Government of India  
Ministry of AYUSH

Invitation for Expression of Interest for Selection of Consulting Agency for AYUSH Grid Project (IT Project) – Tender ID on CPP Portal: 2019_AYUSH_403629_1

Ministry of AYUSH, Government of India invites Expression of Interest from reputed consulting agencies in the matter of providing consultancy services for the proposed AYUSH Grid Project. Interested bidders are requested to submit the response in hard copies (in sealed envelope) to contact person of Ministry of AYUSH as detailed in Schedule within stipulated time. The EOI document may be seen at https://eprocure.gov.in/epublish/app (Tender ID: 2019_AYUSH_403629_1) and http://ayush.gov.in/.

Schedule and Contact Details:

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| Contact persons with details               | Dr. Leena V Chhatre
OSD(AYUSH GRID)
B-Block GPO Complex AYUSH Bhawan
INA, New Delhi – 110023
drelena.chhatre@gov.in
011-24651710 |
EOI Ministry of AYUSH, Government of India

Invitation for

Expression of Interest for Selection of Consulting Agency for AYUSH Grid Project (IT Project)
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Section 1

Letter of Invitation-

Ministry of AYUSH, Government of India, New Delhi

Dated 29 Jan 2019

Ministry of AYUSH, Government of India invites proposals from reputed consulting agencies (hereafter referred as “Agencies”) to provide consultancy services for the proposed AYUSH Grid Project. Information about the Ministry and the broad scope of work of the project are detailed at Sections 2 and 3 respectively. It may be noted that this information is indicative only. The actual scope of work will be made available in the Request for Proposal (RFP) document which will be issued subsequently to the shortlisted bidders selected through this EOI and other bidders as may be decided by the competent authority.
Section 2

Introduction of project-

2.1. Background of the Ministry-

2.1.1. The Ministry of AYUSH was formed on 9th November 2014. The Department of Indian System of Medicine and Homeopathy (ISM&H) created in March 1995 was its pre-curser, which was renamed as Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha, Sowa Rigpa and Homeopathy (AYUSH) in November 2003, with a view to provide focused attention for the development of education and research in Ayurveda, Yoga and Naturopathy, Unani, Siddha, Sowa Rigpa and Homoeopathy. The main objectives of the Ministry are as under-

i. To upgrade the educational standards of Indian Systems of Medicines and Homoeopathy in the country.

ii. To strengthen existing research institutions and to ensure time-bound research programmes on identified public health challenges including diseases for which these systems have an effective treatment.

iii. To draw up schemes for promotion, cultivation and regeneration of medicinal plants used in these systems.

iv. To evolve Pharmacopoeial standards for Indian Systems of Medicine and Homoeopathy drugs.

2.1.2. The details of the activities of the Ministry can be seen on the website [https://ayush.gov.in](https://ayush.gov.in).

2.2. Background of AYUSH Grid Project-

2.2.1. The AYUSH Grid Project is envisaged to be an IT backbone with provision for integration of all stakeholders and functions/services related to AYUSH systems of health care.

2.2.2. From a user’s perspective, the AYUSH Grid will be an integration of IT projects of all streams of AYUSH viz. Ayurveda, Yoga & Naturopathy, Unani, Siddha, Sowa Rigpa and Homeopathy in their functional areas, namely, healthcare delivery, education, research, capacity building, drug licensing and standardization along with media outreach. It will lead to digitalization of AYUSH sector. This will be beneficial for all stakeholders of AYUSH.
Section 3

Broad scope of work –

3.1. Objectives of the AYUSH Grid Project-

The AYUSH Grid Project is the proposed IT backbone for the entire AYUSH sector covering the healthcare systems Ayurveda, Yoga & Naturopathy, Unani, Siddha, Sowa Rigpa and Homoeopathy. AYUSH Grid is envisaged as an omnibus digital eco-system that would lead to all round development of the AYUSH sector in fields of healthcare delivery at all levels, research, education, schemes and various health programs.

3.2. Vision of the Project-

To develop a network of People, Knowledge and Technology for radical, sustainable and wholesome transformation of AYUSH sector, and play a pivotal role in taking care of holistic health care needs (i.e. curative, preventive and promotive health) and socio-economic wellbeing of Indian citizens and further extending the benefits to entire world population.

