

Notice Inviting Tender

for

Selection of Vendor

For Development of Management Information System (MIS) on behalf of Planning
Department, Govt. of Meghalaya



Small Farmers' Agribusiness Consortium

5th Floor, NCUI Auditorium Building,
August Kranti Marg, Hauz Khas,
New Delhi – 11016

AUGUST 2014

Section 1: Invitation of Bids

Small Farmer's Agribusiness Consortium (SFAC) is a Society Functioning under the administrative control of the Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India. SFAC is a partner agency of the Meghalaya Basin Development Authority (MBDA), Government of Meghalaya implementing several projects for the departments of the State Government.

The Planning (Research) Organization of Meghalaya State is a major division of Secretariat Economic Services. The Planning (Research) Organization is the machinery which is responsible for the formulation of the Five Year Plans, Annual Plans and all allied matters in the State. The Organization also functions as a liaison body between the Planning Commission and the State Government on all matters relating to Planning and Development for the State of Meghalaya.

As per Rules of Executive Business of the Govt. of Meghalaya, the role and function of the State Planning Department is as reproduced below:

- i. The Planning Department is responsible for overall planning, working out a strategy of development which maximizes the national product through time; laying down the guidelines for the department regarding the drawing up of the departmental programme and schemes and working an economic, administrative and organizational appraisal of the plans and programme of various departments.
- ii. The Planning Department is consulted for advice by other Departments in matters relating to Plan formulation and the general principles relating to planning. Provided that it shall be open to the Planning Department to prescribe, by general or special order; cases in which such consultation with it may not be necessary.

The Planning Department is headed by the Minister who is assisted by senior Secretaries such as Additional Chief Secretary/Principal Secretary,/& Commissioner & Secretary, followed by Additional secretary, Joint Secretary, Deputy Secretary, Planning officers, Research officers/Asst. research officers and Research assistants in the Secretariat. The whole department is divided into two wings – Research wing and Admin wing. With regard to decision making process, the Planning Department follows the procedures laid down in the Rules of Executive Business and Secretariat Manual of office procedures. After the matter is examined and processed by the Research officers/Assistants, the Planning officer suggests action and normally submits the matters in the concerned file to the Deputy Secretary who in turn submits to the higher authority i.e. Joint Secretary/Additional Secretary/Commissioner & Secretary/Principal Secretary being the Head of Administrative Department. The senior secretaries generally pass orders for normal cases and for important matters the file is submitted to the Minister in-charge

planning for decision and approvals. All policy and important matter requires the approval of the Minister.

The State Planning Board which is an apex planning advisory body in the State, form a part of the Planning Organization. This organization is also involved in Plan formulation and reviewing of the implementation of Plan Schemes. At the district level the District Planning and Development Councils (DPDC), formulate the District Plans and also does the monitoring and reviewing of the developmental activities in the district. There are other organizations such as MEDC, Meghalaya resource and employment generation council, other deliberations and decisions in the government which are taken on board on requirement basis while planning the process of development. These, however are not part of planning machinery.

The Planning Department is the nodal Department of all development activities in the State. It acts fully as the State's Liaison Department with the Planning Commission, the Ministry of DONER and the North Eastern Council. It also acts partially as the Liaison Department with Central Government Ministries like the Ministry of Water Resources, Ministry of Tribal Affairs, Ministry of Panchayat Raj Institution and the Ministry of Finance (Department of Plan Expenditure). At the State level, the Planning Department coordinates all development activities of different Development Departments comprising of the State Plan, the Centrally Sponsored & Central Sector Schemes, the NEC Schemes, the Non-Lapsable Central Pool of Resources, Externally Aided Projects (EAP), Central Government Flagship Programmes etc.

The State Planning department performs following functions:

1. Formulation of Annual Plans and Five Year Plans.
2. Preparation of Plan and Budget Link, Plan Supplement, etc.
3. Monitoring and review of the implementation of Plan Schemes.
4. Coordination in the matter of planning and development in the State.
5. Overseeing the execution of plan schemes.
6. Liaison with Planning Commission and other authorities in connection with development planning.
7. Coordination and overseeing the implementation of regional plans of the North Eastern Council in the State.
8. Coordination and overseeing the implementation of the New 20—Point Programme.
9. Collection and analysis of statistical data relating to plan programme.
10. Formulation of guidelines in the matter of district level planning.
11. All matters relating to the National Development Council.
12. Manpower planning.
13. Matters relating to establishment of Planning Machinery at Headquarter and in the District.

