

EOI No. NeGD/01-08/2015



EOI revised on 25.03.2015 & valid till 31.12.2015

**for Empanelment of Expert Resources, Professionals, &
Individual Consultants (Short Term) for National
e-Governance Plan and Digital India Projects**



Department of Electronics and Information Technology
Ministry of Communications and Information Technology
Government of India

Table of Contents

1. Introduction.....	3
2. Critical Information	3
3. Eligibility Criteria	3
4. Domain of Work.....	4
5. Conditions of Engagement.....	5
6. Commercial Terms & Conditions.....	5
7. Application Procedure.....	7
8. Evaluation of Application	7
9. Intellectual Property Rights	8
10. Conflict of Interest	8
12. Right to Terminate the Process	8
Annexure 1: Excerpts from NeGD Travel Policy.....	9
Form 1: Snapshot of Profile.....	12
Form 2: Undertaking Format.....	13
Form 3: Format of CV for Professionals to be deployed in the project.....	14

1. Introduction

1.1 The National e-Governance Division(NeGD) provides critical programme management and technical support to DeitY in the implementation of National e-Governance Plan and Digital India. Similarly State e-Governance Mission Teams (SeMTs) support State IT departments. Towards this end, NeGD has an approved complement of positions for which it engages market resources, on contractual basis. The resources/ individual consultants are hired on various levels of Principal Consultant to Executives.

1.2 Purpose of the EOI

1.2.1 The purpose of this Expression of Interest (EOI) is to identify and shortlist/empanel reputed professionals and individual consultants who may be asked to provide technical, project management and other professional support on short term basis (up to six months) for the purpose of policy guidelines, project support, detailed project report preparation and other professional support to NeGD to support NeGP and Digital India. These experts may also be asked by DeitY and state governments for meeting their needs. The objective of this document is to provide indicative information about the scope and objective of this activity. The detailed terms and conditions will be provided to only shortlisted professionals and individual consultants (herein referred as “applicants”) as per the selection parameters provided in this EOI document. The EOI is open till 31st December, 2015. However, the same can be closed earlier as well with an appropriate notice.

2. Critical Information

2.1 Applicants are advised to study this EOI document carefully before submitting their proposals in response to the 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.

3. Eligibility Criteria

3.1 Professionals with relevant background from Academic Research /Not for Profit Organization/ Registered Society / IT consulting firms/ Free Lancers having expertise in the relevant field are eligible to apply provided they possess the minimum experience as specified in Table 1.

Such institution/organization should have been in existence for a period of at least 1 year on the date of the application. However, the engagement will be with the expert in individual capacity and not with the organization.

3.2 Individual consultants/professionals should meet following requirements:

3.2.1 Education and professional qualifications: Minimum Graduation level and skill set for technical or professional services for which NeGD require short term services of externals experts/consultants

3.2.2 No Objection Certificate (NoC) from current employer / organization backing the individual

3.2.3 The professional/consultant should have experience of more than three years in the relevant field of expertise.

4. Domain of Work

Different program groups of NeGD, program divisions of DietY or other Government agencies engaged with e governance programs may from time to time indicate NeGD, the areas and the level for which the requirements of experts may arise. Broadly the areas may be as follows:

4.1 **High level advisory experts** – They would be eminent resources with specialization in their domain of national/international repute.

4.2 **Experts for operational requirements** – They could be at the level of Lead Expert, Senior Expert or Expert.

4.3 **Areas of Expertise:** The areas of expertise for professionals to be engaged could be in technical and non-technical areas categorized as High Demand & Generic Skills detailed as under:

4.3.1 High Demand/ Niche Skills: Mobile application & Device management, Cloud Services(SaaS, IaaS, PaaS), Collaboration Technologies(Workflow), CRM, Virtualization, Security, ERP applications, Social Media, Big Data Analytics, Cyber Security, Cyber Forensics, User Experience Design(UXD), R&D, Remote Infrastructure Management, Green Data centers, Open Source, Solution Architect, Enterprise Application Integration(EAI), Modeling Skills, Open API platforms, Mobile Security Algorithms, Business(Government) Process re-engineering, Business(Government) Risk management,

Innovation, Technology Audit, Quality Assurance management, Conformance review, Knowledge management, Continuity management, Mobile Banking/Wallet, Digital Signature & Digital identity.

