



Medical Council of India
Pocket 14, Sector-8, Dwarka, New Delhi-110077

NOTICE INVITING Expression of Interest (EOI) - MCI/DMMP/EoI/2016/01

Medical Council of India invites Expression of Interest (EOI) from reputed firms/Companies for Selection of System Integrator for Implementation, operations and maintenance of MCI-Digital Mission Mode Project at Medical Council of India

Schedule and Important Dates

Sr. No.	Key Activities	Important Dates
1.	Issuance of Expression of Interest (EOI)	12-05-2016
2.	Last date for submission of written questions by bidders	16-05-2016
3.	Last date for Submission of EoI Response at MCI Office Dwarka	20-05-2016 till 1200 hours
4.	Opening of EoI Responses at MCI office Dwarka	20-05-2016 at 1300 hours

To download the EoI and for more details please visit www.mciindia.org

Secretary (I/c)
Medical Council of India

Medical Council of India



Expression of Interest (EoI)

MCI/DMMP/EoI/2016/01

Selection

of

**System Integrator for implementation of
MCI-DMMP project**

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Part I: General Terms

1. Goals of this Expression of Interest(EoI)

The objective of this EoI is to solicit proposals from the interested bidders for participation in a bid process for selection of system integrator(SI) for implementation of Medical Council of India – Digital Mission Mode project (MCI-DMMP).The SI will be responsible for procuring, implementing, operating and maintaining the MCI-DMMP solution for a period of 3 years from the date of go-live of the solution.TheEoI intends to bring out the details with respect to scope of services that are deemed necessary to share with the interested bidders.

2. EOI Issuing Authority

This Expression of Interest (EoI) is issued by the Medical Council of India (MCI), intended to short-list potential bidders.MCI’s decision with regard to the short-listing of bidders through this EoI shall be final and MCI reserves the right to reject any or all the bids without assigning any reason.

Sl. No.	Item	Description
1	Project Title	Selection of System Integrator for MCI DMMP Project
2	Project Initiator Details	
	Department	Medical Council of India
	Contact Person	Shri Anupam Dhua Computer Programmer Medical Council of India Phone: 011-25367038
	Contact Person (Alternate)	Shri. Parmod Budhwar Computer Programmer Medical Council of India Phone: 011-25361330
	Contact Details	Medical Council of India , Pocket 14, Sector 8, Dwarka New Delhi-110077 Email: mci@bol.net.in
Website		http://www.mciindia.org/
EoI queries to be sent to		mci@bol.net.in , upmith.singh@nisg.org

3. Tentative Calendar of Events

The following table enlists important milestones and timelines for completion of bidding activities:

S. No	Milestone	Date and time
1.	Release of Expression of Interest (EoI)	12-05-2016 onwards
2.	Last date for submission of written questions by bidders	16-05-2016
3.	Last date for Submission of EoI Response at MCI Office Dwarka	20-05-2016 till 1200 Hrs
4.	Opening of EoI Responses at MCI office Dwarka	20-05-2016 at 1300 Hrs
5.	Declaration of Short listed Firms	To be informed later

4. Availability of the EOI Documents

EoI can be downloaded from the MCI website. The bidders are expected to examine all instructions, forms, terms, project requirements and other details in the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

5. EoI Processing Fees

A non-refundable processing fee for Rs. 10,000 (Rupees Ten thousand only) in the form of a Demand draft in favour of Medical Council of India, payable at New Delhi has to be submitted along with the EoI Response. Bids received without or with inadequate EoI Processing fees shall be liable to get rejected.

