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Directorate General of  
Naval  
Armament Inspection  
Integrated Headquarters  
of  
Ministry of Defence(Navy)  
West Block No. V, RK  
Puram  
New Delhi - 110 066

AI/9101/AIIMS

22 May 18

**REQUEST FOR INFORMATION (RFI) FOR  
SHORTLISTING OF VENDORS/ SYSTEM INTEGRATORS FOR  
IMPLEMENTATION OF ARMAMENT INSPECTION INFORMATION  
MANAGEMENT SYSTEM (AIIMS) FOR INDIAN NAVY**

**1.** The Ministry of Defence, Government of India, intends to shortlist prospective Indian vendors/ System Integrators(SI) for the implementation of an enterprise wide application titled 'Project Armament Inspection Information Management System (AIIMS)' to automate the administrative functions and efficient management of QA & inspection activities of the Naval Armament Inspection(NAI) organisation.

**2.** This Request for Information (RFI) consists of two parts as indicated below. Submission of incomplete response will render the vendor liable for rejection.

**(a) Part I.** The first part of the RFI incorporates brief details about the project and requirements for AIIMS application. A few important technical parameters of AIIMS application are also mentioned.

**(b) Part II.** The second part of the RFI states the methodology of seeking responses of the system integrators.

**PART-I**

**3. Intended Use.** The AIIMS project is aimed at automating all technical and administrative functions of the Naval Armament Inspection (NAI) organisation viz. inspection, quality control & quality assurance of Naval Armaments and cadre management. The project has been conceptualised to meet the following objectives:-

**(a)** Facilitating seamless integration of all units of NAI, real time monitoring, tracking of inspection and quality assurance activities.

(b) Standardisation of existing procedures and improve speed and accuracy of day to day operations.

(c) Maintain data related to all inspection activities that exist in NAI and effectively utilize/ analyze the data gathered during conduct of inspections.

**4. Important Parameters.**

(a) **Technical Parameters.** The technical parameters sought for the Project AIIMS are placed at **Appendix A**. Vendors are to indicate whether similar COTS product/ proposed solution is in use by any other Navy or offered for use by other Governmental or Non-Governmental agencies within India and if so, unit price(without taxes/ custom duties) and year in which it was supplied. The differences between these versions of COTS product/ proposed solution may also be highlighted.

(b) **Approximate Cost Estimation.** Vendors are to provide indicative cost for the solution as per the table given at **Appendix B**. The estimated cost is required only for budgetary estimation, final cost estimation(without taxes/ custom duties) would be provided by the vendor during RFP stage.

(c) **Field Evaluation Trials(FET).** Modalities and trial methodology for FET would be mentioned in the RFP. FET would have to be undertaken at user defined locations.

(d) **Manpower & Training.** Operation of software/ equipment would be undertaken by the users. However, support for operation and maintenance have to be provided by the vendor. Manpower required for the same would be mentioned in the RFP. The vendor would also be required to impart training to the user on operation and first line of maintenance of the system/ software.

(e) **Option Clause.** An Option Clause may be exercised in the procurement case. Vendors must express their willingness for Option Clause for licenses, hardware and support for entire duration of the contract.

(f) **Delivery Schedule.** The RFP is likely to be issued in 4<sup>th</sup> quarter of 2018. The tentative delivery schedule/ timeline for supply of software/ equipment after conclusion of contract is placed at **Appendix A**.

(g) The procurement would be guided by DPP 16 available at [www.mod.nic.in](http://www.mod.nic.in). All vendors are advised to be conversant and in compliance with the same. If not, which Para/ Clause of DPP 16 would not be agreed to, is required to be indicated with reasons. Further, acceptability to the terms of payment as per DPP 16 is required to be specifically indicated.

(h) The vendors are required to indicate or otherwise to the conditions of the RFI and with all provisions of DPP 16 and respond to the queries pertaining to the technical requirements placed at **Appendix A**. Vendors may consider RFI as advance information to obtain requisite government clearances.

**5.** Vendors are to confirm that the following conditions are acceptable:-

**(a)** The solicitation of offers will be as per 'Single Stage-Two Bid System'. It would imply that a 'Request For Proposal' would be issued soliciting the technical and commercial offers together, but in two separate sealed envelopes. The validity of commercial offers would be at least 18 months from the date of submission of offers.

**(b)** The technical offers would be evaluated by a Technical Evaluation Committee (TEC) to check its compliance with RFP.

**(c)** The proposed solution of all TEC cleared Vendors would be put through an Evaluation Trial on a 'No Cost No Commitment(NCNC)' basis. A staff evaluation would be carried out by SHQ to analyse the result of evaluation and shortlist the solution for introduction into service. Towards this, the participating Vendors are to forward propose solution (as per RFP) that would be made available for NCNC trials.

