

Information Memorandum and Pre-Qualification Questionnaire

Financially and Domain Knowledge wise Sound IT Partner(s) are requested for partnerships with SSG Software Systems Pvt Ltd in bidding the RFP of (E-CMS)

**Design and Implementation of Web site and Content Management System
For an Electricity Market Administrator and Operator**

Part 1

Information Memorandum

1. Background

The customer would like to contract a suitably qualified consultant to undertake planning, design and implementation of a Website and Content Management System.

The customer is the market operator responsible for the administration of the Single Electricity Market.

While SSG Software Systems Pvt Ltd (URL – <http://www.ssgindia.com/login.aspx>) has the required software, it is seeking IT partners who may not have the product but are financially sound and has domain expertise in the Electricity Sector and Market operation.

2. Scope of Contracts

This contract consists of **three** key deliverables to be provided as a turnkey project.

Web-site

Existing web-site is externally hosted and does not fully meet the current business requirements. A new website is required which will become one of the primary communication channels between the Electricity Market operator, the registered Market Participants, Industry Stakeholders and other interested parties in the public domain.

Key functions of the website will be: to support the publication and archiving/retrieval of documents and reports issued by the Market Operator; to provide a channel for customers to submit and view helpdesk queries; to provide communication channels in terms of up-coming events (meetings, key publications, etc) and to handle various notification types to targeted customers.

Content Management System

A suite of tools is required to enable: document management, document versioning, work and workflow management, content approval, advanced search features, classification of content and a web publishing capability.

Reporting Capability

A data reporting environment will be required on the website to allow the Market Administrator's customers to access Market Data. Key features of the reporting capabilities will include: the presentation of a number of KPIs in graphical format; a dashboard showing current state of the Market (e.g. latest prices and quantities) and a service which allows customers to download archived market data using a set of parameter driven, pre-defined queries.

Post-project support

Following on from the successful delivery of this project, we may have some on-going support requirements for products delivered as part of this contract.

3. Procedure for Award of Contract

The procurement of Contract is being carried out in accordance with the Negotiated Procedure set out in. As part of this procedure, we intend to prepare short-lists of qualified candidates who will be invited to tender for the above contracts. The purpose of this Pre-Qualification Questionnaire is to seek information which will be used by us to carry out a comparative assessment of the financial, economic and technical abilities of the candidates for the purposes of identifying a shortlist of pre-qualified candidates. We reserve the right to abandon this competition at any stage and will not accept liability for costs from Candidates.

This questionnaire does not constitute an offer to enter into a contract and neither the document itself nor any of the information set out therein should be regarded as a commitment or representation on behalf of us or any other person to enter into a contractual arrangement.

All of this questionnaire, or information relating to it, shall be confidential and personal between us and each Candidate. Candidates are prohibited from disclosing any information relating to the questionnaire or obtained on the foot thereof to any person except as permitted by us and are further prohibited from any form of collusion or attempt to influence the assessment process. Any breach of confidentiality or form of collusion shall entitle us to disqualify a Candidate from the competition without notice.

4. Programme for Award of Contract

The following is an indicative timetable for the tender process for Contract

Event	Date
Deadline for submission of queries	Friday, 28th Nov, 2008
Deadline for submission of completed Questionnaire and documents in hardcopy with each page signed, along with a letter of intend to partner with SSG Software Systems Pvt Ltd in this Tender.	Tuesday 2nd December, 2008
Issue of tender documents to short-listed candidates	Mid February, 2009
Deadline for Submission of completed tenders	Mid March, 2009

We reserves the right to alter these dates as it deems appropriate. we may at any stage enter into negotiations with tenderers.

4.1 Evaluation Criteria

The Electricity Market Operator intends to evaluate the pre-qualification questionnaires (PQQ's) and short-list the Candidates based on the criteria listed below. The Electricity Market Operator may cancel the tender process at any time prior to entering into a contract and reserves the right to reject, in whole or in part, any or all PQQ's received.

The following criteria will be used to evaluate pre-qualification questionnaires within the range of % weightings attached.

	Criterion	% Weighting
	ECONOMIC/FINANCIAL CRITERIA	-
A	Financial standing	25
	TECHNICAL CRITERIA	-
B	Organisation details including structure & manpower	25
C	Company experience	30
D	Quality Assurance	15
E	Health & Safety & Environment	5

4.2 Clarifications

During the PQQ evaluation period, clarifications may be sought from Candidates. Candidates will be required to provide such clarification in writing. Responses to requests for clarification may not materially change elements of the PQQ response submitted. No unsolicited communications from Candidates will be entertained during the evaluation period.

