

Expression of Interest (EOI)

For

Services of a Consulting Organization

for providing

Consultancy and support relating to mainly

ICT related and some other projects
including information processing and

documentation under

Ministry of Labour & Employment

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Ministry of Labour & Employment, Government of India

INVITATION FOR EXPRESSION OF INTEREST

Ministry of Labour & Employment, invites Expression of Interest (EOI) from reputed Consultancy Organizations in India to provide comprehensive consultancy services mainly for ICT related and some other projects including information processing and documentation. The EOI document containing details of eligibility criteria, submission requirement and brief objective & scope of work etc. can be obtained from the website www.dget.gov.in/tender. Further details/hard copies may be obtained from Shri R.K.Chugh, Dy. Director General (Training), DGE&T, M/o. Labour & Employment, Room No.513, Shram Shakti Bhawan, Rafi Marg, , New Delhi – 110 001. Telephone No.– 011- 23718106

The eligible organizations may submit their responses in sealed envelopes in prescribed format to Deputy Director General (Training), at the above address at or before 4.00 PM on 31st May, 2010.



LETTER OF INVITATION

No DGE&T-10/1/2009-CD

Government of India

Ministry of Labour & Employment

New Delhi, dated April, 2010

To

Dear Sir/Madam,

The Ministry of Labour and Employment, Government of India invites Expression of Interest (EOI) from reputed Consultancy Organizations in India to provide consultancy services mainly for ICT related and some other projects including information processing and documentation. The EOI document containing details of eligibility criteria, submission requirement, brief objective and scope of work, Pre-Qualification criteria and Method of Evaluation etc. is enclosed. The EOI document is also available on the website www.dget.gov.in/tender.

You may submit your responses in sealed envelopes in prescribed format to the undersigned at or before 4.00 PM on 31st May, 2010.

Yours sincerely,

Name: Shri R.K. Chugh,
Dy. Director General (Training)
Directorate General of Employment & Training
Ministry of Labour & Employment
Telephone No.– 011- 23718106
e-mail - rkchugh@nic.in