3.3. Mission-

To create an organic and dynamic information and communication technology (ICT) powered network interconnecting all streams of AYUSH in their key functional areas viz. health care delivery, capacity building, research & development, AYUSH drug regulation and education. This will be beneficial for all stakeholders of AYUSH and also helpful for effective governance. Strategies for development will be in sync with the national and international policies and health care needs.

3.4. Functional goals-

i. Creating a knowledge based interactive network for all stakeholders of AYUSH - viz. Practitioners, Technicians, Students, Researchers, Educators, Industrialists, Policy Makers and other stakeholders

ii. Digitization of all AYUSH assets

3.5. Technical goals-

i. **Multipoint Dashboard**: Develop an integrated network of five following nodes for effective governance and to provide real time activity dashboards catering to the needs of all stakeholders at multiple levels spanning the Ministry of AYUSH at one end and the point of care at the other viz.

   a. Health care delivery
   b. Capacity building
   c. Research & development
   d. AYUSH food and drug regulation
   e. Education
ii. **Systems Integration Approach** – Solution for systems that are already in use by the practitioners, researchers etc. to integrate with multiple other systems in the AYUSH Grid

iii. **API and API Guidelines** - Provide a set of API and API guidelines (free and paid versions) - Using which parties and entities interested in building applications for use by any AYUSH practitioner or consumer or service provider can build applications/solutions.

iv. **Alignment** - Develop a grid in alignment with guidelines and standards of various related agencies/organizations like the Ministry of Health and Family Welfare, Department of Health Research, World Health Organization etc.

### 3.6. Operational goals-

i. Create standards for collection of AYUSH related data and best practices.

ii. Design comprehensive education program to cover all aspects of Digital AYUSH and AYUSH health informatics.

iii. Identification of all PoCs executed within the Ministry and highlight them within the grid to validate their success or failure and take appropriate decisions to take forward.

iv. To allocate resources (in terms of finance, infrastructure, HR, policy etc..) and lead the initiative till the AYUSH GRID Project becomes viable and self-sustainable offering tangible benefits.

### 3.7. Components of AYUSH Grid Initiative-

#### 3.7.1. Health Services –

i. Clinical documentation system that can generate various outputs like evidence & health seeking patterns.

ii. Decision support system for clinicians.

iii. Implementation of Hospital Management Software.

#### 3.7.2. Education –

i. Knowledge repositories

ii. Software platforms for online receipt and processing of applications from AYUSH colleges student admission submission portal.


iv. Academic calendar and its monitoring.

v. Teachers code.

vi. E-literature/standard text books.


viii. Learning management system for online courses.

ix. To inter-link all AYUSH libraries digitally for optimizing scattered knowledge resources across India.

x. Technology related courses to AYUSH graduates.
3.7.3. **Research** –
   i. Indexed knowledge databases, platforms using advanced modern and AYUSH pharmacology.
   ii. An integration of all elements with interplay between knowledge base, technology and people.

3.7.4. **Central Sector and Centrally Sponsored Schemes** –
   i. On boarding of AYUSH public schemes such as National AYUSH Mission (NAM)
   ii. Extra mural research
   iii. Centre of excellence
   iv. Swasthya rakshan initiative

3.7.5. **Training** –
   i. Introduction of diploma/advanced certificate program in information technology for AYUSH professionals.

3.7.6. **Citizen Centric Services** –
   i. Telemedicine
   ii. National AYUSH Morbidity and Standardized Terminologies Portal (NAMASTE)
   iii. E-Commerce platform of National Medicinal Plant Board.
   iv. Database of all registered AYUSH practitioners, students, educational institutions, etc. and to make available across multiple channels like the Web (online), mobile etc.

3.7.7. **Drug Licencing Portal** –
   i. For drug manufacturers companies & laboratories to get renewal of existing license and new licenses.
   ii. Networking of plant databases and others to develop comprehensive database on drug and other materials used in AYUSH

3.7.8. **Media Outreach** –
   i. For generating awareness through social media on digital platforms such as Facebook, Twitter, YouTube, Blogs, Yoga portal and website of Ministry.

