

**Expression of Interest  
For  
Integrated Smart  
Card Project  
In  
Meghalaya**

**Commissioner Transport  
Government of Meghalaya  
Saw Lad, Law U-Sib  
Shillong-793021  
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EoI for Integrated Smart Card Project

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## 1. Disclaimer

This Expression of Interest document is being issued by Commissioner of Transport (herein after referred to as “Commissioner of Transport”) as the first step for the implementation of Integrated Smart Card Project for Registration Certificates and Driving Licences (hereinafter referred to as “The Project”) in THE STATE OF MEGHALAYA

The Smart Card based solutions sought under this Expression of interest would be implemented in all the Districts within the State of Meghalaya. The sole objective of this document is to solicit Expression of Interest (hereinafter referred to as “EoI”) from eligible agencies to be short-listed for consideration for a further tender process, wherein a Request for Proposal (RFP) would be issued to the short-listed agencies based on the evaluation of EoI’s, for State level implementation in phased manner of the project. **Commissioner of Transport reserves the right** to reject any or all the applications without assigning any reasons and may go for open tendering process at RFP stage.

This document has been prepared on the basis of information that is available with Commissioner of Transport, Meghalaya and that which is publicly available.

While this document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by Commissioner of Transport or any of their employees, advisors or agents appointed by Commissioner of Transport as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed. Interested Parties may carry out their own study/ analysis/ investigation as required before submitting the EoI.

The technical/implementation solution/Functional requirements information provided in this notice for expression of interest is only indicative in all respects. Relevant technical and solution information to be reflected in detailed scope of work, solution architecture, technical specifications, Bill of materials, etc. shall be provided in the RFP to be issued. The agencies shall provide details of all such information in their technical proposal. This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever.

Some of the activities indicated to be carried out by Commissioner of Transport subsequent to the receipt of the responses are indicative only. Commissioner of Transport has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of the project.

## 2. Introduction

The Transport Department functions under the provisions of Section 213 of the Motor Vehicle Act, 1988. The Transport Department is primarily established for enforcement of the provisions of the Motor Vehicle Act, 1988, Meghalaya Motor Vehicles Taxation Act, 1972 and the rules framed there under. Commissioner of Transport assists other organizations in the development of transport facilities and endeavors to provide an efficient, adequate and economic transport service for the movement of passengers and goods by road. In discharging statutory functions, the department has shaped up as one of the major revenue earning departments to the Government in the shape of taxes on motor vehicles. The Department is interested in setting up Integrated Smart Card Project for its transport services for the benefit of the public. The EoI is a pre-qualification for Technical Services provider who will develop and Implement Integrated Smart Card Project in Meghalaya. The successful agencies will be invited to submit the detailed proposal through RFP.

The EOI document is available at of cost of Rs. 5000 in form of a Demand Draft from any scheduled bank, payable at Shillong in favor of Commissioner, Transport, Government of Meghalaya. The soft copy may be downloaded from the department website: <http://megtrans.nic.in/transport>. In case of downloading from the web site, agencies are required to submit the EoI cost in the form of a demand draft of Rs.5000 issued from a scheduled commercial bank along with the EoI re-sponse.

Agencies will be invited for a detailed presentation of the proposed solution. Based on the Presentation, Commissioner of Transport shall further identify the optimal requirements and accordingly a Request for Proposal (RFP) will be formulated for the Implementation of the project in Meghalaya. Eligible agencies, who pro-pose the Solution and presentation to the satisfaction of Commissioner of Transport shall be eligible to receive the RFP for further participation in the selection process. Commissioner of Transport reserves the right to reject any or all the re-sponse without assigning any reasons and may go for open tendering process at RFP stage.

#### 4. Information Regarding EoI

Sl No.	Information	Details
1	EoI No. and Date	Com/Trans/S.Card/Esstt/2007/93/Pt-II/124, Dated Shillong the 07 <sup>th</sup> January, 2019
2	Last date for submission of written queries for clarifications	04-03-2019
4	Release of response to Clarifications on the web site	05-03-2019
5	Cost of the EOI Document in the form of Demand Draft	5000/-
6	Last date (deadline) for submission of response of EoI in hard copy.	04-03-2019 at 15.00 Hours.
7	Opening of Responses	27.03.2019.
8	Power Point Presentation by Agency	09-04-2019 from 11 am
9	Contact Person for queries	Shri I.W.Ingty, IAS, +91 70056 03837
10	Addressee and Address at which proposal in response to	Commissioner of Transport Saw Lad, Madan Rting Meghalaya, Shillong
11	Release of agencies name qualified for RFP Stage on the web site	To be informed later.

