Request for Proposal (RFP)

From Eligible Indian Academic Institutions of Higher Learning

For Proposed Project to establish

"Centre/s for Digital Government and Knowledge Societies" to promote knowledge creation in the area of e-Governance

Total no. of pages including cover: 19

ℕℯGD

National e-Governance Division

Electronics Niketan,
4th Floor, 6 CGO Complex,
Lodhi Road, New Delhi 110003, INDIA

I. OBJECTIVE to initiate a project to establish 'Centre(s) on Digital Government and Knowledge Societies'

National e-Governance Division (NeGD) proposes to establish 'Centre/s for Digital Government and Knowledge Societies' without creating any permanent liabilities as part of the following brief.

(i) To scynchronise the "Transformation of India" mission into a Digital India mode, work towards setting up knowledge societies to enable India as be a knowledge economy, i.e. ."an economy which is directly based on the production, distribution and use of knowledge and information".
(ii) To garner the existing efforts of the institution and leverage them to fulfil the said purpose with Government of India as a major stakeholder.
(iii) And, to complete the cycle of learning and innovation to ensure bringing back to the system what learning is.

The proposal is to establish centre/s within academic institutes (of higher learning) acting alone or with partners, hereafter called as Host Institutes.

II. CONTEXT

1. Knowledge Societies

Knowledge and information have significant impact on people's lives. Therefore, sharing knowledge and information particularly through Information and Communication Technologies (ICTs) has the power to transform economies and societies. According to UNESCO, Knowledge societies must build on four pillars: freedom of expression; universal access to information and knowledge; respect for cultural and linguistic diversity; and quality education for all.

References:
(a) http://en.unesco.org/themes/building-knowledge-societies
(b) http://www.unesco.org/new/en/communication-and-information/resources/publications-and-communication-materials/publications/full-list/towards-knowledge-societies-unesco-world-report/

2. Knowledge Economy

With sustained use and creation of knowledge at the center of the economic development process, an economy essentially transforms to Knowledge Economy. A Knowledge Economy (KE) is one that utilizes knowledge as the key engine of economic growth. It is an economy where knowledge is acquired, created, disseminated and used effectively to enhanced economic development.

It has been found that the successful transition to the Knowledge Economy typically involves elements such as long-term investments in education, developing innovation capability, modernizing the information infrastructure, and having an economic environment that is conducive to market transactions.These elements have been termed by the World Bank as the pillars of the Knowledge Economy and together they constitute the Knowledge Economy framework.

More specifically, the four pillars of the Knowledge Economy (KE) framework are:
- An *economic incentive and institutional regime* that provides good economic policies and institutionsthat permit efficient mobilization and allocation of resources and stimulate creativity and incentives for the efficient creation, dissemination, and use of existing knowledge.
- *Educated and skilled workers* who can continuously upgrade and adapt their skills to efficiently create and use knowledge.

- An *effective innovation system* of firms, research centers, universities, consultants, and other organizations that can keep up with the knowledge revolution and tap into the growing stock of global knowledge and assimilate and adapt it to local needs.
- A *modern and adequate information infrastructure* that can facilitate the effective communication, dissemination, and processing of information and knowledge.

References:
(a) http://siteresources.worldbank.org/KFDLP/Resources/461197-1199907090464/BuildingKEbook.pdf
(b) http://documents.worldbank.org/curated/en/695211468153873436/The-knowledge-economy-the-KAM-methodology-and-World-Bank-operations

3. The 2030 Agenda for Sustainable Development

At the United Nations Sustainable Development Summit on 25 September 2015, world leaders adopted the 2030 Agenda for Sustainable Development, which includes a set of 17 Sustainable Development Goals (SDGs) to end poverty, fight inequality and injustice, and tackle climate change by 2030. These officially came into force on 1 January, 2016.