3.8. **Inputs to be provided and responsibility of Ministry**–
   i. Provide strategic leadership to the project, through setting up of an appropriately empowered governance structure.
   ii. Responsibility for coordination within Ministry and with other Government departments and agencies.
   iii. Facilitate convening of the meetings with stakeholders, organizing site visits including pilot locations for study, providing requisite documents and guidance as needed and conducting workshops.
   iv. Support clarification on policy level issues, if any, and will be the final approving authority on the deliverables.
   v. Provide comments on the deliverables submitted by the consultants within the agreed timeframe.
vi. Provide the consultants access to all internal business process for their better understanding of the project.

vii. Provide overall guidance on the engagement of consultants with Ministry.

viii. Periodically review the progress of the engagement of consultants.

ix. Review all the work products of the consultants, including but not limited to surveys, questionnaires, intermediate and draft reports, work-in-progress products and convey the progress to the concern competent authority/committee.

x. Overall responsibility for implementation of the project.

xi. Coordinating the various system integrators / implementation agencies and consultant.

3.9. Final outcome required from consulting agency/responsibility of consultant-

i. The consultant shall report to the project management unit set up by the Ministry.

ii. Provide deliverables as indicated.

iii. Share with Ministry all intermediate documents, drafts, reports, surveys and any other item related to this assignment. For this purpose, no work products, methodology or any other methods used by the consultant should be deemed as proprietary and non-sharable with Ministry by the consultant.

iv. Deploy resources on-site on an exclusive (full-time) basis as required in the RFP, in order to ensure the required coordination with Ministry, and to complete the project as per timelines.

v. Accountable to the project management unit for project monitoring of the implementation

vi. Monitor the work of the implementation agencies and monitor conformance with implementation milestones and timelines as stated in the respective RFPs.

vii. Consultant shall be responsible for acceptance testing.

viii. Quality assurance of the overall implementation.

ix. Quality assurance of all the deliverables of the implementation agencies.

x. Ensuring timely completion of project and adherence to project plan.

xi. Coordinate among implementation agencies.

xii. Certifying the completion of implementation at each phase as required under the scope of work.

xiii. Preparing the TORs for various third party auditing agencies.

xiv. To provide assistance to Ministry for preparation of DPR, RFP and bidding process for the project.

3.10. Overview of the assignment-

3.10.1. The assignment shall consist of (to be delivered in two levels) consultancy and monitoring of project implementation. As part of the engagement, the consultant would be responsible for the following deliverables-

3.10.2. Inception report- The consultant shall develop an inception report based on his initial assessment of the project plan. The consultant shall also study similar projects in
Government and non-Government organizations in India and abroad already implemented successfully. The inception report shall also mention the documents provided by Ministry.

3.10.3. **Current state assessment report** - The activities to be taken up by the consultant for the preparation of the current state assessment report shall include:

1. Interaction with officials in Ministry.
2. Study all relevant documents/publications of Ministry of AYUSH and Government of India.
3. Understand the roles and responsibilities of AYUHS GRID Project committee, other committees related to the project, IT department, NIC department and Project Management Unit.
4. Understand the changes happened in the health IT domain globally and nationally and the position of Ministry in implementing the new technologies and facilities.
5. Understand the model adopted by other Government departments.
6. Understand existing websites of Ministry and various bodies under the Ministry, other similarly placed Ministries and state governments.
7. Understand the training requirement for the staff for successful deployment of the project.

3.10.3.2. The current state assessment report to be submitted shall include the following:

1. List of stake-holders, and needs and expectations from each of them.
2. Analysis of the current setup for IT implementation
3. Analysis of issue and bottlenecks
4. Analysis of the areas for improvement and challenges
5. Study on similar setup in other departments/autonomous bodies
6. Study on the existing websites.
7. Study on the inter-operability between different IT initiatives managed by multiple service providers.
8. Study of exit management plan submitted by existing vendor of activates under AYUSH GRID Project if any.
9. Study for setting up of Project Management Unit, call centres, educational requirement of the staff.

