

**Director General Secondary Education
Haryana**

Shiksha Sadan, Sector 5, Panchkula

Expression of Interest

EoI is invited from the eligible Firms, Companies, and Agencies for engaging to Design and Develop the Portal for online Management System for School Nurture Programme in accordance with the conditions and manner prescribed in this Expression of Interest document. Interested agencies may download the EoI document from the website <http://schooleducationharyana.gov.in/documents/pdf/circulars/eoisn.pdf>. Prequalification proposals should reach the Directorate of School Education, Haryana, Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India) by 15:00 hrs on 15-Nov-2012.

Director General
School Education Haryana

Expression of Interest

“Design and Development of Portal for Online Management System
for School Nurture Programme”



Directorate of Secondary Education, Haryana

Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India)

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1. Introduction

1.1 Introduction & issuer

Department of Secondary Education, Haryana invites the eligible bidders to submit their Expression of Interest (EOI) for Designing and Development of Portal for online Management System for School Nurture Programme in accordance with the conditions and manner prescribed in this Expression of Interest document.

1.2 Purpose

The purpose of this Expression of Interest is to finalise implementing agency with proven capabilities for design and development of the Portal for online Management System for School Nurture Programme.

1.3 EOI document

The EOI document is available and can be downloaded from the department website: <http://www.schooleducationharyana.gov.in>.

1.4 Critical Information

Bidder agencies are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after carefully study and examination of this document with full understanding of its terms, conditions and implications.

Table 1- Critical Information regarding Bidders

Sr. No.	Information	Details
1.	EOI No. and Date	1/9-2012-IT Cell, dated 30-10-2012
2.	Last date and time for submission of pre-qualification proposals	15-Nov-2012 up to 3:00 P.M.
3.	Opening of pre-qualification proposals	15-Nov-2012 at 4:00 P.M.
4.	Presentation of PoC (If required)	16-Nov-2012 at 3:00 P.M.
5.	Date of Commercial Bid Submission by Qualifying Bidders	19-Nov-2012 up to 3:00 P.M.
6.	Opening of Commercial Bids	19-Nov-2012 at 4:00 P.M.
7.	Contact Person	Mr. Surender Singh Technology Officer Directorate of Secondary Education Shiksha Sadan, Sector-5, Panchkula itcell.dsehry@gmail.com
8.	Addressee and Address at which proposal in response to EOI notice is to be submitted	Mr. Surender Singh Technology Officer Directorate of Secondary Education, IT-Cell, 5 th Floor, Plot No. 1/B, Shiksha Sadan Sector-5, Panchkula itcell.dsehry@gmail.com

2. Brief note on School Nurture Programme:

- 2.1 Haryana has around 15,000 Government Primary, High and Senior Secondary schools catering to the educational needs of about 27 lakh children. We are committed to ensure quality education for all children in the state.
- 2.2 With a view to link the nurturers and the needy schools for development as centres of excellence, to recognize the efforts of the nurturers and to streamline the process of linking up; the Department has introduced a 'School Nurturing Programme'.

3. INVITATION FOR EXPRESSION OF INTEREST

- 3.1. This Expression of Interest (EoI) is invited from the eligible Firms, Companies, and Agencies for engaging Designing and Development of Portal for online Management System for School Nurture Programme in accordance with the conditions and manner prescribed in this Expression of Interest document.
- 3.2. Upon successful completion of the designing and development phase the Portal shall be run on pilot basis in one district. After successful pilot run and on the basis of feedback received from the stakeholders, after requisite changes, if required in the Portal, the department shall roll-out it in the whole State.
- 3.3. The bidder company should be registered under Companies Act, 1956.
- 3.4. The Bidder must be in operation for at least 3 years with average turnover of Rs. 1 Crore for last three financial years (2011-12, 2010-11, 2009-10)
- 3.5. The Bidder should have minimum 30 regular IT professionals on its payrolls as on 1st October 2012 and at least one development centre situated in Chandigarh/ Panchkula / Mohali.
- 3.6. The bidder should have relevant experience in providing software services in Govt. Sector and should have worked on atleast 10 number of websites/web-applications based Government Projects.

- 3.7. The bidder should have in hand or completed at least one web based software development project in Haryana Government department of value not less than Rs 20 lacs.
- 3.8. The bidder should have in hand development of at least two websites/web applications compliant of Govt. of India guidelines and WCAGuidelines 2.0. Moreover, should have completed at least one out of them.
- 3.9. Interested agencies may download the EoI document from the website <http://schooleducationharyana.gov.in/>. EoI responses should be sent so as to reach the Directorate of School Education Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula (India) latest by 15:00 hrs on 15-Nov-2012.
- 3.10. No Consortium is allowed and EoI document is not transferable.