The 17 SDGs are: No Poverty; Zero Hunger; Good Health and Well-Being; Quality Education; Gender Equality; Clean Water and Sanitation; Affordable and Clean Energy; Decent Work and Economic Growth; Industry, Innovation and Infrastructure; Reduced Inequalities; Sustainable cities and Communities; Responsible Consumption and Production; Climate Action; Life Below Water; Life on Land; Peace, Justice and Strong Institutions; Partnerships for the Goals.

References:
(a) http://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E
(b) http://www.un.org/sustainabledevelopment/sustainable-development-goals/
(c) https://docs.google.com/gview?url=http://sustainabledevelopment.un.org/content/documents/2125 2030%20Agenda%20for%20Sustainable%20Development%20web.pdf&embedded=true

4. Digital India Programme

Digital India is a flagship programme of the Government of India. It aims to transform India into a digitally empowered society and knowledge economy. It is being coordinated by the Ministry of Electronics and Information Technology (MeitY), Government of India, and is implemented by all concerned departments and agencies across the nation.

Digital India is centered on three key vision areas, each with specific stated aims.

Vision Area 1 –Digital infrastructure as a utility to every citizen:
Vision Area 2 – Governance and services on demand
Vision Area 3 – Digital empowerment of citizens

This umbrella programme covers multiple government ministries and departments. It weaves together a large number of ideas and thoughts into a single, comprehensive vision so that each of them is seen as part of a larger goal. Each individual element stands on its own, but is also a part of the larger picture.

The envisaged centre/s should preferably focus on Vision Area/s 2 and/or 3, with a view to promote and developvalue add services relating to e-Governance, broadly/ indicatively ensuring potential e-service related benefits in education, farming, health, urban/rural development, disabilities etc.

References:
(a) http://meity.gov.in/sites/upload_files/dit/files/Running%20single%20file.pdf
(b) http://digitalindia.gov.in/content/about-programme
(c) http://digitalindia.gov.in/

5.   About National e-Governance Division (NeGD)

NeGD is an autonomous business division within Media Lab Asia under Ministry of Electronics & Information Technology (MeitY), Government of India. NeGD supports MeitY in various programme management aspects of the Digital India initiatives including strategic planning and capacity building; development of standards, policies and guidelines; awareness and communication; evaluation and assessment; and citizen engagement through physical and digital/social platforms.

As part of its initiative under the Strategic Research, NeGD seeks to collaborate primarily with Academic institutions to identify and develop models and templates in the sphere of e-governance, focussing on delivery of services to citizens while institutionalise and sustain the required capacities that can be leveraged by Digital India ecosystem as a whole.

References:
(a) http://meity.gov.in/content/e-governance
(b) http://negd.gov.in/

III.   Project Particulars

1.   About the Host Institute

(i)   It is envisaged that the Host Institute (HI) will play an important role in guiding and steering the establishment of the centre and its smooth, efficient functioning and nurturing it into a successful model for the stated objective/s.

(ii)   HI is expected to provide complete support to the centre – including policy, Infrastructure, built-up space for the Centre, and also enable access to institutes' expertise and facilities. The HI will also ensure that the funds provided by NeGD to the HI are utilised for the specific purpose.

(iii)   Host Institutions must be Legal entities which are recognized Indian academic institutions of higher learning (Government/ Private/ PPP) in existence for at least 5 years, which have proven capabilities/ experience/ activities w.r.t. consulting/ delivering on e-Government/ e-Services projects and strong IT credentials, which will be evaluated based on criteria below.

(iv)   The HI may work with the following goals which collectively go towards setting up a 'Centre on Digital Government and Knowledge Societies' and not limit to creating a Project based effort.