4.3.2 Generic ICT Skills: Technical infrastructure, Software development, Database management, Network management, Testing & certification, Content management, Citizen engagement, Awareness & communication, Change management, Financial management, Human resources, Capacity building, Learning Management, and other Subject Matter Experts.

The above list is indicative in nature. With constantly changing and evolving needs of NeGP and Digital India, more areas could be identified and added to the list.

5. Conditions of Engagement

5.1 The empanelled list of experts shall be permanent in nature which might be used from time to time as per the need. The list may be shared with the DeitY and with the State Governments to draw upon these resources for meeting their needs. The professional selected for inclusion in the panel will also be informed of their selection, and the fact that their names are being shared with DeitY and the State Governments.

5.2 At the time of assignment of a particular work, the professional will be provided with work order specifying the duties required to be performed; the number of working days required and the remuneration to be paid.

5.3 If the proposed professional is a close relative of the NeGD/NISG/DeitY official recommending engagement, the approvals from one level above would be minimum requirement. NeGD will follow the guidelines made by DeitY for this purpose.

6. Commercial terms and Conditions

6.1 The final shortlisted candidates shall remain empanelled with NeGD for a period of 2 years.

6.2 The empanelled experts/members may be required to work across various locations pan India depending on the requirements of the specific project/ engagement. A headquarter location would be decided by NeGD in each case.

6.3 For work related travel to locations other than headquarters (outstation/project sites); he will be entitled to reimbursement of Travel expenses from Headquarter location, stay expenses & DA as per NeGD policy (Annexure 1, and as amended from time to time).

6.4 In case of Niche Skills and level of expertise for which matching experts from Delhi/NCR are not available on 'panel' but experts from other location has applied; and when there is an urgent requirement to undertake some critical assignment, NeGD may consider the following at the time of assignment of work.

- a. In case the headquarters allocated is not at his current/base location, maximum three times in a month 'to and fro' travel expenses reimbursement from base/current location to headquarters as per NeGD policy. In such cases the expert will have to declare his home/base location as per his current residential address.
- b. Stay expenses and DA at headquarter location per month equivalent to maximum 10 days hotel stay as per entitlement, against receipt as per NeGD policy.
- c. In such cases, travel to project sites from Home/Base locations may also be allowed.

All travel shall have prior approval from NeGD.

6.5 The remuneration will be paid to experts based on the nature of assignment, period of engagement, level of expertise and his skills & experience. The principle for calculation of remuneration is as follows:

6.6 The remuneration paid to the experts shall be calculated basis the existing slabs at NeGD as given under.

Table 1- Remuneration Table

Roles	Total Work Experience	Relevant Work Experience	Compensation Payable (per day rate in INR)
	<i>High Demand/ Niche Skills</i>		
<i>Lead Expert</i>	>15 yrs	min 5 yrs	20000

<i>Senior Expert</i>	10-15 yrs	min 4 yrs	15000
<i>Expert</i>	5-10 yrs	min 3 yrs	10000
<i>Generic ICT Skills</i>			
Roles	Total Work Experience	Relevant Work Experience	Compensation Payable (per day rate in INR)
<i>Lead Expert</i>	>15 yrs	min 10 yrs	16000
<i>Senior Expert</i>	10-15 yrs	min 7 yrs	12000
<i>Expert</i>	5-10 yrs	min 5 yrs	8000

6.6 The experience quoted for a particular organization shall be counted if the Academic Research /Not for Profit Organization/ Registered Society / IT consulting firms has been in existence for atleast 1 year on the date of application.