6. Venue & Deadline for submission of proposals

Proposals, in its complete form in all respects as specified in the EoI, must be submitted to MCI at the address specified below:

**Medical Council of India ,
Pocket 14, Sector 8, Dwarka
New Delhi-1100077**

MCI may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the MCI's website, in which case all rights and obligations of MCI and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Part II: Scope of Services

1. Background

MCI has been leveraging ICT to facilitate its internal and business operations. MCI now plans to implement a comprehensive Medical Council of India- Digital Mission Mode Project (MCI-DMMP) solution to integrate all its business and internal operations, thereby achieving the following amongst others:

- Provide an online channel for application to avail the services of MCI
- Provide application progress status available online to the applicant
- Provide a repository of certificates etc for future reference on MCI's website
- Reduced cost to avail service by the applicant due to reduction in physical travel, availability of e-payment etc.
- Monitoring of attendance of faculty of medical colleges
- Unique ID for each doctor across India
- Unified database - "single version of the truth"
- Improved complaint and grievance redressal
- Workflow based processing
- Enhanced and user friendly document management
- Availability of MIS and dashboard for management

2. Scope of Work

The high level scope of work envisaged under MCI- DMMP is as follows:

1. System requirements study and solution design – this includes preparation of detailed project plan, SRS preparation etc
2. DC and DR on cloud hosting model/IaaS
3. Biometric attendance solution – procurement, installation, maintenance and operations of biometric devices, including GPRS based connectivity (approx. 3000 units) across the medical colleges in India. The SI would also need to bring in the central solution for biometric attendance, enroll the faculty for attendance marking purpose (post verification through AADHAR)

Note: (All the relevant parameters of the biometric attendance machine should be as per latest STQC Scheme for Certification of UIDAI Biometric Devices

- (Authentication) <http://stqc.gov.in/content/bio-metric-devices-testing-and-certification>. STQC certified sensor and extractor only shall be eligible)
4. Procure, install, maintain and operate biometric devices for desktops at MCI office (100 plus numbers)
 5. RFID, barcode and QR code - RFID tags and gates for tracking the movement of files in and out of MCI office premise and QR code facility for MCI issued certificates and other documents.
 6. Application development / customization, testing, deployment, operations and maintenance – for both internal and external operations of MCI. Internal operations include HR, Finance, Accounts, Inventory, Dak management etc. External operations include receipt of applications from colleges for opening of new college/ increase in seats/ starting of new courses etc. The relevant part of the application shall be available both in Hindi and English languages.
 7. Email solution - The System Integrator is expected to procure, implement, commission and host a standard email solution for MCI. The email solution shall cater for 500 number of users scalable upto 600 with an average mail box size of 10 GB per user.
 8. SMS solution- The System Integrator is expected to provision an SMS gateway for the relevant functionalities of the DMMP solution like alerts, OTPs etc
 9. Payment Gateway solution - The System Integrator is expected to provision an payment gateway as part of the DMMP solution
 10. Digital signature certificate solution - The System Integrator is expected to procure and implement a DSC solution as part of the DMMP solution
 11. Design, development, hosting and maintenance of MCI portals - The SI will design, develop, host and maintain MCI portals. There will be three type of portals, namely:
 - Internal portal for stakeholders connected over MCI LAN
 - External portal for stakeholders accessing DMMP through internet
 - Portlets for all SMC's for accessing DMMP through internet
 12. Data entry, digitization and migration –
 - Data entry of existing service books, personal files and other records of MCI staff. Total number of pages for data entry is expected to be around 14,000.
 - Data migration of data available in the existing systems of MCI. The size of data to be migrated is approximately 3GB

- Digitization of old records like application received from colleges, recommendation notes of MCI etc. Total number of pages to be digitized is approximately 40 lakhs