-   Gap analysis
-   Evolving strategies for policy reforms etc.
-   Development of innovation and technology solutions.
-   Networking
-   Training/ Training of Trainers
-   Interlinking elements (all above)

(v)   Further such institute should have:
-   Strong UG/PG/Doctoral Programs
-   Research Credentials
-   Outreach programs
-   Delivering on Community based programs

2.   Suggested list of Areas / Sectors for establishing the Centre/s is given at **Annexure I(A)** and Representative list of deliverables/ outcomes is given at **Annexure I(B).**

3. Funding Support:

- NeGD shall provide **deliverables based** project-funding for 2 years.
- At the end of the funding period, the centre/s should continue based on the sustainability model that is expected to be evolved starting from the approaches suggested and discussed in the calls for expression of interest to this document. It is also expected that the centre/s would become self-sustaining over a period of time.
- Addendum, 13 January 2017: Future sustainability will need to be demonstrated through the project deliverables and commercialisation possibilities of such deliverables

- NeGD financial support would be limited to operational aspects/operational costs for:
  - (i) Identifying areas of relevance for taking up R&D
  - (ii) Hiring of professional and full-time resources/and related contingency etc.
  - (iii) Taking up action oriented research in Digital Government and Knowledge Societies domain etc

- Addendum, 13 January 2017: Any expenditure incurred as a part of setting up the centre not mentioned in the "funding support" must be met by the Institute resources or any other resource.

- NeGD shall not create any permanent liability.

- The financial support shall be disbursed in a phased manner as per the budget plan submitted by the applicant and approved by the NeGD.

4. Project requirements:

The applicant would have to provide at least 2000 sq. ft of built up space with facilities as required for the proposal made. (Any exceptions to be clearly justified.)

4.1   The Project (as part of the proposal) may clearly be defined in the following stages (with indicative timelines) to meet the desirables / Outcomes as described in **Annexure I(B)**.

- (i) Initiation phase
- (ii) Definition phase
- (iii) Strategy / Design phase
- (iv) Development phase
- (v) Implementation phase
- (vi) Follow-up phase

Indicative timelines will be discussed with successful bidder/s.

4.2   Other requirements to be clearly stated

(i)   Technical
(ii)   Operational
(iii)   Training (For example, if there are any training requirements under the idea proposed)

5. Eligibility

(i)   Host Institutions must be Legal entities which are recognized Indian academic institutions of higher learning (Government/ Private/ PPP) in existence for at least 5 years, which have proven capabilities/ experience/ activities w.r.t. consulting/ delivering on e-Government/ e-Services projects and strong IT credentials, which will be evaluated based on criteria below.

(ii)   In case a joint proposal is made by the academic institution with a partner from industry/ civil society/ other institutes then it must ensure, as the lead applicant that the partner is a legal entity in existence for at least 5 years. Partner's credentials should be verified by the Lead Institutions/ Host Institutions.

6.   Evaluation Criteria

- **Criteria "A" (Technical Evaluation)**

	Parameter	Weightage	Institutional Response	Marks awarded
1	Rank of the Institution	0 – 10		
2	Institutional Citations	0 – 05		
3	Appropriateness of the Project Solution	0 – 25		
4	Proposed Methodology	0 – 15		
5	Completeness of the Solution	0 – 15		
6	Collaborations for the proposed solution with industry/ civil society/ other institutes	0 – 15		
7	Project Management Methodology and the Team	0 – 05		
8	Sustainability	0 – 10		
	Total	**100**		

- **Criteria "B" --** Funding sought from NeGD

Notes:
- Please also refer **Annexure II** for notes on criteria above
- The Project Terms and Conditions are at **Annexure III**
- A Committee set up by the competent authority shall evaluate the responses to this request for proposal (RFP).
- Addendum, 13 January 2017: The proposals will be evaluated against the solution proposed and the cost incurred for a set of outcomes. Institutions can submit a maximum of 3 proposals for consideration. Value for money will be assessed against the solution – outcomes proposed.

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7.   How to Apply

Interested institutions are required to submit the following:

Bidders will be required to submit the following together in ONE BIG OUTER ENVELOPE
- marked "**Project Proposal to establish Centre for Digital Government and Knowledge Societies**"
- addressed to: **Smt. S. Radha Chauhan IAS, President & CEO, National e-Governance Division, MeitY, 4th Floor, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110003**
- duly mentioning bidder details and contact info, and containing TWO INNER ENVELOPES as follows:

(i). Technical part IN the FIRST INNER ENVELOPE (sealed) labelled "TECHNICAL BID" along with bidder details and contact info containing the following documents.