**(d)** Amongst the vendors cleared by Staff Evaluation, a Commercial Negotiation Committee would decide the lowest cost bidder (L1) and conclude the appropriate Contract.

**(e)** Vendor would be bound to provide product support for time period specified in the RFP, which includes maintenance (AMC) of proposed solution, software, hardware and infrastructure.

**(f)** The Vendor would be required to accept the general conditions of Contract given in the Standard Contract Document at Chapter VI of DPP 16.

**(g) Integrity Pact.** Vendor is to indicate willingness to sign Integrity Pact along with appropriate IPBG in accordance with provisions of DPP 16.

**(h) Performance-cum-Warranty Bond.** Performance-cum-Warranty Bond equal to 10% value of the Contract is required to be submitted after signing of the contract as per provisions of DPP 16.

## **PART-II**

## 6. **Procedure for Response**

(a) Vendors must fill the form of response as given in **Appendix C & D** and all documents, information & details as detailed in Checklist(**Appendix E**) of this document. Apart from filling the exact details about the company, details about the exact product meeting our generic technical specifications should also be carefully filled. Additional literature on the product can also be attached with the form.

(b) The response to this RFI must be submitted in a sealed cover along with covering letter provided in **Appendix C**. All pages must be duly signed and stamped by an authorised signatory and dispatched at under mentioned address:-

The Principal Director of Naval Armament Inspection (PDNAI)  
IHQ-MoD (N)/ DGNAI  
Room no. 1113, Wing-1, First floor  
West Block-V, RK Puram, New Delhi-110066  
Tel: 011-26194800, Fax: 011-26194273

(c) Three hard copies and two soft copies are required to be submitted in sealed covers labeled "**Implementation of Project AIIMS for NAI: Request for Information**" along with name of bidding firm on the cover page/ CD. If required additional copies may have to be submitted on request.

(d) The response should be in English language, font size 10 and font type Arial (including text for footnotes, headers etc).

(e) Last date of acceptance of filled form is **27 Jun 2018** on or before 1200 hours. Submission after the due date and time will NOT be accepted. The vendors short listed for issue of RFP would be intimated.

(f) RFI responses must remain valid and open for a period of at least one year from the time of the closing date of RFI. The validity of RFI may be explicitly stated.

(g) **Pre-Qualification Criteria (POC)**.The bidder should mandatorily comply with the POCs provided at **Appendix F**, in order to qualify for participating in the RFP.

(h) **Statement of Credentials**.

(i) The response to Part-II of this RFI must showcase the Bidder's capability to carry out the project (similar assignments, expertise, skill sets etc). The bidder has to be a proven System Integrator who brings in relevant experience working on large scale COTS solutions on a turnkey basis (solution implemented as a stack, technologies used, scale of

implementation, learning on issues, challenges, and Client references).

(ii) All the information has to be substantiated with documentary proof and the information shall be provided in the formats given as the Appendices.

(j) **Software Product Offering.**

(i) The System Integrator, at the RFI stage, is given the liberty to propose its solution with more than one OEM products for the COTS solution modules and should provide the details as per compliance sheet placed at **Appendix G**. However, only one solution will be permitted at RFP stage. The solution(s) suggested in response to RFI and RFP should clearly bring out the following to exhibit that the bidder has a clear understanding of the scope and nature of project:-

(aa) Solution proposed as a stack

(ab) Technologies proposed

(ac) Understanding of how the solution will work to further the objectives of automation of NAI's related processes and functions.

(ii) The Bidder must submit a broad implementation plan/strategy for the implementation for such projects. The bidder must also submit the detailed capabilities of the COTS solutions being proposed and how do they envisage their utility in the overall framework for AIIMS.

7. **Clarifications/Queries.** Last date for submission of queries and clarifications is **08 Jun 2018. Communication received after 1600 hours (4 p.m.) on 08 Jun 2018 will not be responded.** Respondents should provide details of their contact person's tele and mobile Nos, Fax, email and full address(s) to ensure that replies to RFI could be conveyed promptly.

8. Queries and clarifications regarding the RFI should be sent to under-mentioned officers. Queries sent through post must also be sent on the email provided below:-

<p><b>Primary Contact Person.</b>  <b>Name/Designation:</b>            Cdr K Pradeep            JDNAI  <b>Email Id:</b> <a href="mailto:dgnai-navy@nic.in">dgnai-navy@nic.in</a>  <b>Telephone:</b> 011-26194800  <b>Fax Number:</b> 011-26194673</p>	<p><b>Alternate Contact Person.</b>  <b>Name/Designation:</b>            Lt Cdr KVR Reddy            DDNAI  <b>Email Id:</b> <a href="mailto:dgnai-navy@nic.in">dgnai-navy@nic.in</a>  <b>Telephone:</b> 011-26194800  <b>Fax Number:</b> 011-26194673</p>
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9. If IHQ MoD(N)/ DGNAI, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then IHQ MoD(N)/ DGNAI reserves the right to communicate such response to all Respondents.