13. Training services

14. Onsite handholding support at State Medical Councils locations across India

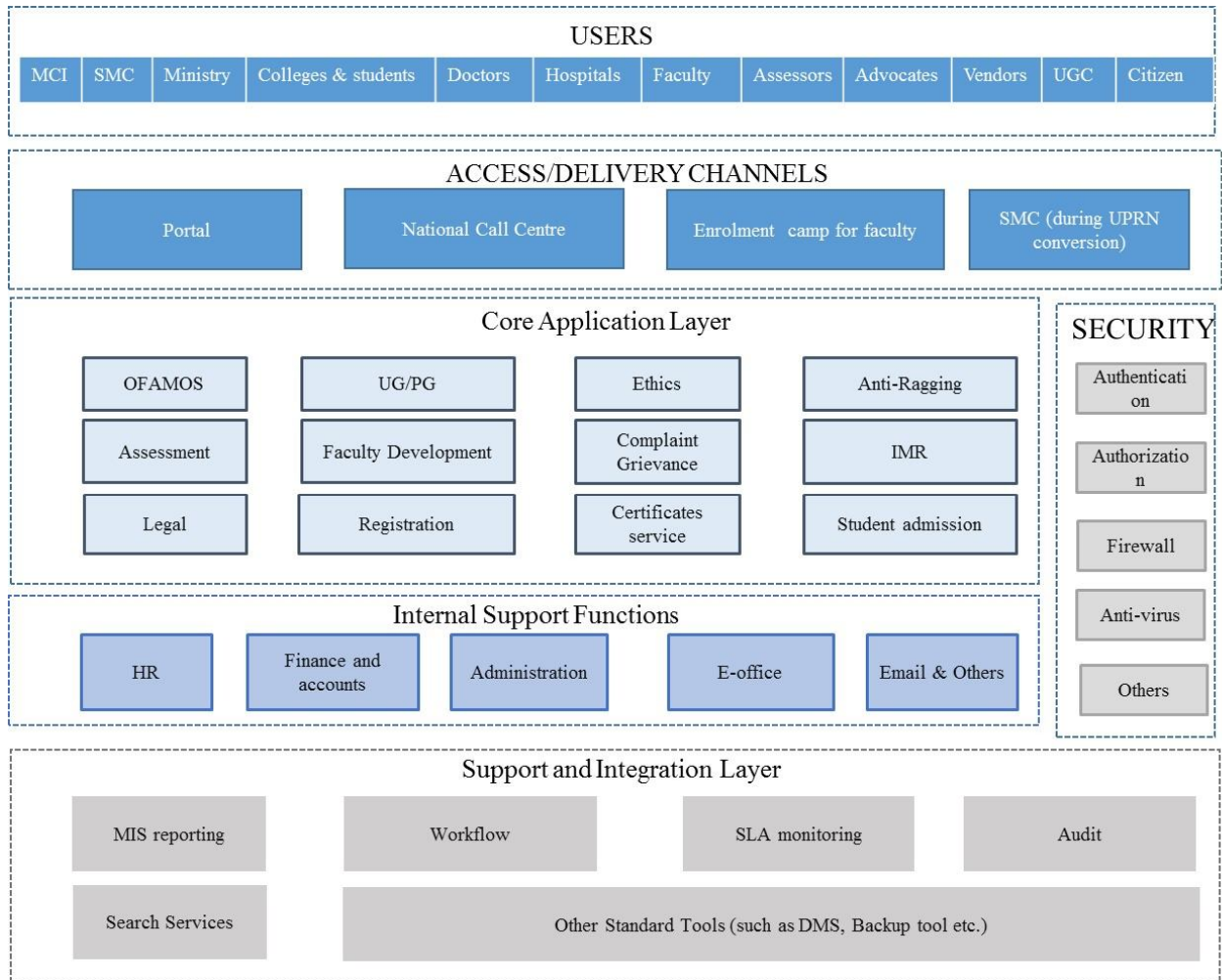
15. National call center – setup and operate a call center of approximate 5 seats including IVRS etc

16. Operation and maintenance of the above solution for a period of 3 years from go-live

Note: the above mentioned scope, quantity etc is indicative in nature and the detailed scope of work will be shared during the RFP stage

3. Functional Architecture

The indicative functional architecture of the DMMP system is provided below.



Note: the above depicted functional architecture is a high level representation only.

4. Sub-contracts

The following are the key governing aspects of sub-contracts:

Min scope of work of Bidder/ SI	Sub-contract
<ol style="list-style-type: none"> 1. Application development 2. Operation and maintenance of the DMMP solution 3. Management of cloud / IaaS services related to DMMP 	Other components of scope of work.

