

MADHYA PRADESH STRENGTHENING PERFORMANCE MANAGEMENT IN GOVERNMENT (MP SPMG)

DOCUMENT FOR EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF IT CONSULTANT FOR FINANCE DEPARTMENT, GOVERNMENT OF MADHYA PRADESH

1.0 Introduction:

GoMP is proposing to strengthen management of Public expenditure in the state as a part of the larger programme to strengthen performance management. The programme, which has been approved, is being supported by the Department for International Development (DFID) of the Government of UK. Services of a consultancy team is required to provide technical as well as management support to the Department of Finance (DOF) of GoMP, which is an implementing agency for this programme and Directorate of Institutional Finance (DIF) is an executing agency.

2.0 Objective:

The Department of Finance, Government of Madhya Pradesh, monitors all receipts and expenditures of the State. The department also looks after the allocation and monitoring of budget; accessing availability of funds for various schemes and monitoring the status of government investment in equities, loans, debentures, etc. Ensuring proper financial management and monitoring of audit also falls under the jurisdiction of the Finance Department. Moreover, the Department of Finance is the administrative department controlling six Directorates viz.,

- Directorate of Institutional Finance
- Directorate of Local Funds and Audit
- Directorate of Small Savings and State Lotteries
- Directorate of Financial Management and Information System
- Directorate of Pension
- Directorate of Treasuries and Accounts

There are various computerisation initiatives under implementation or under planning under the aegis of the Finance Department. GoMP seeks to appoint a firm as IT Consultant to the department for providing programme management support in the management and supervision of the various IT initiatives.

3.0 Scope of Work:

The programme on strengthening PEM has several components as detailed in the project memorandum (copy available on departmental website (www.mp.nic.in/difmp/)). Strengthening of GoMP's capacity for preparing

Medium Term Fiscal Framework (MTFF) and preparation of Medium Term Expenditure Framework, which are in the nature of performance / programme budget, for selected departments, are one of the key outputs. The other outputs / activities include drafting of budget manuals, streamlining systems for monitoring fund flow through central sector schemes, drafting of procurement manual etc. Services of experts / consultants will be retained for providing technical advice to DOF for implementing these activities / outputs. One of the important aspects of efficient Public Expenditure Management is an integrated government financial management system (IGFMIS). Computerisation of processes of planning, budgeting, budget execution, reporting and monitoring are essential components of an efficient PEM.

Government of Madhya Pradesh has embarked upon and is planning to embark upon several IT initiatives to improve towards a system based operation from the current manual operations.

It is proposed to engage the services of a consulting firm (or a consortium of firms) as IT consultants to the Finance Department. The scope of work inter-alia will include:

- Supporting the Directorate of Pensions (DoP) in the establishment of a centralized pension management and monitoring system with the aim to have:
 - Centralized Record Keeping
 - Centralized Accounts maintenance for pension payments
 - Reconciliation of pension payments at a single point
 - Curbing overpayments by banks by way of effective controls and monitoring and not being dependent on the banks only
 - Offsetting the cost of creation and maintenance of the centralized system by way of negotiating lower bank charges owing to lesser burden on them for record keeping and reconciliation.

As a first activity under the assignment, the IT consultants will be required to undertake a Requirement Analysis for the centralised pension management and monitoring system that will include:

- Facilitate in refining the vision and mandate of the DoP
- Document all pension related activities/processes conducted by DoP, treasuries and 1-2 other sample departments
- Develop a road-map for re-engineering of these processes/activities considering IT initiatives in the state including linkages with employees & pensioners databases of the Computerized Treasury Management Information System, liability estimation system and the linkages with the proposed Centralized Recordkeeping Agency (CRA) of NPS

- Other than supporting the Pension's module, the broad scope of other work¹ under the assignment will include:
- Acting as the IT resource cell to the Finance Department providing both institutional memory as well as think tank inputs on IT initiatives
- Providing program management support for the IT initiatives
- Developing ToRs, managing procurement (including that for the centralised pension management and monitoring system) and thereafter providing programme management support for all IT implementation activities under the purview of the Finance Department (including that for the centralised pension management and monitoring system)
- Provide inputs for establishing an IT Resource Cell manned by state Accounts and IT service officials.