Main Component of the Architecture is as follows:

### **1: Smart Card**

Considered the governing component, the Smart Card held by each holder/ owner generally contains the most current data as it is stored at the time of entry of data as supplied by the licence holder in case of Driving Licence and vehicle owner in case of Registration Certificate.

### **2. Terminal Computer System**

The Terminal Computer System is intermediary agent for data storage at the central data centre.

### **3. Communications Interface**

Communication of card with reader device is being done with hand held devices as per specifications approved by the Government in collaboration with NIC that is currently in use with other states as well.

## 4. Central System

The Central System represents a set of servers that are the core of the system. This will include:

- Application servers;
- Communication server;
- Device/status server
- Web server;
- Database, Proxy and backup system

## 5. Implementation Phases:

The Project shall be implemented in the phased manner and Phase 1 will be the Pilot Phase of the Project and is likely to be implemented at the centres of Shillong, Jowai and Tura as the main centres for other Districts as well.

## 6. Instruction to Agencies

### 6.1 Completeness of Response

Agencies are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of the response of EoI shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Agency's risk and may result in rejection of its Proposal.

## 6.2 Proposal Preparation Costs

The Agency is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Transport Department to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the response of EoI process. Commissioner of Transport will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

This EOI does not commit Commissioner of Transport to award a contract or to engage in negotiations. Further, no re-imbursable cost may be incurred in anticipation of award or for preparing this EoI. All documents, materials submitted by the agency become the property of Commissioner of Transport, Meghalaya, Shillong and may be returned completely at its sole discretion.

## 6.3 Signing / Communication to the Government

All the communication to Commissioner of Transport including this EOI and the response of EoI documents shall be signed on each page by the authorized representative of the agency and authority letter should be attached with the response of EoI.

## 6.4 Queries on EOI

**The agencies will have to send their queries by 4<sup>th</sup> March, 2019 by email [comtrans21@gmail.com](mailto:comtrans21@gmail.com) before 15:00 hours**

All queries should be related to the EOI alone and no queries related to Scope of work of the Agency, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage.

The Queries for the Expression of Interest will be submitted in the following format in a excel file  
Name of the Agency:

S#	EOI Reference Clause/ Page No.	Description of Terms / Headings	Clarification Sought



## 6.5 Agency inquiries and Commissioner of Transport responses

All enquiries / clarifications from the agencies, related to this EOI, must be directed in writing exclusively to the contact person notified in this EOI document. The preferred mode of delivering written questions to the aforementioned contact person would be through mail or email. Telephone calls will not be accepted. In no event will the Commissioner of Transport be responsible for ensuring that agencies' in-quiries have been received by Commissioner of Transport.

After distribution of the EOI, the contact person notified by Commissioner of Transport will begin accepting written questions from the agencies. Commissioner of Transport will endeavour to provide a full, complete, accurate, and timely response to all questions. However, Commissioner of Transport makes no representation or warranty as to the completeness or accuracy of any response, nor does Commissioner of Transport undertake to answer all the queries that have been posed by the agencies. The responses to the queries from all agencies will be distributed to all.

## 6.6 Amendment of EOI Document

At any time prior to the last date for receipt of responses of EoI, Commissioner of Transport, may, for any reason, whether at its own initiative or in response to a clarification requested by agency, modify the EOI Document by an amendment. The amendment will be published in the Commissioner of Transport website.

In order to afford prospective agencies reasonable time in which to take the amendment into account in preparing their response, Commissioner of Transport may, at its discretion, extend the last date for the receipt of response of EoI. The agencies are allowed resubmit their response- if required, after such amend-ments.

## 6.7 Supplemental information to the EOI

If Commissioner of Transport deems it appropriate to revise any part of this EOI or to issue additional data to clarify an interpretation of provisions of this EOI, it may issue supplements to this EOI. Any such corrigendum shall be deemed to be incorporated by this reference into this EOI.

Commissioner of Transport may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum published in the Commissioner of Transport website in which case all rights and obligations of the project and the agencies previously subject to the original deadline will thereafter be subject to the deadline as extended.

## 6.8 Commissioner of Transport's right to terminate the process

Commissioner of Transport may terminate the EOI process at any time and without assigning any reason. Commissioner of Transport makes no commitments, express or implied, that this process will result in a business transaction with any-one. This EOI does not constitute an offer by Commissioner of Transport.

Commissioner of Transport reserves the right to accept or reject any proposal, and to annul the shortlisting process and reject all responses at any time without thereby incurring any liability to the affected agencies or any obligation to inform the affected agency or agencies of the grounds for Commissioner of Transport's action.

