

Expression of Interest (EoI) & Request for Proposal
for Consultancy Services

**Selection of IT Specialist to support implementation of IMIS for HPPWD/HPRIDC
under HP State Road Transformation Project (HPSRTP)**

**HIMACHAL PRADESH STATE ROADS TRANSFORMATION
PROJECT (HPSRTP)**

**REQUEST FOR EXPRESSIONS OF INTEREST &
PROPOSAL (CONSULTING SERVICES)**

**INDIA
HIMACHAL PRADESH STATE ROADS TRANSFORMATION PROJECT
(HPSRTP)**

Assignment Title: Selection of IT Specialist to support implementation of IMIS for HPPWD/HPRIDC under IT Himachal Pradesh State Road Transformation Project (HPSRTP)

Reference No.: IN-HPRIDC-218302-CS-INDV

1. Introduction

The Public Works Roads Department (HPPWD) & State Roads Project (HPRIDC), Government of Himachal Pradesh is responsible for construction and maintenance of the state roads infrastructure. The HPPWD now intends to transform its business processes through the use of information technology and to make it accessible through internet and roll it out to the all the field offices across the State. The implementation of ICT infrastructure for HPPWD/HPRIDC was initiated under the World Bank funded HPSRP-I but could not be completed due to administrative/technical reasons. In view of the urgency and importance of use of IT technology in infrastructure projects, the World Bank has approved implementation of Information Management Integrated System (IMIS) for HPPWD/HPRIDC under the HP State Road Transformation (Project) which has become effective in October, 2020 (Project ID No : 9066-IN). A part of World Bank loan shall be utilized to implement the intended IMIS for HPPWD/HPRIDC.

2. Objective of HPPWD computerization project

The existing infrastructure of the Himachal Pradesh Public Works Department has to be modernized and geared up to meet the demand for growth of the sector and the economy of the State. Lack of an integrated information management system in the department leads to improper and inefficient monitoring of major projects and huge manpower and time are lost in procuring variety of information from the field and then consolidating the same for periodic reviews at Govt. level.

Implementation of Information Management Integrated System (IMIS) for HPPWD/HPRIDC is one of the major activities envisaged to be implemented under the World Bank funded HPSRTP, to improve overall business processes for efficient and transparent working of the department. The project development objectives and the consulting services (the Services) in brief are as follows:-

- 1.1 To improve the project management functions of the Department, including project reporting and voluntary dissemination of information using modern ICT tools so that the public works can be delivered more efficiently.
- 1.2 To establish computerized Road Maintenance Management System (RMMS) to streamline the road maintenance activities of the Department.
- 1.3 To integrate core activities of the Department, by way of automated business processes and work flow system and to facilitate informed decision making, using electronic information database, captured while working through the system.

3. Necessity of IT specialist

HPPWD computerization project requires to create dedicated full time efforts to steer the proposed online Application i.e. IMIS for HPPWD/HPRIDC. Hence the procurement of IT specialist is envisaged under HPSRTP with the guidance of World Bank. The scope of individual IT Specialist would include reviewing/updating existing As-is & To-Be reports, prepared by the PMC, recommending solution based on updated To-Be report, review of procurement documents for project System Integrator(SI), monitoring the work of System Integrator, networking and software; development of training strategy and implementation; planning on data migration; technical assistance for organizational change management process and co-coordinating with stake-holders to successfully operationalize and institutionalize the system etc. The Detailed Terms of Reference (ToR) inclusive of scope of work for the assignment has been attached herewith for submitting a proposal for selection of individual consultant under Limited Competitive Selection mode of World Bank Procurement regulations.

The Himachal Pradesh Road and Other Infrastructure Development Corporation Limited (HPRIDC) now invite eligible consultants (öConsultantsö), to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are given in the Expression of Interest (EoI). The EoI includes the following documents:-

- (i) Section -I Instructions for submission of Expression of Interest and Guidelines for preparation of EoI (Annexure-I).
- (ii) Section-II Eligibility and short listing Criteria including Annexure-II to V.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's öProcurement Regulations for IPF Borrowersö July 2016 and its latest revision (öProcurement Regulationsö), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the World Bank's öProcurement Regulations for IPF Borrowersö July 2016 and its latest revision (öProcurement Regulationsö).

Further information can be obtained at the address below during office hours *i.e. 1000 to 1700 hours Indian Standard Time (IST) on working day.*

Expressions of interest must be delivered in a written form to the address below (in person, or by post) by **March 31, 2021** at 1500 hours (IST).

