

**INFORMATION TECHNOLOGY DEPARTMENT
GOVERNMENT OF MEGHALAYA**

Invitation For
Expression of Interest (Eoi)
For Empanelment of Consultants
For
IT Park Design & Project Management Services

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DEPARTMENT OF INFORMATION TECHNOLOGY,
GOVERNMENT OF MEGHALAYA

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR
EMPANELMENT OF CONSULTANTS FOR IT PARK DESIGN
& PROJECT MANAGEMENT SERVICES

The Government of Meghalaya has allotted 80 Acres of land to the IT Department for setting up of an Information Technology Park at Shillong. The government requests EOI from reputed and experienced IT Parks Consultants to assist and support the Government in Market assessment, Project conceptualization, Infrastructure Requirement Assessment, Financial analysis, Project management and Project implementation.

Last date of submission of EOI	The firms having required capability, experience and resources to undertake the assignment may send their Expression of Interest (EOI) documents, duly supported by requisite documentary evidence in sealed envelope by <u>28th September, 2012</u> at the address given below through registered mail or by hand. Only short listed firms will be issued Request for Proposal / Terms of Reference for submission of detailed Technical & Financial Proposals subsequently.
How to get copy of EOI document	Interested consultants / firms / organizations, who have proven track record in IT Park Consultancy or executing similar projects, in public and private sector, may collect the EOI document containing relevant details from the Office of Information Technology Department, Meghalaya, NIC Building, Ground Floor, Shillong-793001. The same can also be downloaded from www.ditmeghalaya.gov.in .
Contact person name and contact details for any information and queries	Name : Shri D. P. Wahlang, IAS Address: Additional Secretariat, Govt of Meghalaya Email id: dwahlang@yahoo.com Contact Phone Nos: 0364-2226978

1. Invitation for Expression of Interest

The Department of Information Technology, Government of Meghalaya invites EOI from reputed Consulting Agencies (hereafter referred as 'Agencies') to provide consultancy services for the Meghalaya IT Park Project, being implemented by the Department of Information Technology, Government of Meghalaya.

The project information and the broad scope of work is detailed below in section 1.3. It may be noted that this information is indicative only. The actual Scope of work will be available in the Request for Proposal (RFP) document which will be issued subsequently, to the eligible short-listed bidders, through this EOI.

2. Introduction to the Project

GoM through IT Department plans to realise its vision transforming the state of Meghalaya into one of the most preferred and leading destinations for investments in IT/ITES, high-end technology & electronics industry in the North East Region.

The Government has allotted around 80 acres of land at the outskirts of Shillong for setting up of an Integrated Information Technology Park in the State Capital. The land acquired is situated in Mawdiangdiang Area in the new Shillong Township. The government wishes to develop the area and create a conducive environment for attracting IT companies from outside the state to set up shops in the IT Park.

3. Broad Scope of Work

3.1. Design the IT Park facilities, Products, and Services

The Consultant would be responsible to:-

- Prepare broad plans for land utilization.
- Design physical infrastructure, facilities, and all other civic services for an integrated IT Park.
- Work out electrical load and other necessary infrastructure requirements for the same.
- Workout telecom, bandwidth and other central IT infrastructure requirements.
- Identify global best practices and lessons learnt from the development and operation of IT parks worldwide to suitably incorporate the same in the design of the IT Park.
- Assess the level and dimensions of demand (e.g. financial, logistical, environmental, security, business) from IT firms for an IT Park, understand why this demand exists and how it can be met.

- Identify the specific focus areas of the IT Park and what products and services the IT Park may offer to meet immediate demand and also long term growth prospects.
- Identify possible tenants and occupants of the IT Park, their space requirements, willingness to pay, and which firms or organizations might be “anchor tenants” for the IT Park.

3.2. Develop the financial model for the IT Park

The Consultant should develop a financial model for a sustainable IT Park based on:

- The demand assessment, the willingness to pay for products and services offered by the IT Park, and possible sources of revenue generation to cover capital and operational expenditures;
- Potential sources of funding and interest of potential occupants, tenants, and investors including public and private sector organizations;

The consultant would also prepare a pricing model for various products and services such as (i) lease of land for tenant developed real estate; (ii) rental fee; and (iii) shared facilities as such meeting room rentals; Video conferencing facilities etc.

In preparing the financial model, the consultant would also be required to estimate the value of the equity contribution of the government.

3.3. Develop a sustainable operating model for the ICT Village

IT Department, Government of Meghalaya plans that the IT Park be run on a PPP model with a professional, competent, and experienced Company developing, operating, and managing the facilities and services in a sustainable manner. Based on the foregoing design and financial analysis, the Consultant should develop the sustainable operating model for this PPP including:

- Establishing the exact operating structure of the IT Park with an analysis of the most appropriate PPP model to ensure sustainability;
- Design required standards and procedures to define how the IT Park will be developed, operated, and managed;
- The standards, policies, and processes to ensure transparent operation and accountability to the IT Department, occupants, and other relevant stakeholders including recommended environmental and building safeguards;
- The short- and long-term goals for the IT Park including the activities and operations permitted in the IT Park;
- Identify potential candidates who may be interested to develop and manage the IT Park.
- Identify all fiscal and non-fiscal incentives that may be provided to the developer.
- Recommend suitable policy level changes by the govt to attract investments.