The consultants are expected to be core participants in the Program Level e-Mission Team (PeMT) under the Finance Department as per the requirements stipulated by GoI for access to financing under NeGP and support the preparation of required Detailed Project Reports for IT initiatives for which Finance Department may seek funding under NeGP.

4.0 Composition of the team and expertise required:

The consultant will deploy a team of 3-5 professionals based on the emerging requirement from time to time. Senior level resources will be mobilised by the IT consultant to guide the resident team. The IT consultant will be required to nominate a senior level resource as the Team Leader. The Team Leader will be required to spend at least seven days in a month in Bhopal.

The Team Leader will be an IT expert with over 10 years of work experience and at least 5 years on managing development and deployment of ERP based government financial management information system.

The other professionals will include IT professionals with 3 to 5 years of work experience out of which at least 3 years should be on managing development and deployment of an ERP based government financial management information system.

The IT consultant will also be required to have a panel of specialists on various aspects of Information Technology and Management Information System who would be at call on short notice based on Finance Department's requirement.

5.0 Time duration:

The IT consultants will be contracted for period of two (2) years initially with possible project extension for a further three (3) years based on performance assessment by GoMP at its sole discretion. The contract will be an input based contract with outputs being defined from time to time. The IT

¹ Detailed Terms of Reference will be developed in due course.

consultants (the firm and individuals in the team) will not be eligible to be a part of any computerisation implementation initiative designed by the IT consultants.

6.0 Submission of bid and criteria for selection:

The EOI must be submitted in the attached application form, preferably within 10 pages.

The firms submitting EOI must have been in operation over a minimum of five years and must have CMMI Level 5 certification.

The EOIs would be evaluated on the basis of the following criteria:

- A. Past Experience of The firm **(50%)**
 - Number of years of experience (10%)
 - Past Experience of work of similar nature (20%)
 - Past experience in carrying out work in related sectors (10%)
 - Experience of working with state governments in India (10%)

- B. Experience of Key Personnel **(35%)**
 - Qualifications (15%)
 - Relevant Experience (20%)

- C. Financial Strength of the Consultant **(15%)**
 - Turnover figure for Last three Years (10%)
 - Net Profit Figure for Last three years (5%)

All bidders obtaining more than 70% marks would be short-listed. The short list will normally comprise of at least three firms.

7.0 Evaluation of Application:

- 7.1 DIF would open the Applications on any working day after Application Due Date for the purpose of evaluation.

- 7.2 Applications for which an acceptable notice of withdrawal has been submitted by an applicant shall not be opened.

- 7.3 DIF would subsequently examine and evaluate Applications in accordance with the criteria set out.

- 7.4 DIF reserves the right to reject any Application, if:
 - a. at any time, a material misrepresentation is made or discovered;
or

- b. the Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

8.0 Reporting:

The consultant will report to and work under the direct supervision of Commissioner, Treasury & Accounts / Director, Institutional Finance, Government of Madhya Pradesh.

9.0 Last date and place for submission etc.:

9.1 Application Due Date:

Applications should be submitted before 1500 hours IST on March 15, 2008 i.e. Application Due Date

DIF may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum uniformly for all Applicants.

9.2 Late Applications:

Any Application received after the Application Due Date and time shall not be accepted by DIF. Any such Application received after the Application Due Date shall be summarily rejected and returned unopened.

9.3 Bid Processing Fee:

All interested parties are required to pay Rs. 5,000/- as Bid Processing Fee payable by demand draft favouring Director, Directorate of Institutional Finance, Madhya Pradesh, Bhopal payable at Bhopal.

EOI document can be obtained by post / courier upon a written request accompanied by the cost of the document. Directorate of Institutional Finance shall not be responsible for any delay, loss or non-receipt of the EOI document sent by post courier.

Parties may also use EOI form downloaded from the website. While using the downloaded document, parties should submit a demand draft of Rs. 5,000/- while submitting their application.

9.4 Submission of Application:

All applications shall be submitted in the manner and form as detailed in this EOI Document. Applications submitted either by facsimile transmission or e-mail shall not be acceptable.