Dated:- **March 17, 2021**

Chief Engineer-cum-Project Director
State Roads Project, HPRIDC,
Nirman Bhawan, Nigam Vihar,
Shimla-171002 (H.P)
Tel:+91-177-2627602, Fax: +91-177-2620663
E-mail: pdsrp-hp@nic.in

Section-I

Instructions for submission of Expression of Interest:

1.	Consultant shall go through the guidelines given below and section II before preparing EoI proposal.
2.	Consultant who meets short listing criteria given in section II shall prepare EoI as per the guidelines. If the Consultant feels to submit certain information not covered in the guidelines would be in his interest, he may submit such information.
3.	Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent and Financial Proposal (<i>in a separate envelope</i>) not later than 15:00 hours (IST) on March 31, 2021 . Documents in support of all qualification information shall be submitted with application. Proposal of EoI with qualification information shall be furnished on/before the due date of submission at the address shown under Para 11 here below.
4.	The Section-II: Eligibility and short listing Criteria shall be basis of drawing up a shortlist of eligible consultants who will be invited to submit proposal for services required.
5.	The Consultant shall submit only one Proposal. If a consultant submits more than one proposal, all such proposals shall be disqualified and rejected.
6.	The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
7.	HPRIDC reserves the right to reject any Application, without assigning any reason thereof.
8.	The Applicant shall provide all the information sought under this REoI Document. HPRIDC would evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and / or conditional Applications shall be liable to rejection.
9.	No claims whatsoever will be entertained if submission is not received by due date and time.
10.	Any submission must be addressed to the following: <i>Office of the Chief Engineer-cum-Project Director, State Roads Project, HPRIDC, Nirman Bhawan, Nigam Vihar, Shimla (H.P.), India PIN-171002</i>
11.	The Proposal of EoI must be submitted no later than: Date: March 31, 2021: Time: 15:00 hours (IST) Opening of the EoI Proposal, The opening shall take place at: Office of the Chief Engineer-cum-Project Director, <i>State Roads Project, HPRIDC, Nirman Bhawan, Nigam Vihar, Shimla (H.P.), India PIN-171002</i> Date: March 31, 2021, Time: 15:30 hours (IST)
12.	The Consultant shall submit a signed and complete EoI comprising the documents and forms in accordance with EoI documents.
13.	An authorized representative of the Consultant shall sign the original submission letters in the required format for EoI submission and shall initial all pages. The authorization shall be in the form of a written power of attorney attached to the EoI Proposal.

14.	The signed EoI shall be marked “ORIGINAL”, and its two copies marked “COPY-1 & COPY-2”
	as appropriate. Copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
15.	The original and the copies of the EoI submission shall be placed inside of a sealed envelope clearly marked “EoI PROPOSAL” to provide Selection of IT Specialist to support implementation of IMIS for HPPWD/HPRIDC under HP State Road Transformation Project (HPSRTP) reference number, name and address of the Consultant, and with a warning “DO NOT OPEN UNTIL March 31, 2021 at 15:30 HOURS (IST) .”
16.	The sealed envelopes containing the EoI submission original and copies shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE DATE March 31, 2021, Time 15:30 HOURS (IST) ”
17.	If the envelopes and packages with the EoI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EoI.

Guidelines for Preparation of Expression of Interest	
	Following information shall be submitted using given formats and where no formats are specified, free format can be used.
1.	Interested experienced and qualified individual professionals (Individual Consultants) must provide information strictly as per format given at Annexure II to V
2.	Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address.
3.	The Consultant shall provide all the information sought under this Request for Expression of Interest & Proposal. The Client/HPRIDC will evaluate only those Proposals that are received in the required formats and complete in all respects:- <ul style="list-style-type: none"> ▪ Technical Proposal: Annexure II, and III ▪ Financial Proposal: Annexure IV
4.	Consultant's experience is required to be submitted as given in the Evaluation Criteria and Selection Process given in Section-II.
5.	As many references from employers as the consultant may choose shall be submitted.
6.	An undertaking for supply of true information shall be given as per (Annexure V).

Section-II

Short Listing Criteria and Selection Process

Evaluation Criteria and Selection Process

The Client/HPRIDC shall adopt a two stage selection process (collectively the "Selection Process") in evaluating the Proposals comprising Technical and Financial proposals to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified below.

All the proposals will be scrutinized and candidates shortlisted. The Consultant's Technical Proposal shall be evaluated based on appropriate marking system:-

Criteria	Maximum Marks
1. Educational Qualification <ul style="list-style-type: none">As mentioned in the TOR	[10]
2. Work Experience	[80]
<ul style="list-style-type: none">Total professional experience	20
<ul style="list-style-type: none">Candidate holding Project Management Certifications like PMP/PMI etc	10
<ul style="list-style-type: none">Experience in IT led business process re-engineering projects	10
<ul style="list-style-type: none">Knowledge and experience of IT infrastructure and related data security issues	10
<ul style="list-style-type: none">Working experience with Donor Agencies like World Bank/ ADB etc.	15
<ul style="list-style-type: none">Experience of implementing at least 2 projects of similar nature preferably in road sector	15
3. Capacity Building and Managerial skills	[10]
Total Marks	100

Quality and competence of the consulting service shall be considered as the paramount requirement.

