

REF. NO.: IAIIT-AUGUST-2017 : Request for Proposal (RFP) for Appointment of Project Consultant for Information Technology Services – Website & Mobile App

Sr. No	RFP Document Reference(s) (Clause & Page Number(s))	Existing Clause	Query/Suggestions	Response
1	Minimum Eligibility Criteria Page No.-3	5. The consultant must have at least One (1) of the Standard certification issued by any authorized agency and valid as on the originally schedule date of bid opening. (ISO 9001:2015 Quality Management System) . This must be supported by a copy of valid certification.	The consultant must have at least One (1) of the Standard certification issued by any authorized agency and valid as on the originally schedule date of bid opening. (ISO 9001:2008 or above for Quality Management System) . This must be supported by a copy of valid certification.	ok
2	Minimum Eligibility Criteria Page No.-3	7. Annual turnover of INR Rs. 1 Crore in any of the last three years. i.e. FY 2014-15, 2015-16 and 2016-17.	Annual turnover of INR Rs. 1 Crore in any of the last three years. i.e. FY 2014-15, 2015-16 and 2016-17. In case the Financial statements are not available for FY 2016-17, then the previous 3 years i.e. FY 2013-14, 2014-15, 2015-16 financial statements must be submitted.	Annual turnover of INR Rs. 1 Crore in any of the last three years. i.e. FY 2014-15, 2015-16 and 2016-17. In case the Financial statements are not available for FY 2016-17, then the CA audited documents to be submitted.
3	Minimum Eligibility Criteria Page No.-3	9. The consultant must assign a fixed dedicated team of resources for the project activity.	The consultant must assign a fixed dedicated team of resources for the project activity. However, in case the resource replacement needs to be done based on the performance, illness, undue absence or any unforeseen reason; then the resource should be replaced with the resource with same or more experience within 2 weeks.	The consultant must assign a fixed dedicated team of resources for the project activity. As per IAI's discretion the resource may be replaced subject to satisfactory performance. The resource should be replaced with same or more experience within 1 week.
4	Timelines Page No.-8	Timelines - Till project completion and hand-over.	Timelines - The project duration will be 17 months till project completion and hand-over. However, if the project period is extended then the price discovery will be done based on the mutual discussion between IAI and the successful bidder.	IAI will provide broad scope of work involved in website and mobile app development based on which project timeline estimation to be identified.
5	Selection Process i. Technical Evaluation Page No.-12	<p>1. CONSULTANTS EXEPERIENCE (20 Marks)</p> <p>* Years of Experience as a consultant:- <input type="checkbox"/> More than 10 years = 10 <input type="checkbox"/> 5 to 10 years = 5 <input type="checkbox"/> 3 to 5 years = 2</p> <p>* Proven and demonstrable experience, expertise and resources in undertaking similar work in last 3 years. <input type="checkbox"/> More than 07 assignments = 10 <input type="checkbox"/> 3 to 07 assignments = 5 <input type="checkbox"/> Upto 3 assignments = 2</p> <p>* Average Turnover of last 3 years:- <input type="checkbox"/> > Rs. 5 crores = 5 <input type="checkbox"/> 3 to 5 crores = 3 <input type="checkbox"/> 1 to 3 crores = 2</p> <p>2. PROJECT METHODOLOGY AND APPROACH (30 Marks)</p> <p>* Quality of the proposed approach, methodology and system design; * Quality of proposed implementation plan, i.e how the consultant will undertake each task, discipline and commitment to timelines. * Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.</p> <p>3. TECHNICAL EXPERTISE (25 Marks)</p>	<p>1. CONSULTANTS EXEPERIENCE (35 Marks)</p> <p>* Years of Experience as a consultant:- <input type="checkbox"/> More than 10 years = 10 <input type="checkbox"/> 5 to 10 years = 5 <input type="checkbox"/> 3 to 5 years = 2</p> <p>* Proven and demonstrable experience, expertise and resources in undertaking similar consultancy work. <input type="checkbox"/> More than 10 assignments = 15 <input type="checkbox"/> 6 to 10 assignments = 8 <input type="checkbox"/> Upto 5 assignments = 4</p> <p>* Average Turnover of last 3 years i.e. FY 2013-14, 2014-15, 2015-16:- <input type="checkbox"/> > Rs. 10 crores = 10 <input type="checkbox"/> 7 to 10 crores = 7 <input type="checkbox"/> upto 7 crores = 3</p> <p>Minimum Technical qualifying marks is 75 Marks out of Total of 100 Marks. Also each bidder has to score minimum of 60 % marks in each of the 4 sections as mentioned above. The Technical Qualified Bidders will be eligible for Financial Evaluation and the Bidder quoting the lowest (L1) quote in the Financial Evaluation would be considered for award of the contract.</p>	The current clause will remain the same

		<p>* Certifications</p> <p>* Technical expertise in executing & successfully delivering similar Projects.</p> <p>4. WORK PLAN & MANPOWER DEPLOYMENT (20 Marks)</p> <p>* Team leader: Relevant experience, qualifications, and position with firm;</p> <p>* Team members - Relevant experience, skills & competencies;</p> <p>* Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments;</p>	<p>2. PROJECT METHODOLOGY AND APPROACH (30 Marks)</p> <p>* Quality of the proposed approach, methodology and system design;</p> <p>* Quality of proposed implementation plan, i.e how the consultant will undertake each task, discipline and commitment to timelines.</p> <p>* Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.</p> <p>3. WORK PLAN & MANPOWER DEPLOYMENT (20 Marks)</p> <p>* Team leader: Relevant experience, qualifications, and position with firm;</p> <p>* Team members - Relevant experience, skills & competencies;</p> <p>* Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments;</p> <p>4. TECHNICAL PRESENTATION (15 Marks)</p>	
6	Timelines Page No.-8	Timelines - Till project completion and hand-over.	<p>1. What is the total delivery period of the services being expected.</p> <p>o What is the time limit for preparing the Tender, selecting the vendor and commencing the project.</p> <p>o Estimated duration of the PMO phase</p> <p>o Timeline expectation from the Software development vendor to develop the Website & mobile</p>	IAI will provide the broad scope of work involved in website and mobile app development based on which project timelines to be submitted. Consultant will have to identify the timelines required for tendering process based on the broad scope of work.
7	Terms of Payment (Kindly submit your proposed payment terms for this activity.) Page No.-13	iii. Terms of Payment (Kindly submit your proposed payment terms for this activity.)	There is no information is provided on how the Consultant will raise the invoice. We seek confirmation whether invoice can be raised based on milestone achievement	IAI have asked to submit proposed payment terms for this activity, it will be based on milestone achievement. It will discussed and decided by IAI.
8	Scope of Work Page No.-6	Handhold/ support IAI for project management and prioritization, investigations, design consulting, procurement, supervision, cost control, scheduling, risk management, monitoring, auditing, reporting, and ensuring compliances and due diligences required for the project;	We are not sure about the following point mentioned in the tender "Handhold/ support IAI for project management and prioritization, investigations, design consulting, procurement, supervision, cost control, scheduling, risk management, monitoring, auditing, reporting, and ensuring compliances and due diligences required for the project;"	The consultant will lead the entire project on behalf of IAI and ensure that all the requirements are identified and prioritized. Further, consultant also has to ensure that cost analysis, risk management etc. and other compliances and due diligences are followed.
9	Scope of Work Page No.-6	Scope of Work	What are the sequence of activities in scope of work just to confirm, stage 0 will precede RFP and vendor selection	First, RFP will go live then vendor selection after which stage 0 will start.
10	Scope of Work Page No.-7	Stage 3 – Quality & Security Assurance/ Adherence of SLAs.	Do consultants are expected to write the test cases during the quality checking phase? Or is it OK where consultant reviews the test cases provided by the IT vendor for its comprehensibility and closely monitor the testing and results with the vendor resources?	Yes.

11	Minimum Eligibility Criteria Page No.-3	9. The consultant must assign a fixed dedicated team of resources for the project activity.	The consultants whose CVs have been shared as a part of the proposal, should they be the part of the engagement if we win the bid ? Or if it will be fine if we bring a new set of consultants who have the same expertise and skills as the consultants whose CVs were shared at the time of the proposal	It is expected that the consultant must assign a fixed dedicated team of resources for the project activity whose CVs has been shared. As per IAI's discretion the resource may be replaced subject to satisfactory performance. The resource should be replaced with same or more experience within 1 week.
12	Timelines Page No.-8	Timelines - Till project completion and hand-over.	In the scope of work, there are various stages, but no duration mentioned for each stage. In fact after studying Stage 0, any consultant will be in a position to work out a guestimate time frame for other other stage. Also for Stage 0, the volume of work is not defined ie no of application that needs to be studies, any new application to be developed etc.	IAI will provide broad scope of work involved in website and mobile app development based on which project timeline estimation to be identified.