3.10.4. **Gap Analysis and Defining Project parameters**-

3.10.4.1. The consultant shall be responsible for analysis of the gaps based on the study conducted.

3.10.5. **Design and development plan for the project**-
3.10.5.1. The consultant will undertake the following activities based on the current state assessment and the gap analysis report-

3.10.5.2. Design a suitable model for project, its components, their locations, structure of governance, monitoring and implementation systems, and roles and responsibilities of different HR that would run the project. Design a road-map to take over the ongoing projects based on the exit management plan submitted by the vendors if any. This include infrastructure management, project monitoring, performance monitoring, application management, call center management, telemedicine management, training management, identify the new areas of activities which can be brought under the proposed project. This include IT Project implementation monitoring at Ministry level, call centers, performance analysis based on MIS reports and providing inputs for improvement in process and services, developing mobile based applications for meeting end user needs etc.

3.10.5.3. List out the infrastructural and operational requirement including design lay outs, structure, roles and responsibilities etc.

3.10.5.4. Planning for data center and DRC model-
The consultant shall be responsible for designing the DC/DRC model for the project which shall include the following:

i. Study the present DC/DRC model, its performance, limitations, cost-effectiveness and the scope for future expansion.

ii. Study the models available in the field viz. fully outsourced model, co-location model, captive DC model, cloud server model (IaaS, PaaS and SaaS and GI cloud).

iii. Data center design, location, space, security, power, people etc.

iv. Business continuity plan – Data migration process to the new set up.

v. Terms of Reference for RFP for setting up of DC, DRC and data migration.


vii. Identification of appropriate network connectivity and bandwidth at Backup / recovery locations to enable business continuity with minimal time lag.


ix. Defining the requirements for establishing Disaster Recovery (DR) site.

x. Establishing a process to update the data at DR site(s).

xi. Defining and creating a process for preparedness for business continuity and maintenance of DR site(s).

xii. Formulation of plan/proposal for establishment of DR site(s).

xiii. Complete report on procedures and methods for backup and recovery.

3.10.5.5. The report will cover the following aspects:

i. Proposed model, design and structure of the project
ii. Data center and DRC model
iii. Define the roles and responsibilities
iv. Define new areas which can be included
v. Define the structure of establishment including outsource, contract, off-campus arrangement etc
vi. Setting up of call center etc.

3.10.6. DPR (Detail Project Report)-

3.10.6.1. The consultant shall prepare a detailed project report for implementation of the project suggesting an implementation roadmap, resource requirements, timeline and budgets. The detailed project report shall be submitted to the Ministry for processing it for approval. The DPR shall draw inputs from each of the project deliverables. The DPR shall list out each project component, need and criticality for the same, resource requirements and the cost of implementation of each project component (detailed costing sheets are to be prepared). The DPR shall clearly bring out the total estimated cost of project implementation for a period of 5 years.

3.10.6.2. The DPR shall contain the following:

   i. Vision and objectives of the Ministry
   ii. Summary of stakeholder’s requirements
   iii. Proposed set up of the project with design, roles and responsibilities
   iv. Advantages and future scope
   v. Monitoring and evaluation framework
   vi. Implementation roadmap
   vii. Governance structures
   viii. Financial estimates
   ix. Capital expenditure estimates
   x. Operational expenditure estimates
   xi. Detailed project plan for project implementation

3.10.6.3. The volume on ‘Functional Requirements and Technical Specifications’ should include the following:

   i. Service requirements
   ii. Project implementation approach
   iii. Scope of work
   iv. Functional requirements
   v. Technical requirements
   vi. Infrastructure requirements
   vii. Project management organization
   viii. Roles and responsibilities
3.10.6.4. The volume on ‘General Instructions and Commercial Specifications’ should include the following:

i. Scope of work
ii. Business model
iii. Request for proposal process
iv. Proposal instructions and conditions
v. Bid formats
vi. Proposed evaluation process
vii. Award of contract
viii. Payment schedule

3.10.6.5. The volume on ‘Operational and Legal Specifications’ should include the following:

i. Operational requirements of the project
ii. Service level requirements
iii. Master services agreement
iv. Acceptance criteria
v. Audit, access and reporting
vi. Governance schedule
vii. Invoicing and settlement schedule
viii. Terms of payment schedule

3.10.7. RFP for selection of vendor-

Preparation of RFP/RFPs as per concerned GFRs and rules.