- The Proposal
- Detailed Proposal Execution Plan
- Names of the industry/ civil society/ other institutes that would be associated with the Centre along with their letter/s of intent.
- Annexures
    o Audited Statement of Accounts for the last three years
    o Annual Reports for the last three years
    o Memorandum of Association/ Memorandum of Understanding of the applicant and the Partner in case a Partner is a part of the proposal.

(ii). Financial (cost) part in the SECOND INNER ENVELOPE (sealed) labelled "FINANCIAL BID" along with bidder details and contact info containing the following documents:
- Proposed Budget Plan (as part of the proposal) clearly indicating
    o Financial support sought from NeGD (number and level of resources required for the project, contingency funds etc.)
    o Other parts of the Budget Plan (to be fulfilled by the Host Institute)
   Please strictly follow the format given at Annexure IV.

Addendum, 23 January, 2017: Physical submission of proposals, complete in all respects, as above, must be made by 31 January, 2017, 5:00pm.

8.   Confidentiality and RFP Ownership

This RFP is both confidential and proprietary to Ministry/Agency, and Ministry/Agency reserves the right to recall the RFP in its entirety or in part. Institution/s cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of Ministry/Agency.

Institution/s shall not include or reference this RFP in any publicity without prior written approval from the client, which, if granted, shall be granted by the individual named above. Institution/s must accept all of the foregoing terms and condition s without exception. All responses to the RFP will become the property of Ministry/Agency and will not be returned.

9.   RFP related Questions

All questions related to this RFP should be directed to:

> Mr Vinay Singh
> National e-Governance Division,4th Floor,
> Ministry of Electronics and Information Technology,
> Electronics Niketan, 6, CGO Complex,
> Lodhi Road, New Delhi: 110003
> Phone No. : +91-11-30481643
> e-mail: innovation@digitalindia.gov.in

10.   The Bid/ proposal Submission

This RFP will be available at http://digitalindia.gov.in/ecosystem/opportunities and http://negd.gov.in/tender. Interested Institutions may submit the Proposal by the deadline complete in all respects to:

> **Smt. S. Radha Chauhan, IAS**
> President & CEO,
> National e-Governance Division, 4th Floor,
> Ministry of Electronics and Information Technology
> Electronics Niketan, 6 C.G.O. Complex,
> Lodhi Road, New Delhi – 110003

Addendum, 23 January, 2017: Please do not submit proposals through email. Physical submission of proposals, complete in all respects, as in Section 7 above, must be made by 31 January, 2017, 5:00pm. Any queries may be sent through email as mentioned in Section 9 above.)

11.   BID/ Proposal Validity

The submitted bids/ proposals will be valid for 180 days from the date of opening of bids.

12.   Bid Processing

The bids/ propsoals will be processed for their completeness and relevance based on a aforementioned criteria by a committee constituted by the competent authority. NeGD reserves the right to reject any bid without assigning any reason. NeGD also reserves the right to cancel the entire RFP/ bid process without assigning any reason.

13.   RFP Schedule

28 December 2016	RFP release
06 January 2017 Time: 5.00 pm	Deadline for receiving any questions/ queries
by 13-14 January 2017	Response to all questions along with any corrigenda/ addenda
31 January 2017 Time: 5.00 pm	Deadline for receiving complete proposals (all material)
Starting 10 February 2017 (for upto 4 working days) [Tentative]	Proposal to be evaluated. Bidder(s) will be invited to present solution to Ministry/Agency (presentation meetings, not negotiation meetings) after which a final call be taken by competent authority

Further phases alongwith any timelines will be worked out with the success bidder/s as and when work is awarded.

Work may be allocated to one or more Host Institute/s based on number of marks in technical evaluation and based on the commercials, by competent authority.

Any changes including any in schedule, will be notified on Digital India web portal (http://digitalindia.gov.in/ecosystem/opportunities) and NeGD web portal (http://negd.gov.in/tender).