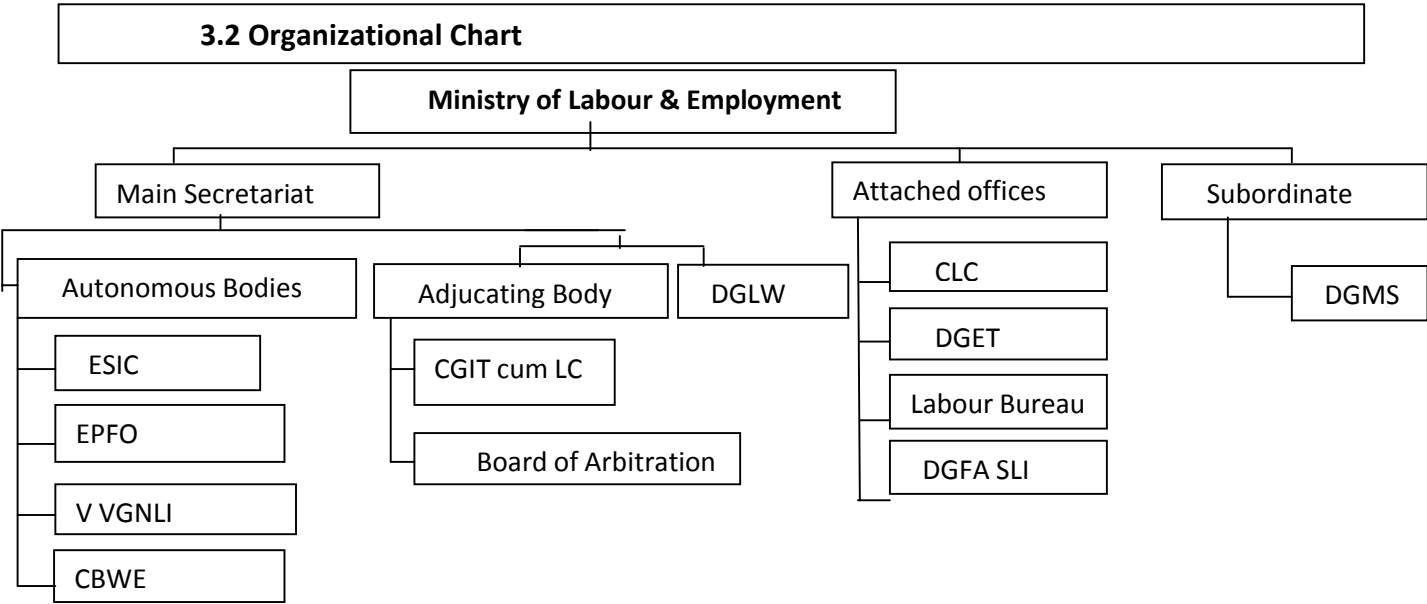
Encl: EOI document

3. BACKGROUND

Under the Constitution of India, Labour is a subject in the Concurrent List where both the Central and the state Governments are competent to enact legislation subject to certain matters being reserved for the Centre. The Ministry of Labour & Employment (MoL&E) under its jurisdiction has the following set of activities:

1. Regulations of labour and safety in factories, mines and oil fields
2. Industrial disputes concerning trade unions.
3. Union agencies and institutions for ‘vocational training’
4. Trade Unions, industrial and labour disputes
5. Social security employers’ State Insurance and Provident Fund
6. Employment and unemployment
7. Welfare of labour including condition of work
8. Workmen’s compensation, invalidity and old age pension and maternity benefits

The ministry has the following four attached offices and ten subordinates’ offices, four autonomous organization, twenty two adjudicating bodies and one arbitration body.



undertaken as enumerated here may not be exhaustive. Analysis of the MoL&E independently on their own to understand the functions of the organization and its implications on the scope of work for the bidders.

4.2 Project Objectives

The objective of the project is to provide consultancy and support relating to mainly ICT related and some other projects including Information Processing and Documentation under MoL&E.

4.3 Scope of Work & Services

The consultant is expected to undertake the following:

- 4.3.1 Provide complete cycle of technical support for the assignment given to it by MoL&E on a day to day basis.
- 4.3.2 The complete cycle of technical support includes the following:
 - a. Conducting detailed study of current functions, services and departments and related ICT support & services
 - b. Envisioning the to-be processes in consultation with the Ministry and prepare the related documents
 - c. After necessary approvals, preparation of Request For Proposal (RFP)
 - d. Approval from MoL&E for the RFP
 - e. Assistance in floating of RFP
 - f. Assistance in conducting the pre-bid conference and answering the pre-bid queries
 - g. Assistance in evaluating the bids
 - h. Assistance in preparation of contractual documents
 - i. Oversee the implementation for approved ICT related and other project
 - j. Assistance in conducting the user acceptance and other tests on behalf of MoL&E
 - k. Assistance in approving deliverables
 - l. Preparation of various study and evaluation reports
 - m. Any other assignment that may be given by MoL&E.
- 4.3.3. There is no cap on the maximum number of assignments which will be entrusted to the consultant during the currency of the project/assignment i.e. **3 years**.
- 4.3.4. Set up a Project Management Office to support & monitor all assignments
- 4.3.5. The consultant will deploy adequate resources for all assignments such that the quality of support is of high standard and prescribed time lines are strictly adhered to.
- 4.3.6. The consultant will submit regular reports on prescribed format or any other report as desired by MoL&E from time to time.
- 4.3.7. **Period of assignment: 3 years**

FORMAT-1	
S'S EXPRESSION OF INTEREST	
TO Shri R.K.Chugh, Dy.Director General (Training), Ministry of Labour DGE&T, Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001 Subject: Submission of Expression of interest for providing “Consultancy and Support relating to mainly ICT related and some other projects including information processing and documentation” Dear In response to the Invitation for Expressions of Interest (EOI) published on xxxxxxxx for the above purpose, we would like to Express Interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy: 1. Organizational Details (Format-2) 2. Experience in related fields (Format-3) 3. List of 25 (twenty five) experts/consultants on payroll (Format-3A) 4. Experience of key personnel (Format-4) 5. Financial strength of the organization (Format-5) 6. Additional information (Format-6) 7. Declaration (Format-7) Sincerely Yours, Signature of the applicant [Full name of applicant] Stamp Date: xxxxxxxx Encl: as above Note: This is to be furnished on the letter head of the organization.	