5. Procedures Applicable to Pre-Qualification

5.1 Candidates

An applicant for qualification is referred to in this memorandum and the questionnaire as a "Candidate". It is accepted that, in order to meet the qualification criteria for a discipline, companies may wish to collaborate, for example by forming a joint venture or consortium which will then apply as a Candidate for qualification. In order to distinguish between the roles, the parties comprising a Candidate are referred to as "Members".

Each Candidate is required to supply the indicated information in relation to the Candidate and (where applicable) each Member. A company which is a Member of

one Candidate may not be a Member of any other Candidates. Candidates will be excluded from qualification and selection to tender if the Candidate or a Member is included in another Candidate's application.

A Candidate may demonstrate compliance with qualification criteria through the experience of subcontractors, by providing details of the subcontractors' relevant experience. Where the experience of a subcontractor is relied upon, the Candidate will be required to show the commitment of the indicated subcontractor to the Candidate's participation, and that such participation will be in the area to which the experience is relevant. A subcontractor's commitment need not be exclusive to one Candidate.

Candidates seeking to show compliance based on the experience of affiliated companies will be required to provide sufficient information concerning their group organisation to demonstrate the affiliate's commitment to the Candidate's participation and provide details of the affiliate's relevant experience.

In either case, where such commitment is not shown, neither subcontractors' nor affiliates' experience shall be considered.

If a tender is submitted by a group (more than one) of Members, then those Members, if awarded the contract, must assume such legal form by incorporation, partnership, or otherwise as will enable them to contract as a single entity. It may become necessary for the group to state a single addressee responsible for the receipt and processing of the participating documentation and resolving any problems relating to the contract.

5.2 Completion of Questionnaire

Candidates are required to complete this questionnaire in accordance with these procedures and comply with any other requirements set out herein and to provide all the information and supporting documents required by this questionnaire to enable verification. Candidates are requested to provide the information required by the questionnaire in as clear and concise a manner as possible.

While The Electricity Market Operator shall be entitled to waive any discrepancy, failure to meet these requirements may result in a Candidate being excluded. The Electricity Market Operator may request Candidates to provide clarification on any aspect of the completed questionnaire and supporting documentation and/or to provide additional information.

5.3 Submission of Questionnaire

Candidates are required to send three hard copies and one soft copy of their completed questionnaire to the address below. Soft copy to be sent by email to sabya@ssgindia.com no later than 12:00hrs (noon) on Friday 11th December, 2008.

Candidates need only include one copy of their annual accounts for each of the last three years and one copy of their Company Safety Policy and Safety Statement (or equivalent documentation).

SSG Software Systems Pvt Ltd
17/1, 1st Floor, 5th Main
Jayamahar Extn,
Bangalore – 560046
India

5.4 Interviews

The Electricity Market Operator shall be entitled to request any Candidate who submits a completed questionnaire to attend, at their own cost, at interview(s) as part of the pre-qualification process. Candidates will be given as much notice as possible of the venue and time of such interview(s).

5.5 Verification of Information

The Electricity Market Operator shall be entitled to take all reasonable steps and make all reasonable enquiries to check information included in a submitted questionnaire, including talking to referees provided.

5.6 Enquiries

All enquiries should be sent by email to sabya@ssgindia.com clearly marked with the correct enquiry (E-CMS) no later than 12:00hrs (noon) on Friday, 28th Nov. 2008. All correspondence should be clearly marked “E-CMS – Web-site and Content Management System” A response will be sent to all enquiries made and may be circulated to all other candidates.

Part 2

Exclusionary criteria

The following form must be completed by the Candidate and by all Members. This form should be duplicated as required.

I _____ [insert name and title], as authorized person on behalf of [insert name of candidate] confirm that _____ (Insert name of company):

(i)	Is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or examinership or any other similar proceedings under the law of any other jurisdiction and has not made any arrangement with creditors.	☐ 'X' box to confirm
(ii)	Has not been convicted of an offence relating to its professional conduct under a judgment which has the force of <i>res judicata</i> .	'X' box to confirm ☐
(iii)	Has not been found to have guilty of professional misconduct or improper practice by any relevant professional or regulatory body.	'X' box to confirm ☐
(iv)	Has fulfilled all obligations relating to the payment of social security contributions in Ireland and the law of the country in which [insert name of candidate] is established	'X' box to confirm ☐
(v)	Has fulfilled all obligations relating to the payment of taxes in Ireland and the law of the country in which [insert name of candidate] is established.	'X' box to confirm ☐
(vi)	Is not guilty of misrepresentation in supplying or failing to supply information required by The Electricity Market Operator in this Questionnaire.	'X' box to confirm ☐

The Electricity Market Operator may exclude any candidate who cannot tick all of the boxes listed above.