4. SCOPE OF WORK

4.1 Objective of EoI

- 4.1.1 Overall objective of this EoI is to engage an Agency with proven capabilities to Design and Develop the Portal for online Management System for School Nurture Programme.
- 4.1.2 This section describes the broad scope of work that shall be carried out by the bidder who is selected in the final stage to design and development the system.
- 4.1.3 The scope of work mentioned in this section is indicative only and could be modified as per actual requirement during development or Pilot phase.

4.2 Scope of Work post finalisation and selection

4.2.1 A brief detail of the work

Web Based Application Software - "Management Information System for School Nurture" is proposed to be designed and developed for " Department of School Education Haryana, Panchkula" for providing online data-operations and report generation facilities globally. The software shall provide assistance to the

department to achieve their goals of imparting value driven programme that addresses the comprehensive development needs of a child. Using this application software the schools from different districts of Haryana can post their requirements along with their tentative prices, Volunteer / Donor can search for different schools for their requirement, Make choice of goods for donation, submit request proposal for donation, Administrator can process request of the Volunteer / Donor etc. Further, this web Application will generate various reports b processing the data as specified to help the Department. Web Solution will provide online storage and security of data with report generation features.

4.2.2 Salient Features of the “Online Management System for SCHOOL NURTURE Programme”

- Application software should automate the current manual system of Nurturing the School.
- Database is centrally located and should be accessed from any location of the department using Client Software.
- Software should provide online posting of requirement’s of Schools along with their tentative prices, Donor’s registration, online proposal submission by the volunteer / donor for donation, online status uploading of the proposal of volunteer on the basis of processing the proposal, instant cash donation using payment gateway etc. as per norms of the organization.
- Reports should be generated based on different search criterion based on user requirements.
- Various search options required by the users should be provided in the application.
- Various validations should be there on the client end to check and authenticate the data submitted by the user.
- The system should provide fool proof security features against unauthorized access to the database.
- The proposed system should be user-friendly & can be easily operated by even

those who know nothing about it.

- System should provide automatic report generation facility besides daily, weekly, monthly & annual reports.
- A log file should be there for session records of user to prevent unauthorized access of data. Log file should contain the record of user ID time of user etc.
- Password for application users and database administrator should be different to prevent unauthorized access to database.
- Web Application should generate reports by processing the data as specified to help the officials.
- Reports should be exported to and saved in various formats such as MS Word, MS Excel, PDF etc. Where exporting is not possible, a facility to select, copy and paste data should be provided.
- Various Print options based upon various search queries
- Contact us form with full contact details of head office and regional offices in the state.
- Each feature will be under specific Menus to make the Application user friendly.
- Options to change the master tables for data base administrator, so that new fields can be added or removed

4.2.3 Deliverables

- ✓ Executable code of the software to be provided in two copies.
- ✓ Hands on documents specific to the developed web solution to be prepared and distributed among end users for learning the technical knowhow of the software.
- ✓ Operation manuals and System Documentation to be provided in hard copy as well as soft copy on CD ROM in two copies.
- ✓ Selected staff to be trained on working of web solution

5. INFORMATION AND INSTRUCTIONS TO THE BIDDERS

5.1 Important Information

- A. Name of the department:** Directorate of School Education Plot No. 1/B, Shiksha Sadan, Sector-5, Panchkula, Haryana (India)
- B. Name of the assignment:** Finalising the Agency for Design and Development of Portal for “Online Management System for school nurture programme”.
- C. Method of Finalisation:** Pre-Qualification criteria and Presentation of Proof of Concept (PoC) if required.
- D. Last Date for submission of pre-qualification proposal:** latest by 15:00 hrs on Nov 15, 2012.
- E. Proposal submission address:**
- Mr. Surender Singh**
Technology Officer
Directorate of Secondary Education,
IT-Cell, 5th Floor, Plot No. 1/B, Shiksha Sadan
Sector-5, Panchkula
- F. Proposals received after the stated time and date would not be considered and would be returned unopened**
- G. Opening of pre-qualification proposals: Date and time of opening of pre-qualification proposals is 15-Nov-2012 at 16:00 hrs**
- H. Presentation of PoC (If required) is 16-Nov-2012 at 15:00 hrs**
- I. Process for Finalisation:** Finalisation of agencies for Design and Development of ‘Online Management System for school nurture programme’ shall follow the following process:
- i. Pre Qualification** – All agencies responding to this EoI would need to meet the pre-qualification criteria as prescribed in section 6 to get qualified
 - ii. Presentation of Proof of Concept (PoC)** – Agencies meeting the Pre-qualification criteria may be required to present a PoC as per the criteria listed in Section 7 of this EoI

- iii. Technical evaluation committee appointed by the department shall evaluate the PoC demonstration by participating bidders.
 - iv. Commercial bids shall be asked by the department from technically qualified agencies
-