14. All matters relating to setting up of State Planning Board and District Planning and Development Council.
15. Servicing Department of the State Planning Board.
16. Administrative Department of the Directorate of Economics, Statistics and Evaluation.
17. Evaluation.
18. Nodal Department for Science and Technology.
19. Nodal Department for Pilot Project for village development.
20. Nodal Department for "Development of One Hundred Villages".

The Broad responsibilities of the Vendor will be to deploy the following components:

- Proposal and Scheme Tracking and Reporting
 - Outlay – Planned and Revised
 - Allocation
 - Proposal Initiation
 - Scheme Objectives
 - Approval Workflow
 - Proposal / Scheme – Sanctioned / Declined
 - Queries or Issues raised
- Fund Release and Expenditure Tracking
 - Approved Projects
 - Release Schedule
 - Expense Sheets
 - Disbursal Status
 - Expenditure Tracking Sectorally
- Man Power (to be specified by the Vendor)

A. With this background, SFAC invites bids from experienced and technically qualified organisations fulfilling following eligibility criteria:

1. Any public or private sector institution that has demonstrated expertise in developing Management Information System (MIS).

Provided that:

1. The institution has completed at least 3 years of functioning (financial years) as on 1st April 2014
2. The institution has substantial knowledge and experience in developing and deployment of software in public/private sectors.

3. Preference will be given to an agency which has previous experience of working on software projects with Government agencies.
4. The Organization with ISO 9001 certificate will be preferred
5. The institution should have in depth knowledge and practical experience about the local challenges of the state.
6. The institution is not black-listed by any Central or State agency.
7. It is in compliance of all necessary laws and statutes on the date of application.
8. Refundable Earnest Money of Rs.10,000/- (Rupees ten thousand only) is submitted in the form of a demand draft payable to “Small Farmers’ Agribusiness Consortium” at New Delhi.

Section 2: Submission of Proposal

Sealed offer under two-bid system(Part-I Technical Bid and Part-I Price Bid)for the above mentioned assignment may be forwarded to Managing Director, SFAC, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016.

A. Technical Bid:

Technical bid shall consist of following documents:

- Organization’s capability (As per A of Section 1 above);
- A working prototype of the proposed solution as per the attached scope of work
- Supporting documents-
 - Registration Certificates
 - Last Audited Balance sheet
 - CVs of core team for the project
 - Supporting Documents of the projects carried out in the State of Meghalaya

B. Price Bid:

The Price bid must mention total cost for each activity proposed to be undertaken in the form of a summary. The breakup of costs under each heading must be mentioned, if applicable including cost.

Taxes will be paid extra as applicable.

Last date of submission of proposal is **September 11, 2014** by close of office hours.

The Bidders must submit one ‘Original’ and one ‘Duplicate’ of the\Technical Proposal in one envelop, which must be sealed and clearly marked “Technical Proposal”. The Financial Proposal

(Price Bid) must be kept in a separate envelope, which must be sealed and clearly marked “Financial Proposal”. Both these envelopes must then be placed in a single outer envelope, which must be sealed and addressed to the Managing Director, Small Farmers’ Agribusiness Consortium (SFAC), NCUI Auditorium Building, 5th Floor, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016

Section 3: Evaluation and Procedure for Selection of the Bidder

An evaluation committee will be constituted by SFAC to evaluate the technical and financial proposals and recommend award of the consultancy assignment.

A. Points for evaluation of Technical proposals

Organisation’s capability	40
Qualification and experience of key personnel	30
Outline of proposed MIS	30
Total	100

- B. Financial proposals will be opened only for those bidders who obtain more than 70 points on the technical proposal;
- C. 70% weightage will be assigned to Technical Bids and 30% to Price Bid;
- D. The combined score of the Technical and Price bid evaluation will be used to recommend the award of the consultancy assignment;
- E. The decision of Managing Director, SFAC regarding acceptance or rejection of the committee’s recommendation will be final and no reason for the same will be provided.

Section 4: General Instructions

- Bids that are incomplete in any respect, or those that are not consistent with the requirements as specified in the Request for Proposal (RFP) or those that do not adhere to formats, wherever specified, may be considered non-responsive and may be liable for rejection;
- All communication and information should be provided in writing;
- SFAC reserves the right to reject any or all the Bids submitted in response to this Request for Proposals at any stage without assigning any reasons whatsoever;
- SFAC reserves the right to change any or all of the provisions of the RFP document, such changes would be intimated to all the parties participated in the Bid process;

The Authorized Signatory, as mentioned in the bid document, would be authorized to represent the Bidder in its dealing with the SFAC. In case the Bidder wish to change the Authorized Signatory from one identified at the RFP Stage, the Bidder would be required to furnish a fresh Power of Attorney in the name of new Signatory.