For preparing the **Pre-Qualification Bid** and Technical Proposal, the bidders are advised to thoroughly examine this RFP in detail. Material deficiencies in providing the information requested may result in rejection of the Proposal/ bid.

**The bidder shall submit the following documents with its Pre-Qualification Bid:**

1. A forwarding letter on company letterhead of the bidder indicating the submission of the bid signed by an authorised person holding the power of attorney (please refer to Annexure-I).
2. Particulars of bidder as per Annexure-II -Particulars of bidder
3. Tender (RFP) Document Fee
4. Earnest Money Deposit
5. Response to the Pre-Qualification Criteria given in the Annexure VIII (Pre-Qualification Criteria for bidders) along with supporting documents
6. Details of past projects implemented (as per Annexure-VII -Details of Past Projects Implemented by bidder)

Internal Envelope-1 should be sealed marked as **“Envelope-1: Pre- Qualification Bid for Selection of Implementing Agency for “TAKEOVER, HOSTING AND MAINTENANCE OF APPLICATION AND WEBSITE, PROVISIONING AND MAINTENANCE OF CLOUD MANAGEMENT SYSTEM, REVAMPING OF WEBSITE, DESIGN, DEVELOPMENT AND MAINTENANCE OF MOBILE APP, PROVIDING DIFFERENT UTILITY TOOLS”** and it shall be containing the prequalification proposal.

This envelope would be opened first on the pre-specified date and time in the presence of authorized representatives of all the bidders who choose to attend. The bidders’ representatives who are present shall be required to sign and record their attendance.

 Evaluation of Pre-qualification Proposal:

An “Evaluation Committee” would perform an initial review of the pre-qualification proposals and they shall be scrutinized for the responsiveness as set in the pre- qualification criteria, and for the completeness of required supporting documents as required to establish the Eligibility Claim.

The pre-qualification criteria is listed out in Annexure-VIII.

**Annexure- VIII: Pre-Qualification Criteria**

**(Eligibility Criteria)**

Bidders should include this compliance checklist duly completed with their Pre- Qualification Proposal:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Pre-qualification Criteria** | **Details** | **Document to be submitted** |
| 1 | Registered Legal Entity | Bidder Should be Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act, 2008. | Certificate of Incorporation, Memorandum,  Articles of Associations |
| 2 | Valid PAN and Service Tax Number | The Bidder shall have valid PAN and Service Tax Number. | Copies of PAN Card and Service Tax registration |
| 3 | IT Operations | The Bidder should be having IT operations in India for the last 5 years from the date of bid submission. | Declaration in this regard by the authorized signatory of the bidder should be attached |
| 4 | Sales Turnover in System Integration | The bidder should have positive net worth. The bidder should have avg. **annual turnover from IT Business of more than INR 20 crores for the last three Financial Years** (FY 20-21, 19-20, FY 18-19).  This turnover should be on account of ICT Systems Development and Implementation (i.e. revenue should be on account of System Integration/Turnkey solutions or products and their associated maintenance or implementation services, packaged software etc.) only. |       Chartered Accountant certificate for Net- worth, Turnover and PAT should be attached.   \* Copy of the audited profit and loss account / balance sheet/ annual report of last three financial years mentioning required figures |
| 5 | Experience in System Integration | The bidder should be an established Information Technology company / IT System Integrator  having experience of design, build and operate model of functioning for successful implementation of **at least 3 National e-Governance Projects (each having order value of not less than 5 Crores)** in India during the last three years, upto 31st March 2021.  The projects provided by the Bidder should cover at least application development / customization, infrastructure deployment, maintenance and support | 1.      Copy of Work Order or Agreement copy  And  2.        A. Client Certificate of Completion/ Phase completion certificate from the client  OR B. Self-certificate of Completion (Certified by the statutory auditor/authorized signatory/ company secretary). |
| 6 | Certifications | The bidder should be **minimum a CMMi level 3 company** | Valid certificates needs to be attached for the same. |
| 7 | Manpower | The Bidder shall have **at least 100 IT professions on its payroll**, who are having regular working experience in e-Governance Projects.   List of qualifications that would be considered for IT professionals: B.E/B.Tech/M.Tech/MCA/BCS/BCA/BCS/B.Sc. (Computer science/IT)  **Project Manager nominated for this project by the Bidder should be PMP certified** | Declaration from HR as per Annexure XIII.  PMP Certification copy for nominated Project Manager |
| 8 | Black-listing and malpractices | The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies in India during the last three years from the date of submission of bid. | Declaration in this regard by the authorized signatory of the bidder should be attached. |
| 9 | LOCATION | The Bidder should have existing and functional Technical support office at Mumbai | Self Certificate |

Note1: Bidders are to submit documentary proof to establish the qualification of the above mentioned criteria.

Note2: **Bidders fulfilling all pre-qualification criteria will only be considered for further technical evaluation. Otherwise the bids will be rejected.**

**For details, refer the RFP Document.**