7. Application Procedure

7.1 Interested candidates can forward their application along with their CV with a photograph (as per the specified format in Form 3) and filled Application Form (Form 1) on the email ID hr@negp.gov.in.

7.2 Supporting Proofs & Documents

7.2.1 Evidences of published material on completed and ongoing assessment of ICT projects/ e-Governance Projects

7.2.2 Documents supporting individual consultant's work experience, list of NeGP / MMP project managed or executed

7.2.3 Self attested copy of documents supporting educational and professional qualification

8. Evaluation of Applications

8.1 The screening of the application against this EOI shall be conducted on a periodic basis for empanelment as per the terms & conditions of the EOI, by a standing committee.

8.2 The specific engagement and its tenure will depend on the requirements of the project and mutual discussion and agreement at the time of assignment of work.

9. Intellectual Property Rights

The copyright of all content/project/proposal/concept created during the contractual period with NeGD shall be owned by NeGD/DeitY and should not be utilized anywhere else and/or for any other work/organization without the explicit written permission of NeGD. However, NeGD will have no right on IP possessed by the expert before his empanelment with NeGD or for a work which he will do outside NeGD even during the empanelment period.

10. Conflict of Interest

The prospective consultants/experts who are engaged to prepare project documents or are engaged for more than a month would be required to give an undertaking that neither any conflict of interest exists on their part nor will they engage in any activity in future for a year which may result in conflict of interest. NeGD may terminate the short term engagement of experts/consultants in whole or in part, if it deems such termination necessary to avoid the appearance of a conflict of interest.

11. Right to Terminate the Process

11.1 NeGD may terminate the EOI process at any time without assigning any reason. NeGD makes no commitments, express or implied, that this process will result in a business transaction with anyone.

11.2 This EOI does not constitute an offer by NeGD.

Annexure 1

Excerpts from NeGD Travel Policy

A. Classification of Cities

The cities in India are classified as shown in the following table, for the purpose of determination of limits on Stay Expenses and Daily Allowances admissible to experts while on tour:

A Class Cities	B Class Cities	C Class Cities
Ahmedabad Bangalore Calcutta Chennai Delhi Hyderabad Mumbai Pune	All state capitals except A Class Cities	All other cities other than A Class and B Class Cities.

B. Mode of Travel as per NeGD policy

i. The entitlement of mode of travel shall be as given below:

Band	Entitlement
Lead Expert	Normal Air Fare-Economy (Y) Class
Senior Expert	Normal Air Fare-Economy (Y) Class
Expert	Normal Air Fare-Economy (Y) Class

ii. Experts are encouraged to avail Super Saver, Apex or any other schemes offered by various airlines, so as to incur the lowest expenditure.

C. Stay Expenses as per NeGD policy:

- i. Stay expenses include all expenses billed by the Hotel or Guest House except telephone calls and consumption of alcohol
- ii. The reimbursement will be at actual expenditure (supported by bills) or maximum entitlement whichever is less.
- iii. The maximum entitlement for Stay Expenses for experts traveling outstation is specified below:

Band	A Class City	B Class City	C Class City
Lead Expert	6000/-	5000/-	4000/-
Senior Expert	4000/-	3000/-	2500/-
Expert	3500/-	2500/-	2000/-

All the rates given above are in INR and on a per day basis.