Automatic Exclusion

The Electricity Market Operator shall exclude from further participation any Candidate who has been convicted of one or more of the following criminal offences:

- a) participation in a criminal organization, as defined in article 2(1) of Council Joint Action 98/733/JHA;
- b) corruption, as defined in Article 3 of the Council Act of 26 May 1997 and Article 3(1) of Council Joint Action 98/733/JHA;
- c) fraud within the meaning of Article 1 of the Convention relating to the prevention of the financial interests of the European Communities; or
- d) money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention the use of financial system for the purposes of money laundering.

Candidate confirms that it has not been convicted of the above criminal offences:

'X' box to confirm ☐

Candidates may be excluded from qualification where the Candidate or any Member fails to tick all boxes above

Signed

Title

Authorised Signatory on behalf of

Date

Part 3

Questionnaire

Website & Content Management System

The following information must be provided for the Candidate and for all Members. This form should be duplicated, and extra lines inserted, as required.

1. Full Legal Name of Candidate

2. Address

3. Address of Registered Office (if different)

4. Contact Person/Authorised Representative

Name

Address

Telephone

E-mail Address

5. Nature of Candidate

(E.g. limited or unlimited company, partnership, sole trader, consortium etc.)

Company Registration No.

Year established

If the Candidate is an unincorporated entity, is it intended that the candidate will incorporate if successful?

If unincorporated, provide a statement that the candidate has been engaged in the profession in its country of establishment in a specific place and under a specific business name.

If the candidate is part of a group of companies, give the name and address of the parent or holding company and of other subsidiary companies of the parent or holding company.

How long has the candidate traded under its present name?

Give details of any previous name(s) in the past five years.

6. Financial & Economic Standing

Accounts

If the Candidate comprises of more than one member or intends to use sub-contractors the below information shall be required for all members and principal sub-contractors.

Candidates shall provide one copy of the last three years' signed audited accounts clearly outlining the candidate's overall turnover and turnover on services to which this contract relates for the last three financial years. If these are the same, please confirm.

Banker's Reference

Candidates shall enclose an appropriate recently dated signed statement from your banker(s) indicating the length (in years) of their financial relationship with the candidate, and stating that all accounts held by the candidate, are currently in good standing and confirming that the candidate is financially capable of providing the proposed services.

Current Contractual Commitments

Please provide details of your current contractual commitments

Client	Project Description	Contract Value	Start Date	Completion Date

7.

Experience and Technical Capacity

Please provide details on the following form of the most relevant contracts (at least three and not more than five) completed by the Candidate in the last five years. If the total value of each contract is not known, please give your best estimate. Candidates shall also state how the works provided under each contract relate to the works to be provided under the above contract and the Candidate's capability to handle this as a turnkey project.

Contract Number

a) Name and place of Contract

b) Nature and description of services provided and their relevance to the proposed works:

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c) Recipient of works

Name	
Address	

d) Date of commencement of the contract (DD/MM/YY)

e) Planned date for completion of the contract:

Actual date of completion of the contract:

Reason for any difference:

f) Total value of the overall contract in Euro (if relevant) (if not known, your best estimate). Please detail original contract value, actual contract value on completion and major reason(s) for difference if any.

Original tendered contract value	€
Completion contract value	€

Reason(s) for difference if any	
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g) Name and contact details of contract referee:

Name	
Address	
Tel & email	

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8. Resources

Give details of the Candidate's average annual manpower and the number of managerial staff over recent years. Where significant changes have occurred in respect of key management or specialist staff this should be identified.

Year	Avg. Annual Manpower	Managerial Staff	Reasons for any changes
2005			
2006			
2007			
2008 to date			

Give total numbers of the Candidate's current key personnel:

Position	Number in Organisation
Account Manager	
Senior Project Manager	
Project Manager	
Technical Architect	
Senior Consultant	
IT Infrastructure Specialist	
Developer	
Data Base Administrator	
Analyst	
Other	

9. Sub-consultants

Please provide details of any subsidiary or associated companies or sub-consultants that you would propose to be involved in this project.

