

Expression of Interest (EOI)

For Selection of Private Entities

For Allocation of Space in IT Park



Manipur
Jewel of India



Department of Information Technology - Manipur

The Department of Information Technology invites Private Entities to take up space in the IT Park to establish office, conduct business and generate employment. This is a step to foster accelerated and sustainable growth.

Disclaimer

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This EOI may include certain statements, estimates, projections, targets and forecasts with respect to the said Scope of the Project. Such statements, estimates, projections, targets and forecasts reflect various assumptions made by the management, officers and employees of DIT, MANIPUR, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this EOI is, or should be relied on as, a promise, representation or warranty.

DIT, MANIPUR shall be the sole and final authority with respect to qualifying a panel of potential partners or selecting a partner through this EOI. The decision of DIT, MANIPUR in qualifying/ selecting a respondent /s who may bid, DIT, MANIPUR reserves the right to reject any or all the bids without assigning any reason thereof. DIT, MANIPUR further reserves the right to negotiate with the qualifying agency to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.

Important Information to the bidders

Sl. No	Particulars	Details
1.	Document Reference Number	20/5/2012 - DIT
2.	Date of Tender Publication	26 th March, 2015
3.	Pre-bid meeting	7 th April, 2015 at 11:00 AM (IST)
4.	Last date of queries on the Expression of Interest (EOI)	13 th April, 2015 till 5:00 PM (IST)
5.	Last date of Submission of Expression of Interest (EOI)	24 th April, 2015 till 3:00 PM (IST)
6.	Date of opening of Expression of Interest (EOI)	27 th April, 2015 at 3:00 PM (IST)
7.	Date of Presentation by Bidders	28 th April, 2015 at 3:00 PM (IST)
8.	Portal for EOI Information	https://manipurtenders.gov.in
9.	Office Address of DIT, MANIPUR	4 th Floor, Western Block, New Secretariat Building, Imphal - 795001
10.	Nodal Contact Person	Additional Director - Department of Information Technology
11.	Validity of the Proposal given by the bidders	90 days
12.	Legal Jurisdiction	High Court of Manipur, Imphal
13.	Right to Accept or Reject the Proposal will be with	DIT, MANIPUR

Note: This document is non-transferable. All Bidders are requested to go through the website www.manipur.gov.in and <https://manipurtenders.gov.in> for any information, corrigendum etc.

Section 1: Invitation for Proposal

Background: In the last few decades, IT/ITeS industry has emerged globally as a key propellant of growth and is a large industry employing millions of people across the continents. Today, in a short span of time, Information Technology has become an integral part of strategic and operational functions in almost all industries and governance.

Government of Manipur (GoM), through Department of Information Technology, has embarked on a major initiative for encouraging entrepreneurs in their endeavour of sustainable growth by offering them space within the premises of Information Technology Park at Mantripukhri, Imphal. The following are the highlights of the premises:

- 24X7 internet connectivity available from different service providers.
- 24X7 Power availability.
- 24X7 water availability.
- Two-wheeler & covered car parking.
- IT Infrastructure.
- Server room/ Data Centre.
- UPS for backup.
- Redundancy.

The floor wise area details of the IT Park are detailed below:

Floor No.	Floor Area (Sq. ft.)
Ground	6351
First	5661
Second	5510
Third	3221
Total Area	20, 743
Total Area on offer = 75% of Total Available Area	

The allowable area to be leased out to any individual firm is limited to a minimum limit of 300 Sq. ft. and to a maximum limit of 3000 Sq. ft. The upper limit may be raised as a special case to be considered on a case to case basis.

The Private Entity is expected to adhere to the following Indicative Requirement for space occupancy

- Prepare of a Detailed Project Report on the Line/s of Business
 - Create an action plan for the Implementation of the Project Plan.
 - Ensure Employment of Qualified Local Resources.
 - Generate 'Business Lines' for the IT Park to be sustainable.
- Plan, Initiate, Operate and Sustain the Project on a Long-Term Basis.

Government of Manipur with the intention of facilitating growth in IT/ITES activities invites Entities engaged in or contemplating to be engaged in such activities at the IT Park.

