ modify the scope of work mentioned in this EOI document at any state of the bidding process and contract.
- 1.3.8. Bidder shall specifically confirm their agreement on compliance to all paras as specified in different sections of EOI. Any non-compliance/ deviation should be clearly mentioned para-wise.
- 1.3.9. BECIL reserves right to seek clarifications on the already submitted documents; however, no fresh documents shall be accepted.
- 1.3.10. Conditional bids shall NOT be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
- 1.3.11. All pages of the bid being submitted must be signed by the authorized signatory, stamped and sequentially numbered by the bidder irrespective of the nature of content of the documents.
- 1.3.12. The bidders will bear all costs associated with the preparation and submission of their bids. BECIL will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

1.3.13. Tender process will be over after the issue of Letter of Intent to the selected agency.

1.4. Eligibility Criteria

- 1.4.1. Eligibility Criteria are given in the **Proforma-I: Eligibility Criteria** and it must be filled up.
- 1.4.2. Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid.
- 1.4.3. If the bids are not accompanied by all the requisite supporting documents, the same would be rejected.
- 1.4.4. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances.

1.5. General Terms and Conditions

1.5.1. Scope of Work

The scope of work and the work schedule along with the payment terms will be finalized as per the exact content of the work being awarded to BECIL. However, the scope of work of the projects would broadly be in lines with the scope of work mentioned in Section 2 of the EOI document.

1.5.2. Tender Fee & Earnest Money

- a) Tender Document Fee of INR 2,000/- (Indian Rupees Two Thousand Only) is payable by each bidder in the form of a demand draft / pay order / Bank guarantee from a Nationalized /Scheduled / Centralized Bank, drawn in favor of “*Broadcast Engineering Consultants India Limited*” and payable at *New Delhi*.
- b) The Bidder shall ensure submission of proof of payment for fee of INR 2,000/- for purchase of tender document in the form of cash receipt if tender is purchased from BECIL Corporate Office at Noida.
- c) Each bidder is required to submit INR 50,000/- (Indian Rupees Fifty Thousand only) as Earnest Money Deposit (EMD) in the form of Demand Draft from Nationalized/Scheduled/ Centralized Bank in favour of “*Broadcast Engineering Consultants India Limited*” payable at *New Delhi*

- d) Bids without EMD will be rejected without seeking any clarification.
- e) EMD of empanelled bidder (s) shall be returned after the-signing of letter of empanelment with BECIL and submission of a Security Deposit in the form of bank guarantee. The Bank Guarantee will be of equal amount as that of the EMD. This BG (Security deposit) will be released after the completion of empanelment period or extended empanelment period or complete execution of all the work orders issued under this empanelment, whichever is later.
- f) The EMD can be forfeited if a bidder:
 - i. Withdraws its bid during the period of bid validity.
 - ii. Fails to accept orders issued in its favour for execution, and / or violates the tender terms and conditions of the contract after submission of the bid.
 - iii. Successfully gets empanelled, but fails to sign the contract within the stipulated time.
- g) Refund of EMD shall take place only for the following conditions:
 - i. In the case of those bidders, whose bids do not qualify, the EMD will be refunded without any interest accrued within 1 (One) month of the acceptance of TEC's (Tender Evaluation Committee) recommendations.
 - ii. In case of those bidders whose tender bids are accepted for the empanelment, EMD of such bidders will be refunded on receipt of security deposit.

1.5.3. Penalty

- a) If at any future point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligation, BECIL may take a decision to cancel the contract with immediate effect, and / or debar the bidder from bidding prospectively for a period as decided by the BECIL or take any other action as deemed necessary.

1.6. Special Terms & Conditions

1.6.1. Bid Opening

- a) The sealed covers containing EMD & Tender Fee only will be opened in the first instance in the presence of representatives of the bidders at BECIL Corporate Office.

- b) One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.