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Organizational Contact Details

2. Main area of business	
3. Type of Organization Firm/ company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4. CMMi Level 5 ver 1.2 certification	
5. Whether the firm has been blacklisted by any Central Govt./State Govt./ PSU/ Govt. Bodies /Autonomous? If yes, details thereof.	
6. Address of registered office with telephone no. & fax	
7. Address of office in National Capital Region of Delhi	
8. Contact Person with telephone no. & e-mail ID	

- Attach- 1. Copy of Certificate of Incorporation
2. Copy of Certification in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

Experience in Related Fields

Overview of the past experience of the Organization in “ ICT related Services/Information Processing and Documentation”

S.No.	Item	Number of Assignments	Order Value In Lakhs of Rs.	Implementation/ Project Value in Crores of Rs.
1.	Experience of assignments of similar nature			
1.1.	Experience in carrying out similar assignments in Government			
1.2	Experience in carrying out similar assignments in Public sector.			
1.3	Experience in carrying out similar assignments in Private Sector			

Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT-3A

List of 25(twenty five) experts/consultants on payroll

S.No.	Name	Designation	Date of joining the post	Date of joining the Organisation
1.				
2.				
3.				
25.				

Signature of the applicant

Full name of the applicant

Stamp & Date

Experience of Key Personnel

Overview of the qualification and past experience of the key personnel

Name :

Designation:

Date of Birth :

Qualifications:

S.No.	Item	Number of Assignments	Order Value In Lakhs of Rs.	Implementation/ Project Value in Crores of Rs.
1.	Experience of assignments of “similar nature”			
1.1.	Experience in carrying out “similar assignments” in Government			
1.2	Experience in carrying out “similar assignments” in Public sector.			
1.3	Experience in carrying out similar assignments in Private Sector			

Note:

1. Information regarding a maximum of six key personnel who may lead teams in case of relevant assignment viz. (i) IT Expert (ii) Project Management Expert (iii) Report writing/ Documentation Expert (iv) Engineering/Infrastructure Expert (v) Legal Expert (vi) Finance Expert may be provided. Separate sheet may be used for each individual. Each individual will be evaluated separately and then average of the all (maximum 6) personnel will be taken for final evaluation.

2. Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Signature of the applicant

Full name of the applicant

Stamp & Date



FORMAT-5

Strength of the Consultants

S.No.	Years	Net profit in Crores of Rs	Turnover in Crores of Rs	Turnover from Consultancy Services rendered in India (excluding turnover from supply and/or implementation of hardware, software & networking equipments, etc.) Crores of Rs
1.	2006-07			
2.	2007-08			
3.	2008-09			

Note: Please attach auditor's certificate in support of your claim.

Signature of the applicant

Full name of the applicant

Stamp & Date



FORMAT-6

Additional Information

1. List all attachments related to the previous sections.

S.No.	Description	No. of pages

2. Additional information to support the eligibility. (Not more than 2 pages).

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT-7

Declaration
We hereby confirm that we are interested in competing for the Consultancy Services for “ICT related and other projects including Information processing & Documentation” and all the information provided herewith is genuine and accurate. Authorized Person’s Signature: Name and Designation: Date of Signature: Note: This declaration is to be furnished on the letter head of the organization.

providing comprehensive consultancy and support on various aspects of “ICT related projects including Information processing & Documentation” under MoL&E. The job will require assessing and suggesting feasible approach to adopt to new system wherever required. For services which are continuous in nature, the consulting organization may have to depute regular staff as per requirement.