The envelopes shall clearly bear the following identification:

**“APPLICATION FOR EXPRESSION OF INTEREST (EOI) FOR
APPOINTMENT OF IT CONSULTANT FOR FINANCE DEPARTMENT,
GOVERNMENT OF MADHYA PRADESH”**

"To be opened by Sub-Committee only"

If the envelope is not sealed and marked as instructed above, DIF assumes no responsibility for the misplacement or premature opening of the contents of the Application submitted and such Application may at the sole discretion of DIF, be rejected.

9.5 Address for submission of Application:

All applications should be submitted in a sealed envelop on the following address:

**Director,
Directorate of Institutional Finance, Madhya Pradesh,
C-Wing, First Floor,
Vindhyachal Bhawan,
BHOPAL (MP), India 462 004**

9.6 Qualification and Notification:

After the evaluation of Applications, DIF would announce a list of short listed Applicants who meet the Qualification Criteria.

The Qualified Applicants would then be requested to submit a detailed Proposal in the form and manner to be set out in the RFP Document.

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Application Form (To be submitted in 2 Copies)

Application Form to be considered for:

Project Title – MP Strengthening Performance Management in Government

Contract No -

Please enter the information requested in the spaces provided. Application from separate legal entities of worldwide organisations or multi nationals is acceptable, provided the organisations are eligible to operate in competition with each other. Questions 1, 2, 3 & 4 must be answered for all the consortium partners and the lead partner should be clearly highlighted. Please note that the only additional information should be attached to this application form that is requested in paragraphs 5 - 7. In case of a consortium of firms, the statement should highlight the specific capabilities of each of the consortium member.

1: Your Details

Your Name (Company or Individual)

Parent Company (If Applicable)

Your Address

Contact Name

Contact Telephone Number

E-Mail Address

2. Information Required for Statistical Purposes Only

Country of Registration (Companies)

Nationality (Application from Individuals)

Number of Employees (as appropriate)

3. Years in Business

Qualifying number of years in business: 5 years

How many years have you been in business?

4. Turnover:

Qualifying turnover: Income from fees should be at least Rs. 300 Lakh.

What was your company's total annual turnover in Indian Rs Lakh for the last three years?

One year ago?

Two years ago?

Three years ago?

What was your net profit in Indian Rs Lakh, for the last three years?

One year ago?

Two years ago?

Three years ago?

5. Criteria for Assessing your Expression of Interest:

Your Completed Application will be assessed against the criteria as described in the EOI document. You will need to address this in your Capability Statement. The relevant areas of experience that will be given weight during evaluation are given below. Please note that the financial standing of applicants will also be taken into account during the Expression of Interest assessing process.

5.1 Experience:

- (a) Number of years of experience (Minimum five years)*
- (b) Experience in procurement and programme management of computerisation initiatives in Government*
- (c) Experience in preparation of detailed project reports under NeGP*
- (d) Experience of supporting capacity building programmes in government.*

6. Capability Statement:

Please attach a Capability Statement, of no more than four A4 pages in font size 10, which in addition to 5 above, illustrates your skills and experience of providing the service under this Contract Notice.

7. CV(s) of Key Personnel

Please provide, as an annex to this form, abridged CV(s) of no more than two pages (for each individual) in respect of key personnel who would be expected to provide the services listed in the Contract Notice and their relevant experience.

8. Conflict of Interest:

8.1 DIF requires that Consultants provide professional, objective, and impartial advice and at all times hold the DIF's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

8.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities: A firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from 5 subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting Assignment/job: A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Consultant to be executed for the same or for another Employer. A Consultant hired to prepare Terms of Reference for an Assignment/job should not be hired for the Assignment/job in question.

Conflicting relationships: A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the DIF's staff who is directly or indirectly involved in any part of;

(i) the preparation of the Terms of Reference of the Assignment/job,

(ii) the selection process for such Assignment/job, or

(iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner

acceptable to the DIF throughout the selection process and the execution of the Contract.

8.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the consultant fails to disclose said situations and if the DIF comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its Contract during execution of assignment.

8.4 No agency or current employees of the DIF shall work as Consultants under their own ministries, departments or agencies.

9. Closing Date for Applications.

This application together with the requested supporting documents must be submitted, by the closing date specified in the Contract Notice to the address specified. (No further information or company literature is required).

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