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's CV, Educational Qualification, Work Experience and capacity building, managerial skills submitted with the Technical proposal. Only those Consultants whose Technical Proposals get a score of 70 marks or more out of 100 (St) will only be considered for financial evaluation.

The financial proposal of others will not be considered and returned unopened after completing the technical selection process. The client shall notify the consultant's result of the technical Evaluation and invite those who have secured the minimum qualifying mark for opening of the Financial proposals indicating the date and time.

In the second stage, the financial evaluation will be carried out. Consultant shall submit the Financial Proposal in the format at Annexure V clearly indicating the total cost of the Consultancy i.e. Monthly Consultation Fee only.

- a) "Monthly Consultation Fee" shall include all the costs associated with the assignment. These shall normally cover remuneration for the Personnel man month. It shall be inclusive of remuneration,

communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Shimla, conveyance to attend the PMU, etc.

The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected. The Client will determine whether the Financial Proposals are complete, unqualified and unconditional. For the combined evaluation for the present selection process i.e. Least-Cost Selection (LCS), the Client will select the Consultant with the Most Advantageous Proposal, which is the Proposal with the lowest evaluated total price among those Proposals that achieved the minimum qualifying technical score, and invite such a Consultant to negotiate the Contract.

A High Value Committee will evaluate the Expression of Interest Proposal received from the applicants.

ANNEXURE II
Technical Proposal Submission Form

To:

Chief Engineer-cum-Project Director,
State Roads Project, Himachal Pradesh Road and Other Infrastructure Development
Corporation Limited, Nirman Bhawan, Nigam Vihar,
Shimla-171002, Himachal Pradesh

Dear Sir:

I, the undersigned, offer to provide services for IT Specialist to support implementation of IMIS for HPPWD/HPRIDC under HP State Roads Transformation Project (HPSRTP) in accordance with your Request for Expression of Interest Proposals & RFP (RFP) dated 11.08.2017 and my Proposal. I am hereby submitting Expression of Interest Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

I hereby declare that:-

1. My proposal is unconditional and unqualified.
2. The Authority will be relying on the information provided in the REOI & proposal document for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this proposal are true copies of their respective originals.
3. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the proposal.
4. I acknowledge the right of the Authority to reject the proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the Authority.
6. I also certify that the proposal is valid for a period of 90 days from the date of opening of the Financial Proposal
7. I further certify that no investigation by a regulatory authority is pending against me.
8. I have no conflict of Interest.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

ANNEXURE III
Experience Details of the Specialist/Expert

Name of Expert					
Post Applied For					
Sex (Male / Female)					
Date of Birth					
PAN Number					
Address for Communication					
Key Qualification					
a) Education Qualification with relevant degree certificate					
b) Year of passing					
c) Marks obtained against each education qualification (% age / CGPA)					
Total Experience					
Statement of some of the major assignments undertaken					
Sr. No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Total professional Experience				
1					
2					
3					
4					
5					
B	Experience in IT led business process re-engineering projects and IT led infrastructures related data security issues etc.				
1					
2					
3					
4					
5					
C	Working Experience with Donor Agencies like World Bank/ADB etc.)				
1					
2					
3					
4					
5					
D	Experience of implementing projects of similar nature preferably in road sector				
1					
2					
3					
4					
5					
E	Capacity Building and Managerial skills				
1					
2					
3					

ANNEXURE IV: FINANCIAL PROPOSAL

To:

Chief Engineer-cum-Project Director,
State Roads Project, Himachal Pradesh Road and Other Infrastructure
Development, Corporation Limited, Nirman Bhawan, Nigam Vihar,
Shimla-171002, Himachal Pradesh

Dear Sir:

I the undersigned, offer to provide the consulting services IT Specialist to support implementation of IMIS for HPPWD/HPRIDC under HP State Road Transformation Project (HPSRTP)

1. in accordance to your Request for Expression of Interest dated 1 . and my Technical Proposal.
2. My Financial Proposal is given below.

Monthly Consultation Fee* payable	(in figures)
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*The Fees payable are inclusive of all taxes. The deductions will apply to the fees of consultants in accordance with the prevailing taxation Policy of Govt. of India.

*The Monthly Consultation Fee quoted shall be taken into account for financial evaluation.

3. My financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any.
4. No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal.
5. I undertake that, in competing for (and, if the award is made to me, in executing) the above contract, I will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988" and its subsequent amendments.
6. I understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

Annexure-V

Undertaking

I certify that the information in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualify this application straightway.