10. A meeting will be held at **Conference Hall, DGNAI** on **13 Jun 2018** (1030 hrs) at the office of The Principal Director of Naval Armament Inspection, IHQ-MoD(N)/ DGNAI, Room no. 1113, Wing-1, 1st floor, West Block-V, RK Puram, New Delhi -110066 to brief on project AIIMS and to answer any queries regarding submission of RFI proposals. The vendor or his authorised representative is requested to attend. Necessary details, as per **Appendix H**, may be sent a week in advance (06 Jun 2018) to The Principal Director of Naval Armament Inspection, IHQ-MOD(N)/ DGNAI, Room no. 1113, wing-1, I floor, West Block V, RK Puram, New Delhi -110066, Tel: 26194800, FAX: 26194273 to facilitate obtaining of security clearance.

11. **Selection/ Short-Listing Process.** A bidder selection committee would be formed to evaluate the responses to RFI. The bidder selection committee will evaluate the compliance of the RFI of the respondents on the basis of financial status, technical capability, track record of similar projects undertaken and proposed solution for the project for user friendly GUI/ console based deployment. The vendor may be asked to provide a limited demonstration on a NCNC basis, for understanding the capability of COTS solution proposed to facilitate assessment of the RFI responses.

12. After evaluation of RFI responses, only those respondents who have been short-listed by MoD/ NAI shall be duly informed in writing. The RFP / Tender Document shall be given to the short-listed respondents only. The acquisition process will follow the provisions contained in Para 73, Chapter II of Defence Procurement Process 2016 for Turnkey Projects.

13. **Non-Disclosure Agreement.** The Bidder would have to submit a non-disclosure agreement as per format given in **Appendix J**.

14. The Government of India invites responses to this request only from Original Equipment Manufacturers (OEM)/ System Integrators (SIs)/ Authorised Vendors. The end user of the AIIMS solution is the Indian Navy.

15. This information is being issued with no financial commitment and the Ministry of Defence reserves the right to change or vary any part thereof at any stage. The Government of India also reserves the right to withdraw RFI should it be so necessary, at any stage.

16. The acquisition process would be carried out under the provisions of DPP 16.

Sd/-  
(Rupak Barua)  
Commodore  
PDNAI  
May 18

**Appendix A**  
(Refers to Para 4(a), (f) & (h))

**TECHNICAL PARAMETERS**

**1. Essential Modules.** The broad requirements for Project AIIMS involves the following key modules:-

**(a) Inspection Life Cycle Management Module (ILCM).** This is the core module which will capture the functioning of NAI with respect to conduct of inspection activities. NAI needs to keep track of an armament throughout its lifecycle which includes its manufacturing/ supply details, inspection details along with observations, history of use/ issue, details such as components that have been changed/ replaced, etc. There are around 30 inspection processes performed by NAI units which are classified under 6 categories on the basis of their involvement from design to discard of an armament - Design and Development, Production, Depot Inspection, Afloat Inspection, Disposal and Supporting processes. This module will maintain & manage the product record and tag it with various processes, inspection and other details. For external units with no direct access to core ILCM, an Inspection requisition - Self-service portal will be provided to raise inspection request, check status and manage information on armaments held.

**(b) Asset Management Module (AM).** This module will be used to manage the details of the assets/ products and their sub-products from the highest order to the lowest order inspected by the NAI. It will also maintain the status and record of the inspection equipment/ tools, IT devices, office inventory, etc.

**(c) Document Management Module (DM).** This module will help maintain the vast inspection data and documents held with NAI such as policy guidelines, product drawings, check sheets, etc. This module will provide the functionality to maintain change logs and different versions of documents on AIIMS.

**(d) Human Resource Management Module (HRM).** The objective of this module is to streamline the HR processes in the NAI organisation. This module will help in managing the details of all NAI employees with respect to their profile, experience, skills, leave details, Annual Confidential Report (ACR)/ Annual Performance Assessment Report (APAR) management, etc. Only senior officers/ decision makers will be using HRMS Core and remaining NAI users will be using **HR - Self-service portal** for accessing their HR information, request for leave, etc.

**(e)** The solution is also envisaged to provide **MIS Reporting & Analysis**. This will help the users to generate reports and analyse the data. Some of these analysis are sigma, mean, mode, median, max, min, etc. It should illustrate the analysis of data in the form of



graphs and charts such as line graphs, bar charts, pie charts, histograms, etc. The system should also be able to tell the reliability of an armament at a given time. AIIMS should have the ability to determine the MTTF (Mean Time To Failure) and MTBF (Mean Time Before Failure). Analytical reports may be generated based on statistics, persona and would also cater for predictive analysis and forecasting.