1.6.2. Bid Evaluation

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Committee / its authorized representative and office of BECIL can make any enquiry / seek clarification from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected

a) Pre-Qualification Evaluation

- i. The Bidders are requested to furnish documents to establish their eligibility (indicating the reference page number in the bid against the proofs submitted) for each of the items given in **Proforma-I: Eligibility Criteria**. If a bid is not accompanied with all necessary documents, it may be summarily rejected.
- ii. Upon verification, evaluation/ assessment, if in case any information furnished by the Bidder is found to be false /incorrect, their bid will be summarily rejected and no correspondence on the same shall be entertained. Submission of false/forged documents will lead to blacklisting of agency for a minimum period of 3 years from participating in BECIL tenders.

b) Technical Bid Evaluation

- i. A duly constituted Tender Evaluation Committee (TEC) will shortlist Technical Bids on the basis of technical parameters as indicated in the tender document.
- ii. At any time during the evaluation of the Technical Bids, the TEC may ask the bidder(s) to provide a live demonstration / presentation of the work experience submitted in the form of the technical bid.
- iii. TEC will examine the bids to determine whether they are complete, whether required information have been provided as underlined in the bid document, whether the documents have been properly signed, and whether bid documents are generally in order.
- iv. BECIL has the option to ask the agency for a technical presentation/site visit in a short notice.
- v. Reasons for rejecting a tender/bid will be disclosed to a bidder only where enquiries are made
- vi. Selection of the empanelled agency (ies) would be undertaken as per **Proforma-II: Marks Distribution section. Depending on the responses received BECIL reserves the right the empanel one or more agency.**

vii. Bidders have to get the qualifying marks of 60 to be empanelled.

1.6.3. Empanelment of Agency (cies)

Empanelment for the EOI shall be initially for a period of **2 (two) years**, which can be extended through mutual consent for **1 (one) more year**. All empanelled agencies **must honour all tender conditions** and adherence to all aspects of fair trade practices in executing the purchase orders placed by BECIL on behalf of its clients. Failing this, BECIL may **forfeit their EMD** and stop further participation of such vendor **for three years** in BECIL tendering process and/ or take any other suitable actions.

1.7. Bidder Information

1.	Name of Agency	
2.	Address	
3.	Year of establishment	
4.	Status of the firm (Company/ Firm/ Proprietary)	
5.	Whether registered with the registrar of companies /registrar of firms. If so, mention number and date.	
6.	Whether registered for sales tax purposes. If so, mention number and date. Furnish also copies of sales tax clearance certificate.	
7.	Whether an assessee of income tax. If so, mention permanent account number. Furnish copies of income tax clearance certificate.	
8.	Annual turnover of the company Furnish copies of audited balance sheet and profit & loss account (audited) for the last three years.	
9.	Status and details of disputes/ litigation/ arbitration, if any.	
10.	Name, Designation and address of the officer to whom all references shall be made regarding this EOI	
11.	Contact details of Authorized signatory in reference to this EOI	

Place:

Date:

Signature of the Bidder

1.8. BECIL Obligations

BECIL reserves the right to accept any bid, reject any or all bids and to annul the bidding process at any time prior to the award of the contract without there by incurring any liability to the affected bidder/bidders or any obligations to inform to the affected bidder/bidders of the grounds for BECIL's action. Bidders are however free to address their queries on bidding conditions, bidding process and/or rejection of their bid by addressing appropriate communication addressed to CMD, BECIL for requisite information.

1.9. Indemnity

- a) The selected agency shall indemnify the BECIL/Client against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware/manpower etc. and related services or any part thereof.
- b) BECIL/ Client stand indemnified from any claims that the hired manpower / agency's manpower may opt to have towards the discharge of their duties in the fulfillment of the work orders.
- c) BECIL/ Client also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower / agency's manpower while discharging their duty towards fulfillment of the purchase orders.

1.10. Force Majeure

- a) For the purposes of the work order under this EOI, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonable to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the acceptance of the work order under this EOI, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

- c) Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services in respect of the work order under this EOI.
- d) The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default in respect of the work order under this EOI in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all possible precautions, due care and all measures, with the objective of carrying out the terms and conditions of the Contract.

1.11. Arbitration - Settlement of Disputes

a. Amicable Settlement

Performance of the work orders under this EOI shall be governed by the terms and conditions of the EOI, in case of dispute arises between the parties regarding any matter under the work order; either Party may send a written Notice of Dispute to the other Party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within fifteen (15) days after receipt. If that Party fails to respond within fifteen (15) days, or the dispute cannot be amicable settled within Thirty (30) days following the response of that Party, then option under clause 1.11 (b) of this work order may be considered.

b. Arbitration

In the case of dispute arising upon or in relation to or in connection with the work between BECIL and the agency, which has not been settled amicably, any Party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these Arbitration proceedings.