5.2 Other Information:

- i. Material deficiencies in providing the information requested may result in rejection of the proposal. Department's decision in this regard shall be final and binding
 - ii. The cost to be incurred by the prospective bidders to prepare the proposals and for negotiating the contract, including any visits to the department
 - iii. Information relating to evaluation of proposals and recommendations concerning award shall neither be disclosed to the bidders nor to other persons not officially concerned with the process
 - iv. During evaluation of the proposals, department may, at its discretion, ask the bidders for clarifications on their proposal. The bidders are required to respond within the time frame prescribed by department
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5.3 Instruction to Bidder for Submission of Proposals

The instructions for submitting the EoI are mentioned below:

- 5.3.1 EoI and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialled by the authorized person signing the EoI.
- 5.3.2 The bids shall be submitted in a single sealed envelope and superscripted "**Prequalification Proposal**: "Design and Development of Portal for Online Management System for school nurture programme". This envelope should contain hard copy of "**Prequalification Proposal**" along with all relevant documents.

- 5.3.2.1 Bids shall consist of the required supporting proofs and documents as defined in the pre-qualification section.
- 5.3.2.2 It should be ensured that various formats mentioned in this EoI should be strictly adhered to and no changes in the format should be done.
- 5.3.3 Envelope should indicate clearly the name, address, telephone number, Email ID and fax number of the bidder.
- 5.3.4 EoI document submitted by the bidder should be concise and contain only relevant information as required under this EoI.
- 5.3.5 The bidder would be responsible for all of its expenses, costs and risks incurred towards preparation of the EoI document.

6 PRE QUALIFICATION CRITERIA

As part of eligibility criteria, only those bidders who meet the following pre-qualification criteria are eligible to participate in the empanelment process. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting prequalification criteria are liable to be rejected summarily.

S. No.	Pre Qualification Criteria	Required Documents
1.	Bidder should be a Company registered under the Indian companies act, 1956	Certificate of Incorporation and Articles of association of the bidder
2.	The Bidder should have average turnover of at least Rs. 1 Crore for last three financial years (2011-12, 2010-11, 2009-10)	Audited / Certified financial statements
3	The Bidder should have minimum 30 regular IT professionals on its payrolls as on 1 st October 2012 and at least one development centre situated in Chandigarh/ Panchkula / Mohali.	Manpower certificate duly signed and stamped by Authorised signatory and Rent Agreement
4	The bidder should have relevant experience in providing software services in Govt. Sector and should have worked on atleast 10 number of	Copy of work orders

websites/web-applications based
Government projects

- | | | |
|---|---|---|
| 5 | The bidder should have in hand or completed at least one web based software development project in Haryana Government department of value not less than Rs 20 lacs. | Copy of work order/Completion Certificate |
| 6 | The bidder should have development of at least two websites/web applications compliant of Govt. of India guidelines and WCAGuidelines 2.0, in hand. Moreover, should have completed at least one out of them. | 1. Copy of work order
2. Copy of Completion Certificate 'or'
Copy of security audit certificate |

7 PROOF OF CONCEPT

7.1 Each shortlisted bidder, based on the Pre-qualification criteria shall have to participate in the Proof of Concept (PoC) presentation, if required, and the Technical Evaluation Committee appointed by department shall examine these presentations.

7.2 Every presentation should include detailed approach & methodology and proposed project plan as given below:-

Approach & methodology

- i. Understanding of scope
- ii. Proposed Solution (end to end solution design)
 - System architecture
 - Technical features offered beyond requirements
 - Content Management
 - SMS and e-mail gateway
 - Payment Gateway
- iii. Project Plan
- iv. Training and Support Plan
- v. Maintenance
- vi. Implementation methodology

Apart from the details mentioned above, bidder shall also submit the details required in section 8.1, 8.2, 8.3, 8.4, 8.5 as a part of the Pre-qualification proposal in the requisite format(s).

7.3 Eligible and qualified Bidders shall have to submit the financial details required in section 8.6, as a part of the financial bid in the requisite format as and when asked by the Department.

8. Annexure(s) and Form(s)

8.1 Form I: NOTICE OF INTENT TO SUBMIT EXPRESSION OF INTEREST

(To be submitted on the Letterhead of the Bidder)

To

Director General Secondary Education, Haryana
Plot No. 1/B,
Shiksha Sadan, Sector-5, Panchkula (India)

{Place}

{Date}

Subject: Submission of EoI for ‘Design and Development of Portal for Online Management System for school nurture programme’ for Department of School Education, Haryana

Dear Sir,

1. Having examined the EoI, we, the undermentioned, offer to propose for “Design and Development of Portal for Online Management System for school nurture programme’ for Department of School Education, Haryana”.
2. We have read the provisions of the EoI and confirm that these are acceptable to us; We Further declare that additional conditions, variations, deviations, if any, found in our EoI Shall not be given effect to
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 180 days from the date fixed for submission of EoI as stipulated in the EoI
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification

Our correspondence details with regards to this EoI are:

S. No Information Details

- 1 Name of Bidder
 - 2 Address of Bidder
 - 3 Name, Designation and Address of the contact person to whom all references shall be made
 - 4 Telephone number of contact person
 5. Mobile number of contact person
 6. Fax number of contact person
 7. Email Id of contact person
-

We hereby declare that our EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,
[BIDDER'S NAME]
Name

Title

Signature

Date

8.2 FORM II: DETAILS OF BIDDER

S.No	Particulars	Details to be furnished
1	Details of the Bidder (Firm/ Company)	
	Name	
	Address	
	Telephone	Fax
	E-mail	- Website
	Details of Authorized person	
	Name	
	Address	
	Telephone	E-mail
2	Information about the Firm/ Company	
	Status of Firm/Company (Public Ltd / Pvt Ltd etc)	
	Details of Registration (Ref eg ROC Ref #)	
	Date	Ref #
	Number of full time professionals on rolls	
	Locations and addresses of offices (in Chandigarh/Panchkula/Mohali)	

8.3 FORM III: PAST EXPERIENCE AND INTENT OF PARTICIPATION

[Using the format below, provide information on the States / UTs where you have prior work experience (as defined under this EoI)]

S. No.	Name of State / UT	Project name/s	Project's Present Status
1			

8.4 FORM IV: DECLARATION LETTER

{Place}

{Date}

To
Director General Secondary Education, Haryana
Plot No. 1/B,
Shiksha Sadan, Sector-5, Panchkula (India)

Ref: Declaration Letter for “Design and Development of Portal for Online Management System for school nurture programme’ for Department of School Education, Haryana

Dear Sir,

This is to notify you that our Firm <Name> intends to submit a proposal in response to EoI for Design and Development of Online Management System for school nurture programme’ for Department of School Education, Haryana. In accordance with the above, we would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment

Sincerely,

[BIDDERS NAME]

Signature

Date

8.5 FORM V: AUTHORITY LETTER

{Place}

{Date}

To
Director General Secondary Education, Haryana
Plot No. 1/B,
Shiksha Sadan, Sector-5, Panchkula (India)

Subject: Authority Letter for submitting proposal(s) and participating in negotiations with the client department for “Design and Development of Portal for Online Management System for school nurture programme’ for Department of School Education, Haryana

Dear Sir,

This is to notify you that our Firm <Name> intends to submit a proposal in response to EoI for Design and Development of Portal for Online Management System for school nurture programme’ for Department of School Education, Haryana. In accordance with the above, we hereby authorise <authorised person name> to submit the bid and participate/negotiate on our behalf in the matter mentioned as subject.

Sincerely,

[BIDDERS NAME]

Signature

Date

8.6 FORM VI: Financial Format

(To be submitted on the Letterhead by the qualified bidders only)

S. No.	Particulars	Prices (INR)
1	Design, Development and Data Migration along with SMS and Payment Gateway Integration and Pilot Implementation (Phase I)	
2	Maintenance (Per Year) (Optional)	
3	Application Hosting During Pilot Run (Per Month)	
4	Security Audit Charges	
5	Training to the users	

8.7 Form VII: Checklist of Documents to be submitted

S. No.	Criterion	Supporting Documents to be submitted	Provided (Y/N)	Page No.
1	Covering Letter	Form I		
2	Details of Bidder	Form II		
3	Bidder should be a Company registered under the Indian companies act, 1956	Certificate of Incorporation and Articles of association of the bidder		
4	The Bidder should have average turnover of at least Rs. 1 Crore for last three financial years (2011-12, 2010-11, 2009-10)	Audited/Certified Financial Statement		
5	The Bidder should have minimum 30 regular IT professionals on its payrolls as on 1 st October 2012 and at least one development centre situated in Chandigarh/ Panchkula/ Mohali	1. Manpower certificate duly signed and stamped by Authorised signatory 2. Rent Agreement/ Ownership Letter along with declaration		
6	The bidder should have relevant experience in providing software services in Govt. Sector and should have worked on at least 10 number of websites/web-applications based Government Projects.	Form III along with copy of work orders		
7	The bidder should have in hand or completed at least one web based software development project in Haryana Government department of value not less than Rs 20 lacs.	Copy of work order		

Expression of Interest – Design and Development of Online Management System for
School nurture programme

8	The bidder should have in hand development of at least two websites/web applications compliant of Govt. of India guidelines and WCAGuidelines 2.0. Moreover, should have completed at least one out of them.	1. Copy of work order 2. Copy of Completion Certificate 'or' Copy of security audit certificate		
9	Declaration Letter	Form IV		
10	Authority Letter	Form V		