**2. Handheld Device.** Towards collection of inspection data, handheld devices are envisaged. Handheld device should be ruggedised and devoid of any transmitting hardware such as bluetooth, Infra-red, Wi-Fi, 2G/3G/4G etc. A lite version of AIIMS would be resident on the device for collection of data. Details of application and specifications of handheld device would be mentioned in RFP.

**3. Infrastructure.** AIIMS application is intended to work on the Naval Communication Network (NCN) being commissioned by the Indian Navy. Data Centre and Disaster Recovery (DC and DR) facilities and most of the IT infrastructure components including servers, network, security etc. required for hosting the AIIMS application would be provided by the Indian Navy. Only a few infrastructure components such as storage, handheld devices, printers etc. will be required to be provided by the SI. The details of the same are placed at Para 4 (b) (iv). The SI in association with DGNAI is also required to support and coordinate with the various teams and agencies of IN for integration of AIIMS with the infrastructure during implementation. Detailed specifications of hardware devices and IT infrastructure that would require to be provisioned by the SI would be detailed in the RFP.

**4. High Level Scope of Work for SI.** This is a turnkey project which involves customisation of COTS software, supply of hardware and includes 07 years of operations and maintenance after Project Go-Live. The scope of work of the SI are broadly given below:-

(a) Procurement and supply of all licenses required for the proposed solution.

(b) COTS and associated software Installation, Configuration, Customization, Data Digitization, Data Migration & Documentation for Modules/ Sub- Modules/ Customised portions and integration. The scope of work involves:-

(i) Project Plan Creation

(ii) As-Is study (existing system studies capturing processes of NAI given above would be provided and used during requirements gathering stage for gap analysis).

(iii) Supply of COTS solution, its configuration, customization to meet IN requirements and integration.

- (iv) Creation and maintenance of proposed solution
  - (v) Test Bed or Pilot Implementation
  - (vi) Application Testing and Project Go-Live
  - (vii) Data Digitisation & Migration
  - (viii) Role based mapping of users as per access matrix
  - (ix) Documentation
- (c) Change Management, Capacity Building. This involves:-
- (i) Change management implementation to various stakeholders/ user groups
  - (ii) Capacity Building
  - (iii) Review Change Management & Capacity Building delivery
  - (iv) Multi-location training and handholding
- (d) IT Infrastructure Procurement, Supply and Implementation. Supply of hardware (like SAN storage, handheld devices, etc), infrastructure for test, development and training environment (limited sites preparation).
- (e) Operation & Maintenance of proposed solution & related IT infrastructure during warranty/ AMC period. This includes:-
- (i) Help Desk Management
  - (ii) IT Infrastructure maintenance
  - (iii) User profiles and account management
  - (iv) IT security management
  - (v) Transition management
  - (vi) Compliance to service level agreement
  - (vii) Application software maintenance
  - (viii) Software change & version control
  - (ix) Maintain configuration information & system documentation

- (x) Product support for system software
- (xi) Comprehensive Support Package for 7 years

**5. License Estimation.** The number of licenses has been estimated by identifying the usage of AIIMS application by various NAI users as per their roles and credentials. The estimated number of licenses for various modules of the AIIMS application is given below:-

- (a) Inspection Life Cycle Management Module : 300
- (b) Asset Management Module : 300
- (c) Document Management Module : 300
- (d) Human Resource Management Module : 300
- (e) Reporting & Analysis : 300
- (f) Self-Service Portal (ILCM) : 700
- (g) Self-Service Portal (HRM) : 700

**6. Quantity of Handheld Devices.** The number of handheld devices to be supplied by the SI is 200.

**7. Estimated Timeline.** The total time period for Go-Live of AIIMS application is 24 months from the date of signing of contract. Post Go-Live, Operation & Maintenance support will be provided for a period of 7 years.

**NOTE:** The basic development and customisation shall be carried out at SI's premises. Implementation of AIIMS solution and feeding actual inspection related data/ fields shall be undertaken at DNAI's premises and under the supervision/ guidance of DNAI implementation team.

