

Notice

Sub: Request for Expressions Of Interest (EOI) from prospective IT Consultant(s) registered in India to provide consultancy services in the areas of IT with ultimate aim of paperless office.

Expressions of interest are invited by the CEO, Central Govt Employees Welfare Housing Organisation (CGEWHO) from reputed Information Technology (IT) Consultants registered in India to provide consultancy services in the areas of LAN technologies, portal creation, web communication, office automation and related data archival/retrieval **with ultimate aim of paperless office** etc. It also includes submission of an Action Plan for implementation of EDI & WWW based technologies to achieve the ultimate aim of paperless office in the Department's internal and external activities.

Details indicating the assignment, the selection criteria, mode of submission of documents, enlargement of expression of interest are as given below. The applications of expressions of interest are to be submitted within 15 days from the date of publication of the notice. CGEWHO reserves the right to accept or reject any or all applications without assigning any reason.

1. Background

Central Government Employees Welfare Housing Organisation (CGEWHO) has been established to promote, control and co-ordinate the development of houses at selected places, across India, on no profit-no loss basis as a welfare measure. CGEWHO is a registered body under the Societies Registration Act 1860. It operates from its headquarters at Janpath Bhavan, Janpath, New Delhi. As part of modernization program, CGEWHO wishes to reap the full benefits of IT interventions and Communication, Internet and Intranet technologies in its internal and external activities. It is a proven fact that these technologies coupled with committed human resource made organizations powerful entities and also paves ways to serve the scientific community more efficiently.

2. Bidding Process for Indian IT Consultant (ITC)

The IT Consultant shall be appointed through a competitive national bidding process. The process would involve issue of Request for Expressions of Interest (RFEOI), shortlisting of bidders, issue of Request for Proposal (RFP) to short listed bidders, receipt of Technical and Commercial bids. The Technical bids shall be first evaluated and only Commercial bids of prospective bidders meeting the predetermined benchmarks shall be opened. Commercial bids of bidders failing to meet the predetermined benchmark shall be returned unopened.

3. The Assignment

The Selected IT Consultant (ITC), registered in India, shall formulate and submit an action plan related to paperless office on the following issues as also to provide technical advices in the effective implementation of the same in the existing environment.

- i. ITC shall study and make a detailed report on existing IT infrastructure operational at CGEWHO.
- ii. ITC Conduct a detailed due diligence, which shall include amongst others, feasibility studies, financial and technical forecasts.
- iii. Workout, in coordination with the Program Implementation Team(PIT), the potentials of IT technologies currently available worldwide for enhancing the efficiency of CGEWHO's internal and external activities.
- iv. Propose viable and cost effective IT solutions for betterment of CGEWHO
- v. Propose viable LAN solution based on up to date technology and also workout a detailed plan to integrate the existing LAN equipment, servers, software and cabling etc with the proposed solution.
- vi. Workout a detailed implementation plan for creation of a CGEWHO portal. It includes providing technical consultancy to increase/activation of new lines of Internet connection, security implications, hack prevention, spawn control, firewall activation and other required security measures.
- vii. Consultancy with regard to activation of Public Key Infrastructure like digital signatures, encryption/ decryption algorithms, secured connections for authorization, authentication and for non-repudiation.
- viii. Prepare detailed specifications for LAN equipment, high end-servers, OS software, database software, firewalls, e-mail, ftp, lap servers, web applications and other office automation software/ hardware, which are absolutely necessary for achieving the ultimate objective of **PAPERLESS OFFICE** in CGEWHO.
- ix. Prepare detailed plan for digitization (scanning) of data office automation and specifications of equipment thereto.
- x. Provide consultancy with regard to implementation of smart cards within CGEWHO.
- xi. Prepare a detailed international numbering scheme to identify the personnel/processes uniquely and uniformly.

- xii. Provide consultancy and submit a detailed proposal with regard to archival/ retrieval of digital documents, transactions, media, storage policy, data maintenance, crash recovery, continuous power requirements, environment control, human resource requirement and overall maintenance policy of the proposed infrastructure in 24x7 requirement scenario.
- xiii. Suggest/ prepare a detailed training schedule for key functionaries on website updating, usage of Linux, working on LAN setup, electronic communication and other office automation tools.

4. Selection and Evaluation Criteria

EOIs of IT Consultants registered in India only, able to demonstrate recent skills and Experience in the following areas will be considered :-

- i. Those who have completed minimum 2 similar projects in any Govt./Semi Govt Department/ Govt. agencies will be considered.
- ii. They should have proven track record in IT Consultancy, establishment and equipment.
- iii. Ability to understand assignment and issues likely to arise.
- iv. The availability of resources and financial strength of the consulting firm will be assessed based on its past 5 years track record/audited financial statements. They should have and led IT related projects, in the above-mentioned areas, at least to the tune of 2 crores.

Consultant(s) satisfying the above criteria will be evaluated on the basis of consultant's experience and proven capability in these areas.

5. Content of Expression of Interest

- i. EOIs must address the selection criteria set out above and must include the following Additional Information:-
- ii. Detailed background and structure of the consultant firm (together with any professional tie-ups, a copy of the agreement entered between the consultants must be submitted. The information should contain evidence of the consultant's IT strength and the number of partners/employees in the consultant firm.

- iii. Details of IT assignments handled/completed during the last 5years.
- iv. Audited financial statements, Annual reports or other relevant financial data in relation to the consulting firm for the last five years.
- v. Contact names, addresses, telephones and facsimile numbers of no more than 2 persons who have principal responsibility for the EOIs are to be provided.
- vi. Documentary evidences with regard to technical/financial claims are to be submitted duly signed by an authorized authority/auditor of the firm without which the applications will be summarily rejected.

6. Mode of submission of documents

Documents shall be accepted only in the physical form and not in the electronic media.

7. Lodgment of Expressions of Interest

EOIs should be lodged in duplicate in a sealed envelope, super-scribed "EXPRESSIONS OF INTEREST - APPOINTMENT OF IT CONSULTANT" and addressed to Central Govt Employees Welfare Housing Organisation (CGEWHO), Sixth Floor, 'A' Wing, Janpath Bhavan, Janpath, New Delhi-110 001 so as to be received at the above address within 15 calendar days from the date of publication of notice in newspapers. If the 15th day happens to be a public or declared holiday, then the last day for receipt of EOI will be the next working day.

CGEWHO reserves the right to reject any or all Expressions of Interest without engaging any consultant whatsoever.

CEO, CGEWHO