Arbitration proceedings shall be held in India at New Delhi and the language of the Arbitration proceedings and that of all documents and communications between the Parties shall be English.

The decision of the arbitrator shall be final and binding upon both Parties. The expenses of the arbitrator as determined by the arbitrator shall be shared equally by BECIL and the Delivery Partner. However, the expenses incurred by each Party in connection with the preparation and presentation shall be borne by the Party itself. All Arbitration awards shall be in writing and shall state the reasons for the award.

Notwithstanding any references to arbitration, the parties shall continue to perform their respective work / obligation under the Contract.

1.12. Supplier code of conduct and business ethics

BECIL is committed to its 'values & beliefs' and business practices to ensure that companies and suppliers, who supply goods, materials or services, will also comply with these principles.

a. Bribery and corruption:

Suppliers are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

b. Integrity, indemnity & limitation:

Suppliers shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of BECIL. For avoidance of doubts, no rights shall accrue to the supplier in relation to such business/contract and BECIL or any entity thereof shall not have or incur any obligation in respect thereof. The supplier shall indemnify BECIL in respect of any loss or damage suffered by BECIL on account of such fraud, misrepresentation or suspension of material facts.

c. Reporting Misconduct:

Suppliers are required to report any misconduct/violations/improper demands from BECIL employees to the Chief Vigilance Officer/Director (O&M)/CMD. All communication in this regard should be directed only to above as per below mentioned email ids;

Chairman and Managing Director : george@becil.com

No Communication shall be encouraged to any other authority / external sources in this regards.

1.13. Proforma I: Eligibility Criteria

S.No.	Specific Requirement	Documentary Proof to be submitted	Compliance (Yes/ No)
I	Registration Details		
1.	Legal Entity		
a.	Bidder should be a registered company in India and should have been in existence for a minimum of 3 (Three) years as on the date of release of EOI	Copy of Certificate of Incorporation or registration certification	
II	Documentations		
a.	Bidders should not have been blacklisted by any of the State or Central Government organization. Should not have been found guilty of any criminal offence by any court of law.	Undertaking on a non-judicial stamp paper of INR 100/- certified by Notary.	
b.	The Company, its directors and officers should not have been convicted of any criminal offence related to their professional conduct or the making of false statement or misrepresentations as to their qualifications to enter into procurement contract within a period of three years preceding the commencement of the procurement process or not have been otherwise disqualified pursuant to debarment proceedings	Undertaking on a non-judicial stamp paper of INR 100/- certified by Notary.	
c.	Bidder should not have a conflict of interest in the procurement in question as specified in the bidding documents. Comply with the code of integrity as specified in the bidding document	Self-Declaration / Certification on letter head	
III	Financial Criteria		
1.	Tax registration		
	The bidder should have registered	Copies of VAT/ Service tax & PAN registration certificate	
a)	VAT/sales tax where his business is located		
b)	Service tax		
c)	PAN		
	Balance sheet of last three consecutive financial years i.e. 2014-15, 2015-16 and 2016-17	Certified by a statutory auditor	
2.	Solvency		
	Should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must	Solvency Certificate from bank	

S.No.	Specific Requirement	Documentary Proof to be submitted	Compliance (Yes/ No)
	not be the subject of legal proceeding for any of the foregoing reasons		
3.	Business turnover		
	Bidder should have a minimum average annual turnover of more than INR 80 Lakhs in each of the last three consecutive financial years i.e. 14-15,2015-16 and 2016-17. The company should be a profit making company.	Copies of the audited Balance sheets duly audited by the statutory auditors of the Company.	
4.	Net Worth		
	The company should have Positive Net Worth as on March 2016.	Net worth Certificate as certified by the statutory auditors. Statutory Auditors report for the FY 2015-16 shall be submitted.	

1.14. Proforma II: Marks Distribution

S. No	Evaluation Criteria	Sub-Criteria	Scoring	Documents Required	Max. Marks
1.	Company Turnover (20 marks)	Minimum average annual turnover of more than INR 80 Lakhs in each of the last Three consecutive financial years i.e. 2014-15,2015-16, 2016-17	<ul style="list-style-type: none"> 80-100 Lakhs: 12 marks 100- 120 Lakhs:16 Marks Above 120 Lakhs:20 marks 	Copies of the audited Balance sheets duly audited by the statutory auditors of the Company.	20
2.	Relevant Firm Experience (40 marks)	Experience in undertaking minimum 1 project in the field of management consulting involving process study, process improvement & redesigning, bid document creation, bid process management, project monitoring & management in India or abroad in the last 3 years with min. engagement value of Rs. 25 Lakhs	<ul style="list-style-type: none"> 1 Project: 18 marks 2-4 Projects: 24 marks 5 or more Projects: 30 marks 	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client Or Certificate from the client	30
		Experience in undertaking minimum 1 project in the field of technical consulting involving enterprise solution & architecture designing, hardware & software sizing and designing the minimum technical and support	<ul style="list-style-type: none"> 1 Project: 6 marks 2-4 Projects: 8 marks 5 or more Projects: 12 marks 	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion or	10

		specifications as per project requirements in India in the last 3 years with min. engagement value of Rs. 8 Lakhs		Or Certificate from the client	
3.	Key Personnel (40 marks)	Profile of Project Director <ul style="list-style-type: none"> • Min 20 years of experience of managing projects in the Government sector • Postgraduate with extensive experience managing project projects in India 	Profile to be evaluated basis relevance of experience	CV to be provided as per format in Annexure II	15
		Profile of Associate Project Manager <ul style="list-style-type: none"> • Min 12 years of experience of managing projects in the Government sector • Postgraduate with extensive experience managing project projects in India 	Profile to be evaluated basis relevance of experience	CV to be provided as per format in Annexure II	10
		Profile of Consultant <ul style="list-style-type: none"> • Min 7 years management consulting experience • Postgraduate with experience in process study 	Profile to be evaluated basis relevance of experience	CV to be provided as per format in Annexure II	7

		and process management <ul style="list-style-type: none"> • Experience of working in Government sector will be preferred. 			
		Profile of Analyst <ul style="list-style-type: none"> • Min 3 years management consulting experience • Postgraduate with experience in process study and process management • Experience of working in Government sector will be preferred. 	Profile to be evaluated basis relevance of experience	CV to be provided as per format in Annexure II	3
		Profile of Technical consultant <ul style="list-style-type: none"> • Min 5 years of providing technical solution & enterprise architecture designing experience • Relevant technical certifications Experience of working in Government sector will be preferred.	Profile to be evaluated basis relevance of experience	CV to be provided as per format in Annexure II	5

2.Scope of Work

2.1. Background

Broadcast Engineering Consultants India Ltd. (BECIL) is a ISO 9001:2015, ISO/IEC 20000:2012 and ISO 27001:2013 certified, Mini Ratna public sector enterprise of Government of India under Ministry of Information & Broadcasting established on 24th March, 1995 for providing consultancy services and turnkey solutions of International Standards in the field of Broadcast Engineering. These includes Radio & TV, transmission and production technology including Community Radio, the specialized areas of Terrestrial and Satellite and wire line (cable TV) Broadcasting, IT related services including Audio-Video Systems, Access Control & CCTV based surveillance system etc.

Over the years BECIL have also developed expertise in executing various turnkey based IT projects especially in the areas of eGovernance, smart city & safe city projects. The capabilities of BECIL extend from Project planning which includes requirement gathering, system designing, financial estimation to project delivery & commissioning and operations & maintenance.

The purpose of the this EOI is to empanel consulting agency (ies) so that their professional consulting services can be utilized to deliver various eGovernance, safe city & smart city projects.

2.2. Scope of work

The exact scope of work of the project would be finalized during project finalization. However, the empanelled agency (ies) are expected to undertake all or some of the below mentioned activities in any of the project but is not limited to:

- a. Detailed study of the existing Organization including various business processes
 - i. Conduct detailed Study to understand Organization Structure, functions, processes and services offered by the organization
 - ii. Develop detailed process documentation and undertake gap analysis of the processes & services.
 - iii. Detailed study of the existing IT infrastructure of BECIL.
 - iv. Submission of detailed report.
- b. Undertake Re-designing of Organization and its processes
 - i. Suggest appropriate re-engineering in the existing services & processes wherever necessary to deliver quick and quality service.
 - ii. Develop models to estimate envisioned outcomes of the process redesigned.
 - iii. Study the and suggest the best practices followed across the world and specifically to the concerned sector of the organization to propose better organization & process redesigning.