**Appendix B**  
(Refers to Para 4(b))

**APPROXIMATE COST ESTIMATION**

<b>Application Licenses</b>					
<b>S. No.</b>	<b>Module Name</b>	<b>Quantity (approx)</b>	<b>Price in INR (A)</b>	<b>Total Amount in Words (B)</b>	<b>Remarks</b>
(a)	Inspection Life Cycle Management (ILCM)	300			
(b)	Asset Management (AM)	300			
(c)	Document Management (DM)	300			
(d)	Human Resource Management (HRM)	300			
(e)	Reporting & Analysis	300			
(f)	Self-service Portal (ILCM)	700			
(g)	Self-service Portal (HRM)	700			
<b>Data Digitisation</b>					
<b>S. No.</b>	<b>Type of Pages</b>	<b>Quantity (approx)</b>	<b>Price in INR (A)</b>	<b>Total Amount in Words (B)</b>	<b>Remarks</b>
(a)	A4	888400			
(b)	A3	84000			
(c)	A2	45000			
(d)	A1	18000			
(e)	A0	7700			
<b>Capacity Building/Training</b>					
<b>S. No.</b>	<b>Unit of Measurement</b>	<b>Quantity</b>	<b>Price in INR (A)</b>	<b>Total Amount in Words (B)</b>	<b>Remarks</b>
(a)	Man - Weeks	600			
<b>Hardware Estimation</b>					
<b>S. No.</b>	<b>Type of Hardware</b>	<b>Quantity</b>	<b>Price in INR (A)</b>	<b>Total Amount in Words (B)</b>	<b>Remarks</b>
(a)	Handheld Device	200			
(b)	Docking Station	50			
(c)	SAN storage(100 TB)	4			
(d)	Barcode Scanner	50			
(e)	Printer	50			
(f)	PC/ Laptop	12			
(g)	Display 48"	6			
(h)	Office accessories (printer, scanner etc.)	2			
(j)	UPS	2			
(k)	Furniture & Civil work(200 sqft room)	2			

**Appendix C**  
(Refers to Para 6(a) & (b))

**COVERING LETTER**

**Company Letter Head**

Project AIIMS  
The Principal Director of Naval Armament Inspection (PDNAI)  
IHQ-MoD (N)/DGNAI  
Room no. 1113, Wing-1, First floor  
West Block-V, RK Puram, New Delhi-110066

**Reference:** Request for Information for Project AIIMS

Dear Sir,

1. This is to notify you that our company intends to submit a proposal in response to the RFI request for Project AIIMS.
2. Primary and Secondary contacts for our company are:-

	<b>Primary Contact</b>	<b>Secondary Contact</b>
<b>Name</b>		
<b>Title</b>		
<b>Company Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Mobile</b>		
<b>Fax</b>		
<b>E-Mail</b>		

3. We confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered are true, accurate, verifiable and complete. The response includes all information necessary to ensure that the statements therein do not in whole or in part mislead NAI in its short listing process.
4. We fully understand and agree to comply that verification, if any of the information provided here is found to be misleading the short listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the selection process.

5. We undertake that we will deploy only persons of Indian passports or Citizens of India in the execution of this project in the event our company gets selected for the execution of this project.

6. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

7. This response to RFI is valid until <minimum one year>.

**Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 2018**

**(Signatory)**

**(In Capacity of)**

Duly authorised to sign the RFI response for and on behalf of

Sincerely,

**Signature:**

**Name:**

**Designation:**

**Name and Address of Company:**

**Date:**

**(Seal/Stamp of System Integrator)**

**Certificate as to Authorised Signatories**

I, certify that I am \_\_\_\_\_ of the \_\_\_\_\_, and that \_\_\_\_\_ who signed the above response is authorised to bind corporation/company by authority of its governing body.

**(Company Seal)**

**Date:**

**Appendix D**  
(Refers to Para 6(a))

**INFORMATION PROFORMA**  
**(INDIAN VENDORS)**

**1. Name, Address and Unique ID (if any) of the Vendor/ Company/ Firm.** \_\_\_\_\_

(Company profile, in brief concluded in the name and address of the firm, as indicated here). Vendors are to submit an undertaking that any subsequent proposal for change in name of firm or address, will be intimated to IHQ MoD(N) at the first available opportunity and supporting documents furnished within five working days of approval by relevant competent authority.

**2. Type (Tick the relevant category).**

Original Equipment Manufacturer (OEM) Yes/No  
 System Integrator (SI) Yes/No  
 Authorised Vendor of foreign Firm Yes/No (attach  
 details, if yes)  
 Others (give specific details) \_\_\_\_\_

**3. Contact Details.**

Postal Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Pin Code: \_\_\_\_\_ Tele: \_\_\_\_\_  
 Fax: \_\_\_\_\_ URL/ Web Site: \_\_\_\_\_  
 Email: \_\_\_\_\_

**4. Local Branch/ Liaison Office in Delhi (if any).**

Name & Address: \_\_\_\_\_  
 Pin Code: \_\_\_\_\_ Tele: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Financial Details.**

- (a) Category of Industry (Large/ Medium/ Small Scale):  
 \_\_\_\_\_
- (b) Annual Turnover: \_\_\_\_\_ (in INR)
- (c) Number of employees in firm: \_\_\_\_\_
- (d) Details of manufacturing infrastructure: \_\_\_\_\_

(e) Earlier Contracts with Indian Ministry of Defence / Government agencies:

Contract Number	Product Name	Quantity	Cost

**6. Certification by Quality Assurance Organisation.**

Name of Agency	Certification	Applicable from (Date & Year)	Valid till (Date & Year)

**7. Details of Registration.**

Name of Agency	Registration Number	Validity (Date)	Product
DGS&D			
DGQA/ DHAQA/ DGNAI			
OFB			
DRDO			
Any other Government Agency			