14.   IPR

The Intellectual Property Rights (IPR) for any development/ outcome done during the implementation of the project will lie with NeGD. However, the Host Institute can use the same for non-commercial purpose duly acknowledging NeGD; for all other purposes prior written consent of NeGD would be required.

Addendum, 13 January 2017: Where justified, joint IPR between NeGD and the Host Institute, and/or commercial usage by Host Institute, can be considered.

Annexure I(A)

Indicative list of sectors, wherein the thrust would be to promote and value add e-governance services (ICT interventions) relating to:

1. Education (students)
2. Farming – Agriculture
3. Health
4. Urban development (esp. smart cities)
5. Rural development (esp. smart villages)
6. Disability
7. Digital Citizenship& Inclusion
8. Open Government

Annexure I(B)

Representative deliverables of the "Centre/s for Digital Government and Knowledge Societies" (The list provided is representative and cannot be construed as exhaustive) All deliverables need to be demonstrable, scalable and adaptable, preferably mapping to the vision area/s 2 and/or 3 or the Digital India Programme.

	Outcomes of the Centre	Extent of Work
01	Research and Development towards establishing Knowledge economy, required sustainable Development tools, required digital literacy and Training	Research, Development and Training
02	Strategy for creation of a Knowledge Society based on various professions grouped together	Research, Policies
03	Strategy for creation of a Digital Government (Internal and external links) that is based on transparency and accountability and outreach to the last citizen.	Research, Policies and Standards
04	Study available citizen centric applications, Gaps in their utility and suggest add ons that will increase the value proposition to a citizen	Study/Research, Development and Templates Addendum, 13 January 2017: Development should result in tangible solutions for the users. Templates developed need to be pointers for actualisation and possible productization and future research.
05	Suggest new Citizen centric applications in various professions like farming, small traders labour etc. Use of agile technologies may be used.	Development and Create Templates
06	Suggest new mobile services for an effective Citizen interface with the Government.	Development and Create Templates
07	Identify Soft / Hard enablers for Citizens to be Digital on all transactions. Use of Mobile / 4G	Policies/Standards, Development and Training
08	Strategies and methods to host all applications on cloud with common databases and Aadhar linked Eg Maximum availability of free and easily accessible knowledge data-bases on cloud that is AI enabled	Studies/Policies/Standards, Development and Training

09	Gap analysis of existing Digital Infrastructure to reach all spaces and the last citizen (Broad Band, Mobile Connectivity:	Study/Research
10	Strategies for seamless integration of available services and standardisation.	Policies/Standards
11	Strategies for all transactions to be cashless Addendum, 13 January 2017: All solutions proposed need to lead to a digital economy.	Studies/Development
12	Use GIS for tracking and security of all utilities, citizens and services	Study/Research/Development
13	Digital empowerment of Citizens through Literacy / education / Certificates and Interactive Governance eg Developing user friendly digital modules for making information available (interactive help files) at village level through local institutions. Online certification program to interested people through regional centres or other avenues Translation of available information into regional Indian languages and making it available in digital form. Development of e - services for differently abled citizens	Policies/Standards, Development and Training
14	Identify and predict trends of new Job Markets in future Also predict pointers for Training and Re Training that will be required in a changing digital space	Research/Training
15	E Governance of Utilities Development of community based digital platforms where workers in different professions like farming, construction, retailing or trading and others interacting with markets for good sale price or similar others. Digital marketing of eg. Market to home of agricultural produce. Networking among traders for information exchange Provide intelligent advisories Digital platform for extension workers, trainers and policy makers for interaction between stakeholders G2G, G2C, GDAP	Policies/Standards, Development and Training
16	Identify new Skill areas and methods of creating LMIS	Research and Development
17	All development on Open Platforms / Architecture / Portability etc	Research/Development
18	Identify International benchmarks and Standards and consequent Gaps	Research/Policies/Standards
19	Create set of best practices and possible Collaborations with other Institutions, research establishments, Industry or NGO's	Study/Policies/Standards/Training