- iv. Develop Functional System Requirements (FRS) of the re-engineered processed for the Total Integrated Solution based on the study.
 - v. Design the system architecture by maximizing use of the existing IT infrastructure and propose the minimum technical specifications of hardware & software.
 - vi. Propose various models for implementing the proposed change in the organization along with a risk mitigation strategy.
 - vii. Develop change management & training models for implementing the proposed change in the organization.
 - viii. Develop financial models for undertaking the implementation of the project.
 - ix. Submission of the detailed report.
- c. Creation of bidding document for selection of implementation partner
- i. Development scope of work for bidding after having detailed interactions with the various stakeholders
 - ii. Development of the eligibility criteria and propose the suitable evaluation model to be incorporated in the bidding.
 - iii. Develop the evaluation methodology and marking pattern for the concerned bidding.
 - iv. Develop the Service level agreements to be incorporated in the bidding along with corresponding penalty definitions.
 - v. Evaluate various bidding published by other agencies and propose the best practices
 - vi. Finalize the bidding document as per the approved format of the organization and propose improvement to it if required.
- d. Bid process management
- i. Assist BECIL in releasing the bidding documents.
 - ii. Undertake the evaluation of the eligibility criteria to determine the bid responses of the qualified bidders.
 - iii. Undertake evaluation of the bid responses as per the evaluation matrix.
 - iv. Submit detailed findings to Competent Authority for finalization of the implementation partner.
 - v. Release Letter of Award to the selected bidder.
- e. Monitoring of project implementation
- i. Assist BECIL in monitoring and implementation of the project during the implementation of the project by the implementation partner and evaluating service level against benchmarks provided in the agreement at various stages of the implementation including deliverables, timeliness, training of Department personnel.
 - ii. Evaluate the delivery performance of the implementation partner in accordance to the technical parameters & service level agreements set forth in the EOI and calculate the penalty if applicable.
 - iii. Submit a daily/weekly/monthly report of the tasks performed for accountability

- f. Project Management/ Monitoring Unit
- i. Understand the envisioned outcomes expected from the PMU team for the concerned project and submit a detailed inception report specifying the project monitoring strategy and the roles and responsibility matrix.
 - ii. Study best practices related to the concerned PMU and propose ways to improve the project implementation strategy.
 - iii. Develop various monitoring protocols & checklists and reporting formats.
 - iv. Undertake monitoring of the project as per the various parameters devised in the monitoring & reporting strategy at the prescribed frequency.
 - v. Identify areas of risk and develop a risk mitigation strategy.
 - vi. Report any area of concern or risk to Competent Authority proactively.
 - vii. Submit detailed project and progress report to the Competent Authority.

3. Annexures

TECHNICAL PROPOSAL SUBMISSION COVERING LETTER

To,
The Chairman and Managing Director,
Broadcast Engineering Consultants India Ltd
C 56, A/17, Sector - 62,
Noida-201307 (UP)

Dear Sir,

We, the undersigned on behalf of (**name of the agency**), wish to submit our offer (**title of project**) in accordance with your Request for Proposal (**EOI reference**) dated (**insert Date**). We are hereby submitting our Proposal, which includes a Technical Proposal and a Financial Proposal sealed under separate envelope.

We are also attaching the EMD for INR 50,000/- (Rupee Fifty Thousand only) as a bank draft drawn on [**insert bank name, branch name and DD number, date**] in favour of Broadcast Engineering Consultants India Limited, New Delhi, payable at Delhi as required for the submission of bid.

We are also enclosing a DD of INR 2,000/- as a bank draft drawn on [**insert bank name, branch name and DD number, date**] in favour of Broadcast Engineering Consultants India Limited, New Delhi, payable at Delhi.

We are submitting our Proposal in individual capacity / entering into an association or/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to start the services with immediate effect or as stipulated in the work order.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials and attach authorization to represent the company]
Name and Title of Signatory
Name of Firm
Address

Format for CVs

1.	Name of the Staff				
2.	Proposed Role				
3.	Date of Birth				
4.	Education				
5.	Summary of Key Training and Certifications				
6.	Language Proficiency	Language	Reading	Writing	Speaking
7.	Employment Record (For the total relevant experience)	From/To:			
		Employer:			
		Position Held:			
8.	Total No. of Years of Work Experience				
9.	Total No. of Years of Experience for the Role proposed				
10.	Highlights of relevant assignments handled and significant accomplishments (Use following format for each project)				
	Name Of assignment or Project				
	Year				
	Location				
	Client				
	Main Project features				
	Position Held				
	Activities Performed				