6.2 Submission requirement

6.2.1 The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy

- 1: Applicant’s Expression of Interest as per Format-1
- 2: Organizational Contact Details as per Format-2
- 3: Experience of the organization as per Format-3
- 4: Experience of Key Personnel as per Format-4
- 5: Financial strength of the company as per Format-5
- 6: Additional information as per Format-6
- 7: Declaration as per Format-7

6.2.2 Consultancy organization must have its office in Delhi /NCR.

6.2.3 Last date of submission by 4.00 PM on (to be intimated)

6.2.4 The EOI is to be submitted to

Shri R.K.Chugh, Dy. Director General (Training),
Ministry of Labour & Employment
DGE&T, Room No. 513,
Shram Shakti Bhawan, Rafi Marg, New Delhi – 110 001
Telephone No.– 011- 2378106 **e-mail -** rkchugh@nic.in

7. Pre-qualification Criteria

Following criteria are minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S.No.	Pre-qualification Criteria	Supporting Compliance document	Reference
1.	The firm shall be a firm/ company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and should have an office in National Capital Region of Delhi.	Copy of Certificate of Incorporation	
2.	The firm should be in the business of providing complete cycle of technical support on Assignments/ICT related services for at least 5 years as of 31.3.2009.	Copy of Certificate of Incorporation	
3.	The consultancy firm has to be profitable and should not have incurred loss in the last 3 Financial Years (FY 2006-07, FY 2007-08, FY 2008-09)	Profit and Loss Statement and Balance Sheet	
4.	The firm should have a average annual turnover of INR 50 crores in the last three financial years (FY 2006-07, FY 2007-08, FY 2008-09)	Profit and Loss Statement and Balance Sheet	
5.	The Consultancy firm should have an average turnover of Rs.10 crores in the last three financial years (FY 2006-07, FY 2007-08, FY 2008-09) from consultancy Services rendered in India (excluding turnover from supply and implementation of hardware, software and networking equipments.)	CA certified document	
6.	The consultancy firm should have at least 25 full time consultants on its pay rolls	Copy of Certificate by Statutory Auditor or Company Secretary of the firm	



		shall have at least two complete support on services in Central Government/State Governments/ PSUs / Government bodies / Autonomous Bodies/Private Sector in India during the last 3 years Financial Years as on March 31, 2009 with a minimum order value of not less than Rs.10 lakhs out of which one of the projects should have an implementation value of at least INR 250 crores.	Cop y of Work Order	
8.		Company/firm should have minimum following certificate CMMi Level 5 ver 1.2	Copy of certificate	
9.		The firm should not be blacklisted by any Central Government/State Government/PSU/Government Bodies/Autonomous Bodies/Private Sector	Self declaration signed by the Authorized signatory	

METHODS OF EVALUATION

The Employer shall evaluate the eligible consultants who possess the minimum pre-qualification criteria for short listing, inter-alia, based on their past experience of handling similar types of projects, strength of their man power and financial strength of the firm. The employer will assign scores to the response of each consultant based on weightage assigned to each of the criteria as detailed below:

S.No.	Criteria	weight age / Sub-weight age	Max. marks
1.	Past Experience of the firm Number of years experience	60%	60 12
1.1	Experience in carrying out similar assignments in Government/Public sector.	75%	45
1.2	Experience in carrying out similar assignments in large scale private sector.	25%	15
2	Experience of Key Personnel	25%	25
2.1	Qualifications	30%	7.5
2.2	Relevant Experience	70%	17.5
3.	Financial strength of the Consultant	15%	15
3.1	Turnover figure for last three years	50%	7.5
3.2	Net profit figure for last three years	50%	7.5
	TOTAL	100%	100

1. The Employer shall short list all the consultants who secure the minimum 50 marks.
2. Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.
3. Weightage will be calculated on relative basis i.e. the firm having maximum value for a criterion will be treated as scoring 100% in respect of that criterion. Others will be weighed proportionately.