The bidder will be required to provide the list of the services planned to be sub contracted in the technical bid. It is clarified that the bidder shall be liable for all claims arising from the statutory liabilities or otherwise, concerning the sub-contractors. MCI shall not be liable for any claims arising from the liabilities statutory or otherwise, concerning the sub-contractors. The System Integrator

undertakes to indemnify the MCI or its nominated agencies from any claims on the grounds stated hereinabove.

Note: All obligations and requirements of the project such as timeliness of deliverables, SLA etc will be the responsibility of the Bidder/ SI

Part III: Bidding Terms and Pre- Qualification Criteria

1. Conditions under which this EoI is issued

- i) This EoI is not an offer and is issued with no commitment. MCI reserves the right to withdraw the EoI and change or vary any part thereof at any stage. MCI also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii) MCI reserves the right to withdraw this EoI.
- iii) Short-listed bidders would be issued formal tender enquiry/Request For Proposal inviting their technical and commercial bids at a later date.
- iv) Timing and sequence of events resulting from this EoI shall ultimately be determined by MCI.
- v) No oral conversations or agreements with any official, agent, or employee of MCI shall affect or modify any terms of this EoI and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of MCI shall be superseded by the definitive agreement that results from this EoI process. Oral communications by MCI to bidders shall not be considered binding on MCI, nor shall any written materials provided by any person other than MCI.
- vi) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against MCI or any of their respective officials, agents, or employees arising out of, or relating to this EoI or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- vii) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- viii) Each applicant shall submit only one Pre-qualification requirements proposal.

2. Rights to the Content of the Proposal

For all the bids received before the last date and time of bid submission, the proposals and accompanying documentation of the Pre-Qualification proposal will become the property of MCI and will not be returned after opening of the pre-qualification proposals. MCI is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. MCI shall not be bound by any

language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

3. Acknowledgement of Understanding of Terms

By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed itself to all existing conditions and limitations.

4. Evaluation of Pre Qualification proposal

The bidders' Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the EoI and adopting the pre-qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation in support of the pre-qualification criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for evaluation.

5. Language of Proposals

The proposal and all correspondence and documents shall be written in English.

6. Pre-Qualification Criteria

The invitation for bids is open to all entities registered in India who fulfil prequalification criteria as specified below:

- a. MCI reserves its right to subject the bidders to security clearances as it deems necessary
- b. The participation is restricted to companies registered in India.
- c. The Bidder for MCI-DMMP project should satisfy all of the criteria below on its own:

S.No.	Criteria	Documentary proof to be submitted
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S.No.	Criteria	Documentary proof to be submitted
1	The bidder should be a company registered in India under the Companies Act, 1956 with a registered office and operations in India. The company should be operational in India for at least last five financial years as of 31st March 2016 as evidenced by the Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies, India.	Form B.1 : The legal entity (for company registered under the Companies Act,1956)
2	The bidder must be operating as IT System Integrator and should have an office in North India and also a development center in India.	Form B.1 : The legal entity
3	The bidder must be a single legal entity for all purposes during the entire duration of the project.	Form B.1 : The legal entity
4	The bidder should not have been blacklisted by Medical Council of India, any State Medical Council, any State Government, Central Government or any other Public sector undertaking or a Corporation or any other Autonomous organisation of Central or State Government as on Bid submission date.	Form B.2: undertaking of not being black listed
5	The bidder should have an annual turnover of Rs. 40 Crores or more in the last three financial years (each year) ending 31st March 2015 as evidenced by the audited accounts of the company.	Form B.3 of the Bid Response Formats
6A	<p>The bidder must have IT project experience, in which application development / customization was part of scope of work, of ONE successful Go-Live/ completed project executed in India/ abroad during the last ten years (from the date of publishing of the RFP) in one project of project value of INR 32 crores and above.</p> <p>In case the bidder has the above mentioned experience as a consortium partner, the scope of work of the bidder should have atleast been application development/ customization.</p> <p>In case project value is in any other currency other than INR, the conversion rate available at RBI website (https://www.rbi.org.in/scripts/ReferenceRateArchive.aspx) as on the last date of bid submission shall be used for conversion to INR.</p>	Form B.4 of the Bid Response Formats