Section 2: Instructions to Bidders (ITB)

2.1 Clarification and Amendments of EOI

- a) During process of evaluation of the Proposals, The Department of Information Technology, Manipur may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the specified time-frame.
- b) The Department may for any reason, modify the EOI from time to time. The amendment(s) to the EOI would be clearly spelt out and the bidders may be asked to amend their proposal due to such amendments.
- c) The Department will also have the discretion either to empanel or not to empanel any entity based on the quality of Proposals received.

2.2 Submission of Proposal

- d) Bidders shall submit their Proposals on-line through the portal www.manipurenders.gov.in
- e) Every page of the documents submitted by the bidder must be duly signed by the authorized signatory of the firm/ Company along with the Company seal.
 - a. There is only one techno-commercial part in this EOI:
 - b. Techno-Commercial Proposal outlining the Business Plan, Project Methodologies and Sustainability Plans, expected growth in Turnovers, Local Employment Generation, and Social Benefit to Cost Projections.

2.3 Process for Empanelment of the Private Partner

Selection Criterion for Empanelment: Evaluation of Techno-Commercial Proposals for Private Partners will be on the following criterion:

Technical (Total of 50 marks)

- a. Past Relevant Experience (5 marks)
- b. Business Plan (10 marks)
- c. Manpower Resource (5 marks)
- d. Projected Growth in terms of turnover and employment (10 marks).
- e. Presentation before the 'Selection Committee' on the Business Plan (20 marks)

Note:

- a. A minimum of 25 marks will be required for empanelment.
- b. Consortiums are allowed to participate clearly identifying the Lead Consortium Partner.

2.4 Empanelment:-

DIT, MANIPUR will notify the successful bidders (lead member in case of Consortium) in writing for finalizing the conditions for empanelment. The successful bidders will be asked to sign the **Agreement** within 20 days of the notification. After signing of the Agreement, no variation in or modification of the terms shall be made except by written amendment signed by the parties.

2.5 Confidentiality:-

- a) Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any Bidder of confidential information related to the process may result in rejection of its Proposal. During the execution of the Programme except with the prior written consent of the Department, the Private Partner shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.
- b) Confidential information shall mean and include any and all confidential or proprietary information furnished, in whatever form or medium, or disclosed verbally or otherwise by the Bidder/ Consultant and/ or the Department to each other including, but not limited to, the services, plans, financial data and personnel statistics, whether or not marked as confidential or proprietary by the parties.

Section 3: Bid Proposal Formats

The Department of IT Manipur invites proposals from interested bidders for taking-up space in the IT Park at Mantripukhri under the EOI.

Sl No.	Form	Description
1.	Form-1	Covering Letter
Techno-Commercial Forms		
2.	Form-2a	Past Relevant Experience
3.	Form-2b	Analysis of Business Plan
4.	Form-2c	Profiles of Personnel Constituting Project Team
5.	Form-2d	Format for Techno-Commercial Proposal

3.1 Form-1: Covering Letter to be attached along with the Technical Proposal

Reference: EOI No. _____ dated _____

[Bidders are required to submit the covering letter as given here on their letterhead]

To,

The Special Secretary (IT)
Government of Manipur

Sub: Proposal for Empanelment as Tenant in the IT Park under the EOI.

Dear Sir,

1. We, the undersigned, having carefully examined the referred EOI, offer to Propose for empanelment as a Business entity at the IT Park, in full conformity with the said EOI.
2. We have read the all the provisions of EOI and confirm that these are acceptable to us.
3. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We agree to abide by this Proposal, consisting of this letter, our Techno-Commercial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the EOI and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of empanelment, shall constitute a binding contract between us.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.
7. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

Signature..... In the capacity of.....

Duly authorised to sign Proposal for on behalf of..... Date.....