**8. Membership of FICCI/ ASSOCHAM/ CII or other Industrial Associations.**

Name of Organisation	Membership Number

**9. Solution/ Product Profile (to be submitted for each product separately)**

(a) Name of Product: \_\_\_\_\_

(b) Description (attach technical literature):  
\_\_\_\_\_

(c) Whether OEM or SI: \_\_\_\_\_

(d) Name and address of Foreign collaborator (if any):  
\_\_\_\_\_

(e) Industrial License Number: \_\_\_\_\_

(f) Countries/ agencies where solution/ product supplied earlier (give details of quantity supplied):  
\_\_\_\_\_



**10.** Alternatives for meeting the objectives of the solution set forth in the RFI.

**11.** Any other relevant information: \_\_\_\_\_

**12. Declaration.**

(a) It is certified that the above information is true and any changes will be intimated at the earliest.

(b) It is certified that in the past that \_\_\_\_\_ (name of firm) has never been banned/ debarred from business dealings with MoD/ GO/ any other Government organisation and that there is no inquiry going on by CBI/ ED/ any other Government agency against the firm.

(Authorised Signatory of Company)

Company Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix E**  
(Refers to Para 6(a))

**CHECKLIST**

Please note that all the information as per the checklist below needs to be provided. Incomplete information may lead to non-evaluation/ non-selection.

<b>S. No.</b>	<b>Compliance Required</b>	<b>Documents Required</b>
(a)	Incorporation of the company	Certificate from RoC, MoA and AoA
(b)	Authorization of signatory	Board resolution/ Power of Attorney
(c)	Corroboration of Nationality (Indian) of the personnel on project	Certificate from an authorised signatory
(d)	Balance Sheet	Audited Balance Sheet
(e)	Previous Experience	Work Order/ Completion Certificates for experience cited. In case of unavailability of a work order/ completion certificate for an international project or a project wherein an NDA was signed, the vendors are allowed to submit an undertaking signed by the authorised signatory.
(f)	Authorised Association Certificates with the COTS product vendors	OEM undertaking on association with the SI
(g)	<ul style="list-style-type: none"> <li>• CMMI Level 5 (IT Services/ Development) or equivalent</li> <li>• ISO 20000 for service management or equivalent</li> <li>• ISO 27000 or equivalent</li> </ul>	Copies of valid relevant certificates
(h)	Format enclosed as Appendix B	Approximate Cost Estimate
(j)	Format enclosed as Appendix C	Covering Letter
(k)	Format enclosed as Appendix D	Information Proforma
(l)	Format enclosed as Appendix F	Pre-Qualification Criteria
	Format enclosed as Annexure I to Appendix F	Financial Information
	Format enclosed as Annexure II to Appendix F	Implementation Experience

<b>S. No.</b>	<b>Compliance Required</b>	<b>Documents Required</b>
	Format enclosed as Annexure III to Appendix F	CMMI Level 5/ ISO/ Quality/ Security Certification Assessment
(m)	Format enclosed as Appendix G	Compliance Sheet for Capabilities of the COTS Solution
(n)	Format enclosed as Appendix H	Format For Forwarding Details For Security Clearance
(p)	Format enclosed as Appendix J	Non-Disclosure Agreement (To be Provided on the Letterhead of the Company)

**Appendix F**  
(Refers to Para 6(g))

### **PRE-QUALIFICATION CRITERIA**

**1.** The bidder would have to comply with each of the following PQC's in order to qualify for participating in the Request for Proposal. The PQC's have been clustered under the following broad heads:-

- (a) General requirements
- (b) Financial strength of the bidder
- (c) Previous experience
- (d) Qualitative requirements

<b>S. No</b>	<b>Criteria</b>	<b>Supported Documents Required</b>	<b>Compliance (Yes/ No)</b>	<b>Remarks</b>
<b>(a) General Requirements</b>				
(i)	The Bidder - must have its registered office and operations in India. The Bidder should be <b>operational in India for at least 03 years</b> as on date of submission of response to RFI.	Certification of Incorporation/ Registration		
(ii)	The Bidder - will certify that <b>only Indian Nationals will work on the given project.</b>	Undertaking from Authorised Signatory along with a power of attorney/ board resolution identifying Authorised Signatory		
(iii)	<b>The Bidder declared to</b>	Undertaking		

<b>S. No</b>	<b>Criteria</b>	<b>Supported Documents Required</b>	<b>Compliance (Yes/ No)</b>	<b>Remarks</b>
	<p><b>be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices by Indian Navy/ MoD shall not be eligible.</b></p>	<p>from Authorised Signatory</p>		
(iv)	<p><b>The Bidder banned or blacklisted by the State or Central government are not eligible to participate in the bidding process.</b></p>	<p>Undertaking from Authorised Signatory</p>		
<b>(b) Financial Strength of the Bidder</b>				
	<p>The Bidder should be profitable for the previous three years and must have an annual turnover of not less than <b>Rs 100 Crores</b> from IT System Integration services for each of the last three financial year (2014-15 to 2016-17) for Indian operations.</p> <p>The Bidder should have a positive net worth of <b>Rs 25 Crores</b> or above for each of the three financial years as mentioned above.</p>	<p>Audited/ certified financial statements indicating the requirement as per format enclosed in <b>Annexure I.</b></p>		
<b>(c) Previous Experience</b>				
(i)	<p><b><u>Experience working in large scale projects in Government/ Defense sector</u></b></p> <p>The Bidder must have experience of implementing COTS applications (ERP/ PLM/ EAM/ MRO) in India or Internationally in the previous seven years (until date of submission</p>	<p>Citations as per the format enclosed in <b>Annexure II.</b></p> <p>Work orders/ completion certificates of the experience cited.</p>		

<b>S. No</b>	<b>Criteria</b>	<b>Supported Documents Required</b>	<b>Compliance (Yes/ No)</b>	<b>Remarks</b>
	<p>of RFI).</p> <p>The Bidder should have experience in:</p> <p><b>(aa) At least one COTS application Project with a PSU/ PSB or Government Organization or defense organisation;</b> and</p> <p><b>(ab) At least one COTS application Project with a user base (licenses) of more than 300 for the core modules.</b></p> <p>Note: All the above mentioned experiences could be as part of one or more projects, together or separately.</p>	<p>In case of unavailability of a work order/ completion certificate for an international project or a project wherein an NDA was signed, vendors are allowed to submit an undertaking signed by the authorised signatory.</p>		
<b>(ii)</b>	<p><b><u>Experience working in projects in similar domain (Defence)</u></b></p> <p>The Bidder must have successfully completed <b>at least one implementation Project</b> in the Defence sector in India or Abroad as on date of submission of response to RFI.</p>	<p>Citations as per the format enclosed in <b>Annexure II.</b></p> <p>Work orders / completion certificates of the experience cited.</p> <p>In case of unavailability of a work order / completion certificate for an international</p>		

<b>S. No</b>	<b>Criteria</b>	<b>Supported Documents Required</b>	<b>Compliance (Yes/ No)</b>	<b>Remarks</b>
		project or a project wherein an NDA was signed, vendors are allowed to submit an undertaking signed by the authorised signatory.		
(iii)	<p><b><u>Experience in Operations &amp; Maintenance for IT Projects</u></b></p> <p>The Bidder must have supported or is supporting its client for Operation &amp; Maintenance for multi-location projects inclusive of Warranty and AMC for a period of three years period during last seven years until date of submission of response to RFI.</p>	<p>Minimum two citations as per the format enclosed in <b>Annexure II</b>.</p> <p>Work orders of the experience cited</p>		
(iv)	<p><b><u>Experience in Executing Turnkey Projects</u></b></p> <p>The Bidder must have an experience of successfully completing COTS application projects in India or abroad on a turnkey basis, during last seven years until date of submission of response to RFI, comprising of Software, Hardware, Data centre, Networking, Training, Data digitization and O&amp;M services.</p> <p>Turnkey projects should</p>	<p>Citations as per the format enclosed in <b>Annexure II</b>.</p> <p>Work orders of the experience cited</p>		

<b>S. No</b>	<b>Criteria</b>	<b>Supported Documents Required</b>	<b>Compliance (Yes/ No)</b>	<b>Remarks</b>
	<p>include:-</p> <p><b>(aa)</b> Three similar completed works costing not less than Rs 30 crore; or</p> <p><b>(ab)</b> Two similar completed works costing not less than Rs 50 crore; or</p> <p><b>(ac)</b> One similar completed work costing not less than Rs 65 crore.</p> <p><b>Note:</b> In case of projects cited in international currency, conversion rates at the time of placement of such orders will be considered for evaluation and criteria fulfillment purpose, i.e. <i>(Value of Purchase Order Cited) x (Currency Value in INR on Date of Purchase Order Cited)</i>.</p>			
<b>(d) Qualitative Requirements</b>				
	<p><b>(i) OEM Partnerships</b> Bidder must have authorised partnerships with the COTS product OEM(s) proposed, valid as on date of submission of RFI. Copy of MoU with COTS product vendor will be sought at RFP stage. The Bidder holds the liberty to propose its solution with more than one OEM product at the RFI stage.</p>	<p>Undertaking from the OEM confirming association.</p> <p>Bidder shall also provide a certificate from the OEM(s) for supporting the product(s) proposed (including any customizations required) for 07 years from the</p>		

