

Himachal Pradesh State Co-operative
Marketing & Consumers Federation
Ltd. Circular Road, Victory tunnel,
Shimla-17001(H.P) India

Expression of Interest (EoI)

**For Selection of independent
Consultant/firm for end to
end bid process management**

11/11

Factsheet

Particulars	Details
EoI reference Number	EOI/Consultant/firm/HIMFED /2019
Name of Issuer	HIMFED
Name of the Engagement	Consultant/Consultancy Firm
Release Date of EoI by HIMFED	08/01/2019
Last date (deadline) for submission of EoI	15/03/2019, 02:00 PM
Presentation by Consultant/firm	15/03/2019, 3:00 PM
Place of presentations and Interviews	Himachal Pradesh State Co-operative Marketing & Consumers Federation Ltd. Circular Road, Victory tunnel, Shimla-17003 (H.P) India
Method of Selection	Presentation and final interview of the candidate
Address of Communication	Managing Director Himachal Pradesh State Co-operative Marketing & Consumers Federation Ltd. Circular Road, Victory tunnel, Shimla-17003 (H.P) India

Purpose

This EOI is raised with an intention to engagement of Consultant/ Firm for providing consultancy services to Himfed to supervise and monitor the end to end bid process management for the empanelment of various peripherals, digital IT solutions, Unified Communication Items, Hardware Video Conference Items, Display Items, Podiums and Cables in various Govt./Non Govt. Institutions Like Police & Prisons Dept., Education Dept./School Colleges, Judiciary/Courts, Health and E-governance etc and further regulatory and advisory services on the integrated solution provided by the empanelled firm at a reasonable fee as and when required.

2. Terms of reference

The team of expert is expected to carry out following tasks under the proposed EoI during the term of engagement.

3.1 Planning Support

This phase of the project entails releasing the RFP and bid process management as mentioned below. The envisaged work of the Consultant shall include the following –

1. Assisting HIMFED in Creation of Tender /Bid Management.
2. Preparation of Request of Proposal (RFP) and Bid Process Management for getting the vendor on-board.
3. Validation of Bid (Both Technical and Financial) by HIMFED .
4. Coordination with other state department.

3. Resource requirement

* T denotes date of issuance of work order for this EoI.

S. No.	Resource	Qualification	Work experience	No. of Consultants	Expected Duration (Days)	Resource Deployment Timelines
1	Managing Consultant (Project Management)	B.Tech/ Technical graduate	10+ years in Information Technology Sector with IT exposure and minimum 7+ years in telecom infrastructure/software/requirement assessment, Bid Process Management.	1	15 Days	T+7 days

4. Change Management:

- The replacement of any resource should be approved by HIMFED .

5. Critical Information and Last Date for Response

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

The last date for submission of response is 15th March 2019, 2:00 PM. Any response received after the above deadline will be rejected, So please send your submission on below address.

MD, HIMFED ,

Himachal Pradesh State Co-operative Marketing & Consumers Federation Ltd.

Circular Road, Victory tunnel, Shimla-17003

(H.P) India

Evaluation Process:-

- HIMFED will constitute an Evaluation Committee whose decision will be final in the evaluation of the responses to the Expression of Interest. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- A presentation will be made by the Consultant/Consultants/bidding company about their understanding of the proposed area of work and their past experience if any in similar area of expertise
- During the presentation by the companies the proposed candidates will be interviewed (face to face) by the Evaluation Committee.
- The marking for presentation and Interview will be done as follows-



	Bidder Presentation	Candidate Interview
	50 Marks	50 Marks
Key Evaluation Criteria	<ul style="list-style-type: none"> • Approach and Methodology • Understanding of the Project Framework • Quality of proposed methodology for such specific kind of a project • Prior experience in project interaction with senior government officials • Prior exposure to implementing government projects in process re-engineering • Resource deployment at multiple government offices in multiple locations 	<ul style="list-style-type: none"> • Suitability of profile • Years of relevant experience • Good understanding of project management best practices framework • Ability to Negotiate/Persuade/Influence • Excellent communication abilities

6. Payment terms


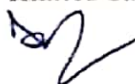
Payment to selected bidder for the scope of work done will be released as per the following schedule

Milestone	Please Quote fee in Rs.
Submission of Report	

7. Documents required as response to this EoI

- Signed copy of this EOI
- Resumes of resources that will face the interview.

End of Document


 Managing Director
 Himfed Shimla-03
 Page 5 of 5