3.10.7. Bid process management for selection of vendor-

After the approval of the RFPs by the Ministry, the consultant shall develop notifications for Expression of Interest for the selection of agencies. The consultant shall assist the evaluation committee in the evaluation of the EOIIs received and shall recommend a shortlist of the eligible vendors/agencies. The approved RFP shall be released to the shortlisted system vendors / agencies. The consultant shall assist the evaluation committee in conducting pre-bid meetings, conducting presentations by vendors/ agencies on the RFP. Once the responses to the RFP have been received from vendors, the consultant shall undertake the intense comparison of various bids in line with the bid conditions and assist the evaluation committee in the evaluation of the responses to the RFP and shall give recommendation on the selection of vendors / agencies. The consultant shall also develop the contract to be signed between the Ministry and the vendors / agencies and shall assist in the contract signing process.
Section 4

Instructions to the bidders-

Tender documents may be downloaded from web site of Ministry of AYUSH www.ayush.gov.in and CPPP site https://eprocure.gov.in/epublish/app as per the schedule as under. Interested bidders are requested to submit the response in hard copies (in sealed envelope) to contact person of Ministry of AYUSH as detailed in Schedule within stipulated time.

4.1. Schedule-

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<td><a href="mailto:drleena.chhatre@gov.in">drleena.chhatre@gov.in</a></td>
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<td>011-24651710</td>
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4.2. Evaluation criteria and process-

i. Screening of EOI shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.

ii. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.

iii. Agencies who qualify as per the eligibility conditions will be provided a brief about the project. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.

iv. Ministry will take up references and reserves the right to pay due heed to the bidder’s performance elsewhere and any past experience.

4.3. Response-

Bidders must ensure that their bid response is submitted as per the details in this document and formats attached. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

4.4. Conflict of interest-

i. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the bidder to inform Ministry, detailing the conflict in writing as an attachment to this EOI.

ii. Ministry will be the final arbiter in cases of potential conflicts of interest. Failure to notify Ministry of any potential conflict of interest will invalidate any verbal or written agreement.

iii. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in an EOI process.

4.5. Conditions under which EOI is issued-

The EOI is not an offer and is issued with no commitment. Ministry reserves the right to withdraw EOI and or vary any part thereof at any stage. Ministry further reserves the right to disqualify any bidder, should it be so necessary at any stage.
### Section 5

**Pre Qualification criteria –**

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<tr>
<td>1</td>
<td>The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India</td>
<td>Copy of certificate of incorporation and partnership deed</td>
</tr>
<tr>
<td>2</td>
<td>Organizations with more than 10 years of experience in consulting and executing IT projects</td>
<td>Copy of work orders and contract with documents supporting completion of projects</td>
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</table>
| 3     | Annual turnover of the organization above Rs.50 crore                                                                                                                                                                       | a. Auditor certified financial statements for the Last three financial years (Please include only the sections on P&L, revenue and the assets, not the entire balance sheet.)  

b. Unaudited financial statements certified by the company auditor for the current financial year  

c.Certification by the company auditors supporting the revenue break-up for IT Services and system Integration services |
| 4     | Profit making organization minimum for last three financial years                                                                                                                                                         | a. Auditor certified financial statements for the Last three financial years (Please include only the sections on P&L, revenue and the assets, not the entire balance sheet.)  

b. Unaudited financial statements certified by the company auditor for the current financial year  

c.Certification by the company auditors supporting the revenue break-up for IT Services and system Integration services |
<p>| 5     | Experience of handling similar assignments minimum 5 in number and minimum 2 for central and or state Government/PSUs/autonomous bodies                                                                                      | Copy of work orders and contract with documents supporting completion of projects                  |
| 6     | Not blacklisted by central or any state Government/ PSU/ autonomous body. Should not have been found guilty of any                                                                                                       | Affidavit signed by the authorized signatory of company                                               |</p>
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<th>criminal offence by any Court of law</th>
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<td>7</td>
<td>Pan and other tax registration nos.</td>
<td>Attested copies of supportive documents</td>
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<tr>
<td>8</td>
<td>CMMI level 5 certificate</td>
<td>Supportive document for the same</td>
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Section 6
Formats for submission-

6.1. Applicant’s Expression of Interest-

To,
Dr. Leena V Chhatre
OSD(AYUSH GRID)
B Block GPO Complex
AYUSH Bhawan, INA
New Delhi-110023

Subject- Submission of Expression of Interest for consultancy services to AYUSH Grid Project- reg.