<b>S. No</b>	<b>Criteria</b>	<b>Supported Documents Required</b>	<b>Compliance (Yes/ No)</b>	<b>Remarks</b>
		date of Go-Live		
<b>(ii)</b>	<p><b>Compliance to Standards</b> Bidder should have attained the following or equivalent as on date of submission of the RFI:</p> <p>(aa) CMMI Level 5 for its IT/Software Development Services in India. (ab) Should be ISO 20000 certified for service management in India. (ac) Should be ISO 27000 certified for information security in India.</p>	Compliance certificates as per the format in <b>Annexure III.</b>		

**Annexure I**

(Refers to Para 1(b) of Appendix F)

**FORMAT-FINANCIAL INFORMATION**

<b>Financial Information</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
<b>Category of Industry (Large/ Medium/ Small Scale)</b>			
<b>Annual Turnover (in INR crores)</b>			



<b>Annual Turnover from IT related services (in INR crores)</b>			
<b>Profit After Tax (in INR crores)</b>			
<b>Net worth (in INR crores)</b>			
<b>Number of Employees in the firm:</b>			
<b>Earlier Contracts with Indian Ministry of Defence/ Government agencies: (incl. contract number and contract value)</b>			
<b>Certification by Quality Assurance Organisation: (incl name of agency, certification, applicable date from and valid till)</b>			
<b>Details of Registration:</b>			
<b>COTS Profile: (incl name of product, description etc.)</b>			
<b>Other Relevant Information:</b>			

**Note:** Please attach relevant sections of the documentary proofs

(Company Secretary/ Statutory Auditor)

Company Seal

Place \_\_\_\_\_

Date \_\_\_\_\_

**Annexure II**  
(Refers to Para 1(c)(ii) of Appendix F)

**FORMAT - IMPLEMENTATION EXPERIENCE**

<b>Assignment Name:</b>	
<b>Country:</b> <b>Location within Country:</b>	
<b>Name of Client:</b>	
<b>Address:</b>	
<b>Start Date (Month/Year):</b> <b>Completion Date (Month/Year):</b>	
<b>Project Completion Certificates:</b>	
<b>Acceptances from Concerned Officers:</b>	
<b>Approx. value of the contract:</b>	
<b>Duration of assignment (months):</b>	
<b>Total No of staff-months of the assignment:</b>	
<b>Approx. value of the services provided under the contract (in Current INR):</b>	
<b>No. of Months of Professional Staff Provided by Associated Consultants:</b>	
<b>Name of senior professional staff of your firm Project Manager:</b>	
<b>Narrative Description of Project:</b>	
<b>Description of Actual Services Provided by SI/Vendor:</b>	

**Note:** Please attach relevant documentary proofs

(Authorised Signatory of Company)

Company Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure III**  
(Refers to Para 1(d)(ii) of Appendix F)

**CMMI LEVEL 5/ ISO/ QUALITY/SECURITY CERTIFICATION**  
**ASSESSMENT**

<b>Name of Certificate:</b>	
<b>Valid Till</b>	
<b>Certified Entity</b>	
<b>Units/Locations Assessed</b>	
<b>Issuing Authority</b>	
<b>Other Relevant Information (Enclose copy of the certificate)</b>	

**Note:** Please attach copy of the certificate

(Authorised Signatory of Company)

Company Seal

Place: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Appendix G**  
(Refers to Para 6(j)(i))

**COMPLIANCE SHEET FOR CAPABILITIES OF THE COTS SOLUTION**

The bidder has to mention proposed COTS Solution(s) to meet the AIIMS project requirements as per the table given below.

S. No	Functionality Offered	Compliance to the solution whether it meets the AIIMS requirements (Yes/No)	Name(s) of the COTS Solution Proposed
1.	Inspection Life Cycle Management		
2.	Asset Management		
3.	Document Management		
4.	Human Resource Management		
5.	MIS Reporting and Analysis		
<b>Other Modules (functionalities) as given in the RFI document/ suggested by the Bidder</b>			
6.			
7.			

**Note:** Add tables as required.

(Authorised Signatory of Company)

Company Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix H**  
(Refers to Para 10)

**FORMAT FOR FORWARDING DETAILS FOR SECURITY CLEARANCE**

1. Name, Occupation & Sex
2. Name of the Firm
3. Date of Birth
4. Nationality
5. Parent's Name
6. Nationality
7. Permanent Address
8. Address in India (during visit)
9. Government Identification Proof
  - (a) Identity No.
  - (b) Date of Issue
  - (c) Place of issue
  - (d) Issuing authority
  - (e) Valid up to \_\_\_\_\_

(Authorised Signatory of Company)

Company Seal

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Appendix J**  
(Refers to Para 13)

**NON-DISCLOSURE AGREEMENT**  
**(to be provided on the letterhead of the company)**

It is certified that the company or any representative of the company or agents authorised by the company will not disclose any information gained by them or their representatives or agents, while interacting with the personnel of the NAI organisation or any documents received by them or any study carried out by them, directly or indirectly to any company or institution or press.

(Authorised Signatory of Company)

Company Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_