Subsidiary/Sub-consultant	Portion of Works to be Sub-contracted

For any proposed sub-consultant please include conformation from that sub-consultant that they are willing to provide the services as described.

10.

Quality Assurance

QUALITY ASSURANCE QUESTIONNAIRE		
	Question	Answer YES or NO
1	Do you as the main respondee have a formal quality management system in place? If the answer NO - Do you as the main respondee have an alternate documented quality management system in place?	
2	Is your Quality Management System current and certified as compliant with ISO 9001:2000 or an equivalent internationally recognised standard?	
3	Is your Quality Management System externally audited? If yes, please state: a) name of external auditing body: _____ b) date of last audit: _____	
4	Do your sub-contractors, or if a member of a joint venture, your partners, hold any other formal Quality Accreditation(s)? If not applicable, state No; If Yes, please state: a) name of sub-contractor/partner _____ b) name of accreditation and/or standard _____ c) awarding body _____ d) is the accreditation is externally audited _____ e) whether the accreditation is current _____	
5	Do you perform regular audits of your Quality Management System? If yes, please provide one output from a recent quality audit.	
6	Please outline the method by which you would deal with an item that has not reached your own expected quality levels.	

QUALITY ASSURANCE QUESTIONNAIRE

Please list any documents attached in support of this questionnaire:

1. _____
2. _____
3. _____
4. _____

11. Health and Safety

Question	Response	Evidence Provided
1. Statutory Obligations Please confirm that your company fully understands and complies with all of its statutory obligations under the following legislation: • Safety, Health and Welfare at Work Act 2005 • All Safety and Health (Construction) Regulations Please provide a copy of your Company Safety Policy or equivalent.		
2. Contractor/Subcontractor validation Does your organisation have written procedures for the selection/prequalification of contractors/subcontractors working for you? If yes, please provide supporting documentation to demonstrate how the system works.		
3. Additional Information: Please provide any relevant information which demonstrates your company's commitment to health & safety, i.e. accredited safety management systems, safety awards, health surveillance, enterprise risk management, etc.		

12. Corporate Environmental Policy

Statutory Obligations:

Please confirm that your company fully understands and complies with all of its statutory obligations under:

'X' box to confirm

All relevant pollution prevention legislation

Waste Management Act 1996 and all subsequent amendments

☐

Policy:

Does your company have a written Environmental Policy? (If yes, please attach copy.)

Who is the most senior person in your organisation responsible for Environmental matters?

Name: _____

Position: _____

Environmental Management:

Does your company have a written Environmental Management System? (If yes, please attach copy.)

If yes, is it accredited to a recognised standard? EMAS, ISO4001 etc.

(Please specify standard) _____

How do you take account of the general principles of prevention? Please specify and give outline details to demonstrate environmental protection.

Prosecutions:

Please submit details of all environmental prosecutions as a result of your works and/or consultancy services in the last three years.

Additional Information:

Please provide any relevant information which demonstrates your company's commitment to protection of the environment, i.e. accredited environmental management systems etc.

13. OTHER INFORMATION

Legal

Please provide details of any successful actions taken in the last five years against:

- (a) The candidate
- (b) The directors of the company (or any company of which they were previously directors) or any other person alleged to have been in control of the company
- (c) The partners in the partnership (or any partnership of which they were previously partners) or any other person alleged to have been in control of the partnership

Contract Dispute History

Has the candidate been involved in any arbitral or legal proceedings, or made any claims (in excess of (€60,000) against a client during the last 5 years?

'X' box as appropriate

Yes ☐

No ☐

If yes, please provide on separate sheets the following information:

- Names of other parties
- Amounts involved
- Nature of dispute
- Resolution

Please provide details of any outstanding claims being pursued through mediation, arbitration or court action.

☐

'X' box this box if none

Industrial Relations History

Please provide details of time lost due to industrial action over the last three years.

☐

'X' box this box if none

Declaration

This Declaration is to be signed by an Authorised Representative of the Candidate.

I hereby declare on behalf of the Candidate making this application, that it is competent to carry out the services described herein and that I am authorised to give this declaration.

I understand that the provision of false or misleading information or the omission of information could result in the exclusion of the Candidate from the bidding process.

I hereby declare that I have used best endeavours to ensure that the information given herein and supplementary information submitted is correct.

Name of Candidate: _____

Signed on behalf of Candidate: _____

Name in Block Capitals: _____

Job Title: _____

Date: _____