[*Strike off whichever is not applicable]

3.2 Form-2a: Past Relevant Experience

[Bidders are required to provide details of relevant experiences in the format given below, highlighting experience of undertaken IT & ITES projects. Use separate sheet for each citation]

Sl. No.	Particular	Details	
1.	Citation Serial Number		
2.	Name of Project		
3.	Name of Client		
4.	Address of Client		
5.	Contact Person Name & Mobile/Telephone		
6.	Total assignment value (Rs)		
7.	Value of Work: (Project Consultancy, IT/ITES Activities)		
8.	Start & End Date	From:	To:
9.	Project Time lines/Duration(in months)		
10.	Whether completed or ongoing		
11.	If on-going: ☐ Which of the assignments have been accomplished ☐ Which are in pipeline & on- going		
12.	No. Of personnel man-months provided by the Consultant		
13.	Project Team Size		
14.	Name of key team personnel involved and functions performed by them		
15.	Brief narrative description of the Project		

Signature.....

In the capacity of.....

Duly authorised to sign Proposal for and on behalf of.....

Date.....

3.3 Form-2b: Analysis of Business Plan

The Bidder is required to briefly respond to the following issues:

Facets of Business Case	Issues	Brief Response by Bidder
Market	Aggregate demand of the Proposed Line of Business	
	Targeted Market Share	
Technical	Whether appropriate inputs/resources are available	
	Whether Proof of Concept is developed	
	Vulnerability of Technology Obsolescence	
Financial	Break-Even Point and Break-Even Period	
	Projected Profitability	
Economic	Direct Economic benefits and costs	
	Impact of the Project on the level of savings and investment of the State	
	Contribution of the Project towards fulfilment of certain merit wants like self-sufficiency, employment and social order.	

3.4 Form-2c: Profiles of Personnel Constituting Project Team

[Bidders are required to provide the profiles of resources who will be involved in the assignments in the format given below (their resumes need to be attached separately). Use separate sheet for each team member. Each citation shall be signed by the respective staff themselves or by authorized signatory]

Summary of Past Professional Experience(s)/Skill Set (in the areas of IT/ITES Activities) that best illustrates capabilities to handle task(s) under the current assignment(s) [This should be restricted to a maximum of 5 citations of maximum 10 lines per citation with focus on following points

1.	Name of Project(s):			
	Period From:	To:	Position held:	
	Client Name:			
	Client Address:			
	Main project features:			
	Activities performed:			
2. Specific Position under the current Project				
3. Whether part-time or full-time involvement under current Assignment				
4. Role and Job Description(s) to be performed under the current Project				

I, the undersigned, certify that above profile correctly describes qualifications and experiences about myself/ my staff to the best of my knowledge. I understand that any wilful mis statement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized signatory and on behalf of.....]

Date.....

3.4 Form-2d: Format for Techno-Commercial Proposal

Sl. No.	Company Parameters	Documents to be Furnished
1.	Name of Company (Lead Partner in case of Consortium)	Company Profile
2.	Registration	Certificate of Incorporation
3.	Annual Turnover for the last 3 years	Audited Financial Reports
4.	The responding firm shall not be under a declaration of ineligibility for corrupt or fraudulent practices.	A self-certified letter by the designated

[Bidders are required to provide a month wise plan for hiring resources for each year starting from Year 1 to Year 5]

Line of Business	Parameters		Projected hiring of resources (incremental)											
	Total Area in Sq. Ft	Total No. of Resources	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12

Commercial Proposal Format

[To be submitted by the bidder as per the format given below]

Parameters	Timeline in Years																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Policy Period					Beyond Policy Period														
Total Projected Turnover in Cr Rs																				
Projected Direct Employment																				
Projected Indirect Employment																				
Agreeable Rent per sq. ft.	Minimum Floor of Rs.10 per sq. ft.																			
Agreeable Tariff for Electricity																				
Requirement of Power in MW																				
Agreeable Tariff for Connectivity																				
Requirement of Data Connectivity																				

Note:

The Bidder may also indicate the following requirements:

- Water in Kilo Litters per day for the first five years.
- Other facility and utility and willingness to pay for them.
- Social Infrastructure like residential, schools. Health centres and community halls.
- Other requirements if any.

Dated this [day / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of [Name of Consultant]

Name of Firm:

Address: