



NOTICE FOR PRE-QUALIFICATION OF TENDERERS
(for short listing Consultant firms/consortiums)

(File No. DSIR/ITeG/ERP/2010-11)

1 Department of Scientific and Industrial Research, DSIR proposes to evolve a highly productive and user-friendly, electronic knowledge-based workplace that offers effective C2G & G2C services ensuring minimized overheads and prompt information availability, while adhering to Government of India Rules, Regulations and Policies through pursuing some key interventions to be implemented within it, in an aggressive time frame of **6-8 months**. The **Joint Secretary (Administration), Department of Scientific and Industrial Research (DSIR), Anusandhan Bhavan, 2 Rafi Marg, New Delhi – 110001, India**, therefore, invites applications by **16 November 2010** from individual firms or consortium of repute for **pre-qualification** for issue of Tenders to evolve the above mentioned initiatives through IT enablement of processes while building Enterprise Resource Planning (ERP) Solutions that includes Design, Development and Implementation of Software Products and Maintenance Support Services. Following the short listing of IT consultants on the basis of this pre-qualification for tender, RFPs for individual project initiatives shall be made available to the short listed consultants for submission of the technical and commercial bids.

2 Only those consulting firm/company or consortium firms need apply who

(i) have three years of experience in the field of development and maintenance of automation/computerization and have already developed some similar systems for other department/office under GOI.

(ii) have the average business turnover for the last three years should be minimum ₹ 2.00 crore,

(iii) have an employee base of more 100 professionals.

3 Format for response : The application for empanelment must be compiled and submitted in electronic format only(as pdf, word files or excel sheets in the form of CDs/DVDs). Additional documents such as annual reports etc may however be submitted as hard copy prints if electronic equivalents are not available.

Part A : General information : (i) Name of the Consulting Firm(s),(ii) Address (including e-mail, telephone and fax numbers),(iii) Administrative / Corporate Office ,(iv) Key Contact persons : Name (s) Tel/Mobile Nos.,(v) Trade License,(vi) PAN/TAN No. and Copies of IT, Sales Tax, Service Tax/ VAT returns ,(vii). Registration No. (address, Contact No.), (viii). List of branches (address, contact Nos.),(ix) Type of organization(as Public Limited Company, Private Limited Company, Partnership or Proprietary).

Part B: Information in support of Eligibility fulfillment conditions: (i) No. of years in the business in support of 2(i) above,(ii) Financial Details for last 3 years in support of 2(ii) above and (iii) Employee related details in support of 2(iii) above

Part C : Credentials to support selection process : attach the Certified true copies of the documents

(i) Financial strength/ standing of applicants as evident from billing track record, statement of accounts, profile of clients, ongoing projects etc. Samples of work including current work, may also be provided in CDs.

(ii) Illustrating the firms skills and experience of undertaking, successfully implementing and managing the large scale projects through engaging, forging and facilitating strong relationships with and between a wide range of internal and external stakeholders, preferably while working with government department/office under GOI.

(iii) CVs of each key consultants in about 3-4 pages including quality and experience of proposed project team who would be deployed for the work if selected for award of work.

(iv) Details of Methodologies proposed to be used in carrying out the project initiatives, if selected for award of work, incorporating (a) Appropriate schematics relating to strategy, approach, modalities of design/implementation of solution frameworks (b) Details of processes, functional and/or use case diagrams depicting functionality of proposed systems/ solution frameworks and relationship between processes intended to be adopted to guarantee outcomes as envisages, within rigorous time frames.

4. Incomplete applications shall not be considered for pre-qualification.

- **Joint Secretary (Administration)**