Sir,

In response to the invitation of Expression of Interest for consultancy services to AYUSH Grid Project published by you on CPPP portal, your website and newspaper---- dt----, we would like to express interest to carry out consultancy task for the AYUSH Grid Project. As required by you we are submitting all documents and the list is as under-

<table>
<thead>
<tr>
<th>S. No</th>
<th>Details</th>
<th>Page No</th>
<th>Remark</th>
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</table>

Thanking you,

Encl- As above

Yours faithfully,

Signature and full name with designation and stamp
6.2. Consultant’s organization-

Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate firm for this assignment. Also provide a brief description on the ownership details, date and place of incorporation of the firm, objectives of the firm etc.

<table>
<thead>
<tr>
<th>Details of the organization</th>
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<tbody>
<tr>
<td>Name of organization</td>
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<tr>
<td>Nature of the legal status in India</td>
<td></td>
</tr>
<tr>
<td>Legal status reference details</td>
<td></td>
</tr>
<tr>
<td>Nature of business in India</td>
<td></td>
</tr>
<tr>
<td>Date of incorporation</td>
<td></td>
</tr>
<tr>
<td>Date of commencement of business</td>
<td></td>
</tr>
<tr>
<td>Address of the headquarters</td>
<td></td>
</tr>
<tr>
<td>Address of the registered office in India</td>
<td></td>
</tr>
<tr>
<td>Other relevant information</td>
<td></td>
</tr>
<tr>
<td>Copy of supportive documents</td>
<td></td>
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</tbody>
</table>

6.3. Pre Qualification Criteria-

<table>
<thead>
<tr>
<th>Sr.no</th>
<th>Pre Qualification criteria</th>
<th>Supporting documents to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India</td>
<td>Copy of certificate of incorporation and partnership deed</td>
</tr>
<tr>
<td>2</td>
<td>Organizations with more than 10 years of experience in consulting and executing IT projects</td>
<td>Copy of work orders and contract with documents supporting completion of projects</td>
</tr>
<tr>
<td>3</td>
<td>Annual turnover of the organization above Rs.50 crore</td>
<td>a. Auditor certified financial statements for the last three financial years (Please include only the sections on P&amp;L, revenue and the assets, not the entire balance sheet.) b. Unaudited financial</td>
</tr>
<tr>
<td>4</td>
<td>Profit making organization minimum for last three financial years</td>
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</table>

6.4. Consultant firm’s experience – for consultancy assignment-
Using the format below, provide information on each assignment for which your firm, and each associate firm for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services as requested under this assignment. Consultants should provide all the details (including documentary evidence like copy of work order / contract document) as required in the form.

In case, the information required is not provided by the consultant, Ministry shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.

Firm’s Name-------------------------------------------------

<p>| Assignment name: | Approx. value of the contract (in INR): |</p>
<table>
<thead>
<tr>
<th>Country: location within country:</th>
<th>Duration of assignment (months):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of employer:</td>
<td>Total no. of staff-months of the assignment:</td>
</tr>
<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in INR):</td>
</tr>
<tr>
<td>Start date (month/year):</td>
<td>No of professional staff-months provided by associated consultants:</td>
</tr>
<tr>
<td>completion date (month/year):</td>
<td>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team leader):</td>
</tr>
<tr>
<td>Name of associated consultants, if any:</td>
<td>Narrative description of Project:</td>
</tr>
<tr>
<td>Description of actual services provided by your staff within the assignment:</td>
<td></td>
</tr>
</tbody>
</table>

### 6.5. Consultant firm’s experience – for consultancy assignment-

Using the format below, provide information on each assignment for which your firm, and each associate firm for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services in setting up of data centre and data recovery centre as requested under this assignment. Consultants should provide all the details (including documentary evidence like copy of work order / contract document) as required in the form.

In case, the information required is not provided by the consultant, Ministry shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.

---

**Firm’s Name**

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in INR):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: location within country:</td>
<td>Duration of assignment (months):</td>
</tr>
<tr>
<td>Name of employer:</td>
<td>Total no. of staff-months of the assignment:</td>
</tr>
<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm under the contract (in INR):</td>
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<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Start date (month/year): completion date (month/year):</td>
<td>No of professional staff-months provided by associated consultants:</td>
</tr>
<tr>
<td>Name of associated consultants, if any:</td>
<td>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team leader):</td>
</tr>
<tr>
<td>Narrative description of project:</td>
<td></td>
</tr>
<tr>
<td>Description of actual services provided by your staff within the assignment:</td>
<td></td>
</tr>
</tbody>
</table>

### 6.6. Consultant firm’s experience in implementing IT projects:

Using the format below, provide information on each assignment for which your firm, and each associate firm for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for implementing IT Project which include network maintenance, network security, hardware maintenance/support and application software support as required in this assignment.