20	Address last mile issues in implementation and reaching out to the last citizen	Study / Implementation and Training
21	Cyber security issues from an e governance perspective	Policies/Standards, Development and Training
	Any other that falls within the definition of the Centre	

National Ranking:
The National Institutional Ranking Framework (NIRF) was launched in 2016 to rank higher educational institutions in the country based on objective criteria to promote competitive excellence in the higher educational institutions. More than 3500 institutions participated in this exercise in the first year, resulting in declaration of India Rankings 2016 on 4th April 2016. The Rankings are based on the criteria of Teaching – Learning Resources, Research and Professional Practice, Graduation Outcome, Outreach and inclusivity and Perception.
The NIRF Ranks 2016 would be considered.
Marks out of 10 would be awarded as follows:
(101-R)/10, where R is the NIRF rank in 2016.
Refer:
https://www.nirfindia.org/univ
https://www.nirfindia.org/engg
https://www.nirfindia.org/mgmt
https://www.nirfindia.org/pharma
Zero mark would be given in case there's no NIRF rank.*

*Addendum, 13 January 2017: Where justified, other nationally/internationally recognised equivalent ranking systems may be looked at in case of institutions that may not be predominantly teaching. However this may be done on a case to case basis only.

Institutional Citations:
Institutional Citation Report lets you analyze research output and impact at the institutional level. This resource provides you with bibliographic information and value-added metrics that provide the basis for benchmarking, ranking, and evaluating your institution's research performance.

Institutional Citation Report restructures Scientific bibliographic and citation data into a relational database format that enables an Institution to easily manipulate the data and conduct quantitative analyses of the scientific literature. This data can also serve as an authority file for the Institutional Repository. The dataset is created specifically for institutions, fully covering its research output and impact.

Addendum, 13 January 2017: It is an international practice to analyse an institution on the basis of Institutional citation index which actually gives a collective performance and hence the Institute's position in the comity of similar institutions.

Appropriateness of Project Solution
The Objectives and deliverables are expected to be met in the proposed Centre. The focus should preferably be on Vision Area/s 2 (Governance and services on demand) and/or 3 (Digital empowerment of citizens) of Digital India Programme.

The following are a few examples:

| Digital India Programme Vision Area 2: Governance and Services on Demand | Seamlessly integrated service across departments or Jurisdictions:
 • MeghRaj Cloud Platform is to accelerate delivery of e-services in the country while optimizing ICT spending of the Government by ensuring optimum utilization of the infrastructure.https://cloud.gov.in/services.php
 • Mobile Seva - Mobile governance(m-governance) aims to leverage wireless and new media technology platforms, mobile devices and applications for delivery of public information and services to all citizens and businesses.https://mgov.gov.in/
 • Aadhaar, the unique, lifelong, random 12 digits individual identification number, which is singularly sufficient and robust to disallow duplicate and fake records, and which is easily and |

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digitally authenticable in an inexpensive manner. https://uidai.gov.in/beta/
- Digital Locker - DigiLocker is a key initiative under Digital India, the Indian Government's flagship program aimed at transforming India into a digitally empowered society and knowledge economy. DigiLocker ties into Digital India's visions areas of providing citizens a shareable private space on a public cloud and making all documents / certificates available on this cloud. https://digilocker.gov.in/
- UMANG - Taking cognizance of the envisaged goals of "Digital India" and other factors it is proposed to build a common, unified mobile platform and application – "Unified Mobile Application for New-age Governance" (UMANG). A single mobile application makes discovery, marketing, auditing, testing, hosting and downloading easy. It also brings about uniformity in user experience. Through the application, citizens can access pan India e-Gov services from the central Government, State Governments, local bodies and their agencies and private sector. Citizens will have to download just a single application which will work on one short code on, GPRS/Internet, support for SMS and Toll Free for IVR will be additional features. In addition, it would facilitate convergence of various efforts, carried out separately, to reach out to citizens through their mobile phones. http://negd.gov.in/tender