D. Daily Allowance (DA) as per NeGD policy

- i. Daily Allowance is paid to experts only for outstation business travel.
- ii. DA will be paid over and above the other entitlements.
- iii. The employee is entitled to 50% D.A. in case of seminars/workshops/Training, where the organizers arrange for stay and food.
- iv. Entitlement is calculated from the scheduled time of departure of the plane/train/bus, up to the return of the plane/train/bus at the headquarters
- v. A full day will be calculated as 24 hours and for any fraction of a day, the following scale will apply:

Period	DA Entitlement
Upto 12 hours	50% of DA
Mora than 12 hours	100% of DA

- vi. The maximum DA entitlements are specified below:

Band	A Class City	B Class City	C Class City
Lead Expert	600/-	550/-	450/-
Senior Expert	500/-	450/-	350/-
Expert	400/-	350/-	250/-

E. Local travel for business purposes as per NeGD policy

i. Local travel, both in station and outstation, is subject to the following entitlements:

Band	Entitlement
Lead Expert	AC Car (Indigo) or equivalent
Senior Expert	AC Car (Indica) or equivalent
Expert	AC Car (Indica) or equivalent

This entitlement shall be for point to point travel.

ii. If the vehicle is not provide by NeGD and in case of travel by hired car (AC or Non AC), the bills must be produced to claim the reimbursements.

Form 1: Snapshot of the Profile

Sl. No.	Information Sought	Details to be Furnished
A	Name & Address of the Applicant	
B	Gender	
C	Nationality	
D	No. of years of experience	
E	Brief of the experience	
F	Name of Current Organization	
G	Current Designation	
H	Current CTC	
I	Current Location	
J	Position Applied For	
K	Area of Expertise applied for	
L	Other Contact Details Mobile No. Email ID Fax Nos.	

Form 2: Undertaking Format*

Sr.	<p>1.1.1</p> <p>[Insert Name], the undersigned, having [Insert Staff Number] acknowledge that as consu Deity <<Name of the Company>>, I will be working as a external consultant on the projec and Digital India team for the designated services).</p> <p>In this regard, I confirm that I have fully read and understood all the terms and condition Non-Disclosure Agreement dated [●] ("Agreement") executed between <<Name Company>>and the consultant XXXXX S/O XXXXXXXXX. With effect from [Insert the effect of the NDA], I undertake to strictly abide by this undertaking and the Agreement.</p>
1	<p>I will not remove or destroy any documents, data, files or working papers in whatsoever (including but not restricted to any in electronic form) in respect of the Services, with written consent of engagement Executive Director.</p>
2	<p>In the event that I leave the employment of <<Name of The Company>> or my associati <<Name of the Company>> gets terminated, I will not discuss/ disclose thereaf Confidential Information with/ to any other party.</p>
3	<p>I will deliver the work assigned to me on the agreed time frame and non-meeting the t engagement will be breach of condition and impact can be assessed under section XXYYZZ</p>
4	<p>I understand that strict compliance with this undertaking and the Agreement is a conditio involvement with the Services and a breach hereof may be regarded as an infringement terms of employment/ association with <<Name of the Company>>. I acknowledge that personally liable for any breach of this undertaking and/or the Agreement and t confidentiality obligations herein shall survive the tenure of my employment/ associati <<Name of the Company>>.</p>

**The undertaking will have to be signed by the shortlisted applicant at the time of engagement*

Form 3: Format of CV for Professionals to be deployed in the Project

Sr.	Details				
1	Name of the Professional:				
2	Qualifications (Graduation & above only):				
3	Total years of work experience:				
4	Total years of relevant experience:				
5	Key Expertise (e.g. Project Management, Surveys, Statistical Analysis and Sampling, etc.)				
6	Languages Known:				
7	Publications:				
8	Work history (current to past)				
8.a	Current				
	Designation:				
	Organization:				
	Duration: From: DD/MM/YYYY	To: DD/MM/YYYY			
	Key Job responsibilities: <i>Only relevant experience to be listed</i>				
	Projects handled	Role in the project	Client	Team Size (if any)	Deliverables of the Project
8.b	Previous				
	Designation:				
	Organization:				
	Duration: From: DD/MM/YYYY	To: DD/MM/YYYY			
	Key Job responsibilities: <i>Only relevant experience to be listed</i>				
	Projects handled	Role in the project	Client	Team Size (if any)	Deliverables of the Project
9	Any other (Certifications, trainings received etc)				

End of EOI Document