In case, the information required is not provided by the consultant, Ministry shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.

Firm’s Name----------------------------------------------------------

<table>
<thead>
<tr>
<th>Assignment name:</th>
<th>Approx. value of the contract (in INR):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: location within country:</td>
<td>Duration of assignment (months):</td>
</tr>
<tr>
<td>Name of Employer:</td>
<td>Total No. of staff-months of the assignment:</td>
</tr>
<tr>
<td>Address:</td>
<td>Approx. value of the services provided by your firm</td>
</tr>
</tbody>
</table>
under the contract (in INR):

<table>
<thead>
<tr>
<th>Start date (month/year):</th>
<th>No of professional staff-months provided by associated consultants:</th>
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<tbody>
<tr>
<td>completion date</td>
<td></td>
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<tr>
<td>(month/year):</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of associated consultants, if any:</th>
<th>Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team leader):</th>
</tr>
</thead>
</table>

Narrative description of project:

Description of actual services provided by your staff within the assignment:

6.7. **Financial information**

<table>
<thead>
<tr>
<th>Details</th>
<th>Financial year 2015-16</th>
<th>Financial year 2016-17</th>
<th>Financial year 2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue (in INR crores)</td>
<td></td>
<td></td>
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<tr>
<td>Profit before tax (in INR crores)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue from IT services and system integration services (in INR crores)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other relevant information</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Mandatory supporting documents:

- a. Auditor certified financial statements for the last three financial years (Please include only the sections on P&L, revenue and the assets, not the entire balance sheet.)
- b. Unaudited financial statements certified by the company auditor for the current financial year
- c. Certification by the company auditors supporting the revenue break-up for IT Services and system integration services
6.8. **Declaration**-

We hereby confirm that we are interested in providing consultancy services for AYUSH Grid Project of the Ministry of AYUSH, Government of India. All the information provided herewith is genuine and accurate.

Authorized person’s signature.
Name and designation:
Date of signature:

Note: The declaration is to be furnished on the letter head of the organization
Section 7

Comments and suggestions on the Terms of Reference and on counterpart staff and facilities to be provided by the employer-

7.1. On Terms of Reference- Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal.

7.2. On Inputs and facilities- Comments here on inputs and facilities to be provided by the employer like administrative support, office space, local transport, equipments etc.

7.3. Description of approach, methodology and work plan for this consultancy assignment-

7.3.1. Technical approach, methodology and work plan are key components of the technical proposal. You are suggested to present your technical proposal (inclusive of charts and diagrams) divided into the following three chapters:

i. Technical approach and methodology
ii. Work plan
iii. Organization and staffing

7.3.2. Please note-

7.3.2.1. Technical approach and methodology- In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

7.3.2.2. Work Plan- In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the employer), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work schedule.

7.3.2.3. Organization and staffing- In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.
### Professional Staff

<table>
<thead>
<tr>
<th>Designation</th>
<th>No.of staff req</th>
<th>Area of expertise</th>
<th>Task assigned</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Support Staff

<table>
<thead>
<tr>
<th>Designation</th>
<th>No.of staff req</th>
<th>Area of expertise</th>
<th>Task assigned</th>
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</table>

#### 7.3.2.4. CV for proposed staff for consultancy services-

i. Proposed position-

ii. Name of the Firm-

iii. Name of the staff-

iv. Date of birth-

v. Nationality-

vi. Languages known-

vii. Education-

viii. Total experience in the field-

ix. Total no of years with the firm-

x. Area of expertise-

xi. Certification and trainings attended-

xii. Details of involvement in similar projects-

xiii. Employment record (Starting with present position and last 2 firms, list in reverse order, giving for each employment dates of employment, name of employing organization, positions held and project handled)

xiv. Membership professional association if any-

xv. Certificate stating all details mentioned above are correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.