Digitally transformed services:
- MCA21 mission mode project, aims at providing electronic services for statutory requirements and other business related services.http://www.mca.gov.in/mcafoportal/login.do
- e-Biz project provides integrated services (covering various central and state departments/ agencies) through a single window mechanism to all businesses and investors for setting up a commercial enterprise. http://www.ebiz.gov.in/aboutus
- Government e-Marketplace (GeM) is single window solution for online procurement of common use Goods & Services required by various Government Departments / Organizations / PSUs. GeM aims to enhance transparency, efficiency and speed in public procurement. It also provide the tools for direct purchase, e-bidding and reverse e-auction to facilitate the government users to achieve the best value for the money.https://gem.gov.in/

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Digital India Programme Vision Area 3:
Digital Empowerment of Citizens

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Universal Digital Literacy
- Digital SakshartaAbhiya (DISHA) - initiated with the vision to empower at least one person per household with crucial digital literacy skills by 2030.http://ndlm.in/

Universally Accessible Digital Resources
- Technology Development for Indian Languages (TDIL) programme for developing information processing tool and techniques to facilitate human-machines interaction without language barriers, creating and accessing multilingual knowledge resources, and integrating them to develop innovative user products and services.http://tdil.mit.gov.in/

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Proposed Methodology

Methodology is the systematic, theoretical analysis of the methods applied. It comprises the theoretical analysis of the body of methods and principles associated with knowledge. Typically, it encompasses concepts such as paradigm, theoretical model, phases and quantitative or qualitative techniques

Completeness of the Solution
All Deliverables /Outcomes are expected to be addressed to qualify as a complete solution.

Completeness will seek answers to
- Does the Solution cover all the needs in this RFP? Are all required services be delivered?
- Can the solution be expected to handle future service needs?
- Is the financial investment in the project likely to be adequate?

The proposed Solution must also answer the following:
Technology
- Is the Solution / technology used state-of-the-art? Will it be able to scale and handle new demands?
- Does the bidder have a proven track record using the technology?
- Does the solution use open standards?
- Does the solution respect de facto standards?
- Is the technology prepared for future development?
- Are there any security issues existing related to the technology?

Process
- Does the outlined process for implementation, project organization, plan for education and information, etc. seem adequate?
- Is training adequately addressed in the deployment plan?

Project Management and the Team

Project management is initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria. A project is a temporary endeavour designed to produce a unique product, service or result with a defined beginning and end (usually time-constrained, and often constrained by funding or deliverables) undertaken to meet unique goals and objectives, typically to bring about beneficial change or added value. The temporary nature of projects stands in contrast with business as usual (or operations), which are repetitive, permanent, or semi-permanent functional activities to produce products or services. In practice, the management of these two systems is often quite different, and as such requires the development of distinct technical skills and management strategies.

The primary challenge of project management is to achieve all of the project goals within the given constraints. This information is usually described in a user or project manual, which is created at the beginning of the development process. The primary constraints are scope, time, quality and budget. The secondary — and more ambitious — challenge is to optimize the allocation of necessary inputs and integrate them to meet pre-defined objectives. Further some question related to this could be

- What are the proposed mechanisms for project management?
- How will communications between collaborators / agencies if any be handled?
- Has bidder adequately addressed risk management?

Sustainability of the Project

Sustainability is defined as the ability of a project to maintain its operations, services and benefits during its projected life time. Hence sustainability concerns with:

- Level of continuation of delivery of project goods and services
- Changes stimulated / caused by the project
- New initiatives caused by the project

<div align="right">**Annexure III**</div>

Terms and Conditions:

1. The purpose of this document is to provide information to the interested applicants for the completion of their Proposal. It is neither an agreement nor an offer made by NeGD

2. NeGD does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this document and it is not possible to consider particular needs of each applicant.