3.4. Bid Process Management

IT Department will competitively select a professional, experienced, and qualified Company to develop, operate, and manage the IT Park. The Company (either a single firm or a consortium) will be expected to develop the IT Park and provide required facilities, products, and services as per the above design. For this, the Consultant would be required to prepare an RFP and conduct the Complete Bid process management to enable IT Department to competitively select the Company.

4. Instructions to the Bidders

4.1. Completeness of Response

- Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
- The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

4.2. EOI Proposal Preparation Costs & related issues

- The bidder will be responsible for all costs incurred in connection with participation for this process, including, but not limited to, costs incurred in collection of information and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by IT Dept, GOM to facilitate the evaluation process.
- IT Dept, GOM will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- This EOI does not commit IT Dept, GOM to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.
- All materials submitted by the bidder will become the property of IT Dept, GOM and may be returned completely at its sole discretion

4.3. Right to Terminate the Process

- IT Dept, GOM may terminate the EOI process at any time and without assigning any reason. IT Dept, GOM makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This EOI does not constitute an offer by IT Dept, GOM. The bidder's participation in this process will result in short listing the prospective bidders.

4.4. Conflict of Interest

The finally selected Consulting firm/company or its associates and partners etc. will not be eligible to participate in any future bidding process for selection of implementation or execution agency of the IT Park.

4.5. Submission of Responses

- The bids shall be submitted in a single sealed envelope and superscripted "CONSULTANTS FOR IT PARK DESIGN & PROJECT MANAGEMENT SERVICES". This envelope should contain two hard copies of EOI proposal marked "First Copy" and "Second Copy"

and one soft copy in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.

- Bids shall consist of supporting proofs and documents defined in the Pre-qualification section
- Bidder shall submit all the required documents as mentioned in the annexure including various templates (Form 1 to Form 3). It should be ensured that various formats mentioned in this EOI should be adhered to and no changes in the format should be done .
- Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder
- Each copy of the EOI should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be initialed by the Authorized Representative of the bidder.
- Bidder must ensure that the information furnished by him / her in respective CDs is identical to that submitted by him in the original paper bid doc In case of any discrepancy observed by the IT Dept, GOM in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.
- EOI document submitted by the bidder should be concise and contain only relevant information as required.

4.6. Venue and Deadline for Submission

- Proposals must be received at the address specified below latest by:
Date 28th September, 2012
Information Technology Department, Meghalaya, NIC Building, Ground Floor,
Shillong-793001
- Any proposal received by the IT Dept, GOM after the above deadline shall be rejected and returned unopened to the Bidder.
- The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- IT Dept, GOM shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- IT Dept, GOM reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

4.7. Evaluation Process

- IT Dept, GOM will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders. The Committee constituted shall evaluate the responses to the EOI and all supporting documents & documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal.
- The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

- The Proposal Evaluation Committee will ask for presentation / meetings with the bidders to evaluate its suitability for the Consulting assignment. Date and time for such presentations (if required) would be intimated separately.
- The Proposal Evaluation Committee reserves the right to reject any or all proposals.

5. Pre-Qualification criteria

SN	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS	DOCUMENTS REQUIRED
1	Legal Entity	<ul style="list-style-type: none"> • Should be Company registered under Companies Act, 1956 or a partnership firm registered under LLP Act 2008 • Registered with the Service Tax Authorities • Should have been operating for the last five years 	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate
2	Technical Capability	Consultant must have successfully completed at least <ul style="list-style-type: none"> • Two consultancy projects of similar nature (as a consultant or Implementing agency) during the last five years. 	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor);
3	Turnover	Average Annual Turnover of the firm should not be less than Rs.5 Crore for the last three financial years.	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor

6. Appendix I: Bid Submission forms

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-Qualification / EOI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

Form 1: Covering Letter with Correspondence Details

Form 2: Details of the Applicant's Operations and Consulting Business

Form 3: Compliance Sheet for Pre-Qualification Criteria

Form 4: Detailed write up about work experience.

Form 1: Covering Letter with Correspondence Details

<Location, Date>

To

<Name of the Nodal Officer>

<Address of the Nodal Agency>

Dear Sir,

We, the undersigned, offer to provide the consulting services for development of an integrated IT Park at New Shillong, Meghalaya . Our correspondence details with regard to this Eoi are:

No	INFORMATION	DETAILS
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI.	
4	Telephone number of the Contact Person	
5	Mobile number of the Contact Person	
6	Email ID of the Contact Person	
7	Corporate website URL.	

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD. We understand you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in respo to this Eoi is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal>

Name: <<Insert Name of Contact>>

Title: <<Insert Name of Contact>>

Signature: <<Insert Signature>>

Form 2: Details of the Applicant's Operations and Consulting Business

SN	INFORMATION SOUGHT	DETAILS TO BE FURNISHED
A	Name and address of the bidding Company	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Year of Establishment	
D	Date of registration	
E	ROC Reference No.	
F	Details of company registration	
G	Details of registration with appropriate authorities for service tax	
H	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form 3: Compliance Sheet for Pre-Qualification Criteria

SN	BASIC REQUIREMENTS	DOCUMENTS REQUIRED	PROVIDED	Reference & Page No
1	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes/No	
2	Technical Capability	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor);	Yes/No	
3	Turnover	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes/No	

Form 4: Detailed write up on IT Park consultancy or related activities to showcase work experience and technical/financial viability.