S.No.	Criteria	Documentary proof to be submitted
	OR	
6B	<p>The bidder must have IT project experience, in which application development / customization was part of scope of work, in TWO successful Go-Live/ completed project executed in India/ abroad during the last ten years (from the date of publishing of the RFP) in project of project value of INR 20 crores and above for each of the projects.</p> <p>In case the bidder has the above mentioned experience(s) as a consortium partner, the scope of work of the bidder should have at least been application development/ customization.</p> <p>In case project value is in any other currency other than INR, the conversion rate available at RBI website (https://www.rbi.org.in/scripts/ReferenceRateArchive.aspx) as on the last date of bid submission shall be used for conversion to INR.</p> <p style="text-align: center;">OR</p>	Form B.4 of the Bid Response Formats
6C	<p>The bidder must have IT project experience, in which application development / customization was part of scope of work, in THREE successful Go-Live/ completed project executed in India/ abroad during the last ten years (from the date of publishing of the RFP) in project of project value of INR 16 crores and above for each of the projects.</p> <p>In case the bidder has the above mentioned experience(s) as a consortium partner, the scope of work of the bidder should have at least been application development/ customization.</p> <p>In case project value is in any other currency other than INR, the conversion rate available at RBI website (https://www.rbi.org.in/scripts/ReferenceRateArchive.aspx) as on the last date of bid submission shall be used for conversion to INR.</p>	Form B.4 of the Bid Response Formats

7. Response Requirements

- i) The Response to the Pre-Qualification Requirements shall be prepared in accordance with the requirements specified in this EoI and in the format prescribed in this document for each of the above mentioned qualifying criteria as proof of having the minimum requirements.
- ii) Proposals must be direct, concise, and complete. All information not directly relevant to this EoI should be omitted.
- iii) The Pre-Qualification Proposal shall be sealed and super scribed “Response to EoI – MCI-DMMP Project” on the top right hand corner and addressed to MCI at the address specified in this document.
- iv) The pre-qualification proposal should be submitted with two printed copies of the entire proposal, one marked ORIGINAL and the second one as DUPLICATE and a soft copy on non-rewriteable compact discs (CDs) with all the contents of the pre-qualification proposal. The words “Response to EoI – MCI-DMMP Project” shall be written in indelible ink on the CD. The Hard Copy shall be signed by the authorized signatory on all the pages before being put along with the CD in the envelope and sealed.
- v) In case of discrepancies between the information in the printed version and the contents of the CDs, the printed version of the pre-qualification proposal will prevail and will be considered as the proposal for the purpose of evaluation.
- vi) The proposal should contain the copies of references and other documents as specified in the EoI.
- vii) A board resolution authorizing the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of EoI shall be included in this envelope.
- viii) MCI will not accept delivery of proposal in any manner other than that specified in this EoI. Proposal delivered in any other manner shall be treated as defective, invalid and rejected.
- ix) One company/bidder can submit only one bid

8. Pre-Qualification Requirements Proposal

The Pre-Qualification Proposal should be submitted in the sealed envelope with the following details.