3. NeGD will not be responsible for any delay in receiving the applications

4. All communications related to the scheme including announcements of shortlisted applicants and final selection of applicants will be published on the NeGD website http://negd.gov.in/

5. The issue of these guidelines does not imply that NeGD is bound to select an Applicant. NeGD reserves the right to accept/reject any or all of applications submitted in response to the document at any stage without assigning any reasons whatsoever.

6. NeGD's decision will be final and no explanation or justification for any aspect of the selection process shall be given

7. Applicants shall bear all costs associated with the preparation and submission of their Proposals, and their participation in the selection process.

8. The Centre(s) will be required to put in place the requisite physical infrastructure (shared/specific) such as laboratory and workshop facilities for research if required, utilities, support services, networking, mentoring and other facilities within a period of three months from the date of release of funds.

9. The Centre(s) should develop appropriate linkages with other parties to ensure its success. For instance, Centre in an educational institute may collaborate with the industry or other agencies and vice versa

10. In case a partnership / collaboration is made in the proposal the Centre enter into an appropriate agreement with the partners

11. Each Centre would maintain a page on its website for the Centre or have a website of its own, which should be updated on a continuous basis. In addition, the Knowledge Centre will submit a status report of the work carried out to NeGD every year.

12. The financial support being released should be exclusively spent on the specified purpose for which it has been sanctioned within the stipulated time. Any unspent balance out of the amount sanctioned, with bank interest would be refunded to NeGD by means of an Account's Payee Demand Draft drawn in favour of "**Media Lab Asia – NeGD**" payable at New Delhi.

13. The Centre/ Host Institute is required to send **-** i) progress report; ii) audited statement of accounts and Balance Sheet; and iii) Utilization Certificate**,** to NeGD at the end of each financial year as well as at the time of seeking further instalments of the funds, if any.

14. The budget plan should take into account all the expenses and tax liabilities applicable under the prevailing law

15. The Comptroller and Auditor General (CAG) of India at his discretion shall have the right to access the books of account for the funds received from NeGD

16. The Host Institute/ Centre will maintain separate audited accounts for the financial support. The funds released should be kept in a bank account earning interest; the interest earned should be reported to NeGD and the same will be treated as a credit to the organization to be adjusted towards further instalments of the financial support, if any.

17. The operations of the Centre will be reviewed yearly based on a comparison of the proposed budget plan v/s the actual expenditure and performance. The release of funds after the first year and each subsequent year will be based on satisfactory performance

18. Concerned officers of NeGD or its authorized representatives may visit the Centre as required for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation

19. NeGD reserves the right to terminate support to the project at any stage, if it is convinced that the fund is not being utilized properly or that appropriate progress in the project work is not being made. The entire amount will be treated as a sunk cost and the assets will be written-off by NeGD.

20. All the assets acquired or created from the financial support should not be disposed-off or encumbered or utilised for purpose other than those for which the fund has been sanctioned without the prior permission of NeGD

21. The Institute must not entrust the implementation of the work for which the fund is being given to another institution and divert the funds receipts as assistance to the latter institution

22. The Manpower employed by the Host Institution will be the liability of the Institution and NeGD will not have any liability towards them

23. The NeGD will have no liability on account of any omission or commission of regulatory/statutory requirement by the Centre or its Partners

24. Addendum 13 January, 2017: Where any aforementioned terms and conditions is/are at odds with the addenda inserted on 13 January, 2017, the addendum/ addenda would prevail.

Annexure IV

Proposed Budget Plan

Section A – Financial Support needed from NeGD

1.   List of resources required for the initial project period of two years.
Note
Please fill out a row for each individual resource required.

A	B	C	D	E
S. No.	Level of resource	No. of months for which required (max. 24 months)	Monthly compensation (all inclusive)	Compensation (all inclusive) (C x D)
	Totals=			(X)

2.   Contingency (Y)

3.   Grand Total (inclusive of all taxes) = X + Y = Rs........

Section B – Other parts of the Budget Plan (to be fulfilled by the Host Institute)

(Host Institute to fill out the details)

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