

**GOVERNMENT OF MEGHALAYA
INFORMATION TECHNOLOGY DEPARTMENT**

NOTICE INVITING TENDERS

No. ITR.58/2004/59

Dated Shillong, the 3rd March, 2005

Sealed Tenders affixing Rs.50/- (Rupees Fifty) Non-Refundable Court Fee Stamp are invited from reputed agencies having extensive and proven experience in Workflow Management System, Process Study, Designing, Reengineering and Process Performance Analysis to undertake the work of "feasibility and system development work in Planning Department". The tender paper are available with the Department or maybe downloaded from the Website of the Department at <http://meghdit.nic.in> and also at <http://meghalaya.nic.in>. The tenders should be submitted to the office of the Department no later than 12 noon of the 21st March, 2005 and would be opened on the same day at 12:30 P.M in the office chamber of the Secretary, IT in the presence of the representatives of the tenderers.

Sd/-

(Pankaj Jain)

Secretary to the Govt. of Meghalaya
IT Department

By order

M.H.Shabong

Under Secretary to the Govt. of Meghalaya
Information Technology Department

TENDER PAPER FOR THE WORK “FEASIBILITY AND STSTEM DEVELOPMENT WORK IN PLANNING DEPARTMENT”

Eligibility Criteria:

The tenderers should have extensive and proven experience in conducting process related feasibility studies and system requirement studies including analysis of processes, capable to stimulate existing processes etc. The tenderers should also have a proven experience of software development in the area of process re-engineering and in workflow computerization.

Last date of submission:

21st March, 2005 (12:00 noon IST)

Scope of work:

1. To study of existing operation & procedures in the Planning Department of the State and to formally and systematically document the same.
2. Assess feasibility of computerization of the same in present form or through process re-engineering.
3. Carry out of Software systems requirement study suggesting therein a database structure of workflow based solution to enable the Planning Department deliver its outputs more efficiently.
4. Assess indicate requirement of hardware, Software, manpower & process re-engineering for the above.

In case computerization is assessed to be feasible the study must deliver a clear cut road map of implementation.