Bidders are requested to submit their responses for the Pre-Qualification Requirements having the following:

- a. Covering Letter from the Bidder as per the format provided in Annexure – Form I
- b. A non-refundable processing fee for Rs. 10,000 (Rupees Ten Thousand only) in the form of a Demand draft in favor of Medical Council of India, payable at New Delhi has to be submitted along with the EoI Response.
- c. Board resolution authorizing the Bidder to sign/ execute the proposal as a binding document and also to execute all relevant agreements forming part of EoI. Authorized signatory should be an employee of the bidder and should have been authorized vide a board resolution, authorizing him/her to sign/execute the proposal as a binding document. Please provide complete chain of documents showing initial delegation by the board and any further sub delegation. In place of Board resolution, a certificate in original, duly signed and stamped by the Company Secretary shall also be acceptable. The format of the certificate is given in the Form-I.
- d. All documents, forms etc as required under pre-qualification criteria

Part IV: Annexure – Response Formats

Form I: Proposal covering letter

(To be submitted on the Letterhead of the bidder)

[Cover Letter]

[Date]

To,
The Secretary,
Medical Council of India,
Pocket 14, Sector 8,
Dwarka, Phase -1,
New Delhi -110077

Dear Sir,

Ref: EoI for selection of SI for Implementation of Medical Council of India-MCI-DMMP Solution

Having examined the Expression of Interest (EoI), the receipt of which is hereby duly acknowledged, we, the undersigned, intend to submit a Pre-qualification requirements proposal in response to the Expression of Interest (EoI) for Selection of Service Provider for MCI-DMMP Project.

We attach hereto the response as required by the EoI, which constitutes our proposal.

Primary and Secondary contacts for our company are:

	Primary Contact	Secondary Contact
Name:		
Title:		
Company Name:		
Address:		
Phone:		
Mobile:		

	Primary Contact	Secondary Contact
E-mail:		

We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to Medical Council of India (MCI) is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

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, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for providing Service Provider Services on MCI-DMMP Project.

We agree for unconditional acceptance of all the terms and conditions set out in the EoI document.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of **2016**

(Signature) (In the capacity of)
(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of bidder

Witness Signature:

Witness Name:

Witness Address:

Form B.1: Details of bidder

(To be submitted on the Letterhead of the bidder)

Details of the bidder Organization	
Name	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Date of Commencement of Business	
ROC Reference No	
Address of the Registered Office in India	
Address of development center	
Location of office in North India	
Other Relevant Information	
Mandatory Supporting Documents:	
<ul style="list-style-type: none"> a. Certificate of Incorporation from Registrar Of Companies(ROC) along with entire chain of Certificate of Incorporation documents (if applicable) b. Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company c. Certification on commencement of business if applicable 	

Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Form B.2: Undertaking of not being black listed

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To

The Secretary,
Medical Council of India,
Pocket 14, Sector 8,
Dwarka, Phase -1,
New Delhi -110077

Dear Sir,

We confirm that our company is not blacklisted in any manner whatsoever by Medical Council of India, any State Medical Council, any State Government, Central Government or any other Public sector undertaking or a Corporation or any other Autonomous organisation of Central or State Government as on Bid submission date.

It is hereby confirmed that we are entitled to act on behalf of our company/corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Form B.3: Financial Information of bidder

(To be submitted on the Letterhead of the bidder)

Financial Information	FY 12-13	FY 13-14	FY 14-15	Supporting document
Annual Turnover (in INR crores)				Relevant extract from P & L

Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Form B.4: IT project Experience

(To be submitted on the Letterhead of the bidder)

(Place)

(Date)

To

The Secretary,
Medical Council of India,
Pocket 14, Sector 8,
Dwarka, Phase -1,
New Delhi -110077

Please use separate forms for multiple citations (if applicable)	
Client Information	
Name of client	
Name of the person who can be referred to from Clients' side, with name, email and contact number	
Project Details	
Brief description of the Project	
Month & year of go-live/completion	
Project value	
Scope of work	

Supporting Documents

Bidder need to submit any one or more of the following documents. These supporting document(s) should clearly specify the scope of project, value of the project and project status with month & year of go-live/completion.

- 1) a client letter

- 2) work order/contract copy
 - 3) completion/go-live certificate
 - 4) a client email
 - 5) In case the showcased project was done as part of a consortium, relevant documents to prove that the scope of work of the bidder was atleast application development/customization
- The above document(s) should be duly certified by authorized signatory.

Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

*****END OF DOCUMENT*****