## 6.9 Submission of Responses

- 1) The agencies should submit their responses in the format given in this document in a printed copy and on a non-rewritable CD as a single file in PDF format media in separate sealed envelopes.
- 2) The CD media must be duly signed using a permanent Pen/Marker and should bear the name of the agency.
- 3) The hardcopy and softcopy of the Expression of interest should be in a single sealed envelope, clearly marked as "Response to EOI from << Agency Name>>".
- 4) The envelope shall indicate the name and address of the agency to enable the proposal to be returned unopened in case it is declared "late."
- 5) The original proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the agency itself.
- 6) Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- 7) All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the agency.
- 8) Agencies are also required to give a presentation on Existing Capabilities of Agency and proposed solution. The presentation would be a part of Evaluation.

## 6.10 EoI Response Submission Format

The entire proposal shall be strictly as per the format specified in this Expression of Interest and any deviation from the formats shall be rejected.

## 6.11 Venue and Deadline for submission

Proposals must be received in hard copy at the address specified below latest by 15:00 hours on 13-02-2019:

### **Commissioner of Transport**

**Government of Meghalaya,  
Sawlad, Madan Rting  
Shillong-793021**

Any proposal received by the Commissioner of Transport after the above deadline shall be rejected and returned unopened to the Agency. The response submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter. Commissioner of Transport shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained. Commissioner of Transport reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

## 6.12 Documents Comprising the Response to EoI

The response prepared by the Agency shall comprise of all the documents as being asked for as per clause 8. Qualification Criteria and Annexure I and II.

## 6.13 Short listing Criteria

Commissioner of Transport, Meghalaya will shortlist the agency that meets the shortlisting criteria mentioned in the Expression of interest. Any attempt by a Agency to influence the EoI response evaluation process may result in the rejection of the Agency's response of EoI.

## 6.14 Formation of Consortium / association with other entities

Consortium is allowed in this Assignment.

The CONSORTIUM shall have a Lead Partner who shall nominate a Representative through Power of Attorney and authority to conduct all business for and on behalf of any and all the parties of the CONSORTIUM during the bidding process.

The Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of other partner of the consortium, and the entire execution of the Contract shall be done with the Lead agency.

The total number of consortium members cannot exceed three, including the lead member of the consortium. Any consortium member can't participate as a member of any other consortium or apply in its individual capacity for this Project. The response of EoI shall be signed by lead partner and shall be legally binding on all partners of consortium.

In case of consortium, the lead partner must submit the details of the consortium with roles and responsibilities of each partner. The same should be endorsed by authorized representative of the lead partner.

### **6.15 Evaluation Process**

- 1) Commissioner of Transport will constitute Proposal Evaluation Committee to evaluate the responses of the EoI.
- 2) Proposal Evaluation Committee constituted by the Commissioner of Transport shall evaluate the responses to the EOI, all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence shall be rejected.
- 3) The decision of the Proposal Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- 4) The Proposal Evaluation Committee may ask for meetings with the Agency to evaluate its suitability for execution of the proposed project.
- 5) The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- 6) Each of the agencies need to comply with the qualification criteria as defined in the EoI to qualify for subsequent submission of proposal to the RFP for selection.
- 7) Each of the responses shall be evaluated to validate compliance of the agencies according to the following criteria as per format and supporting documents mentioned against each clause.

### **6.16 Notification of Shortlisting**

Commissioner of Transport shall notify by email all agencies that have been shortlisted. This shall also be published in the Commissioner of Transport website.

## 7. Qualification Criteria

S#	Qualification Criteria	Supporting Documents to be submitted
<b>Criteria A</b>		
A1	The responding Company / agency should have made a payment of Rs 5000 (Rupees Five thousand only) for the EOI document	Proof of payment of Rs. 5000 / DD for Rs. 5000 (if EOI Document is downloaded) must be furnished.
A2	The Agency should be a Proprietorship duly registered with the concerned authority or a Company registered under the Companies Act, 1956 since the last 5 years	Copy of Certificate of Proprietorship registration or incorporation
A3	The Agency should not be blacklisted by any Department of Central Government / State Government/ PSU or any Public Sector Organization.	Self-Certification by the agency
A4	Agency should have Average Annual Turnover of Min. 3 Crores in the last 3 years.  Agency should have positive net worth in the last 3 years.	Certificate from Statutory Auditor of the Agency.
<b>Criteria B</b>		
B1	Agency/ Consortium Partner must have successfully completed at least One (1) project of similar services and similar engagements of the same scope and nature especially in the public sector.  (In the case of consortia or joint venture, the lead company must have successfully completed at least two of the similar projects, as a requirement for experience).	Project Citation Copy of Work Order+ Completion Certificate with other documentary support of project development.

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	A joint venture/consortium shall be evaluated based on the collective experience of the member firms of the joint venture/consortium. These services and engagements are expected to have been performed by the firm during the past 5 years.	
B2	Agency/ Consortium Partner Should have done at least one IT Project with any state Transport Department in India.  The engagements are expected to have been performed by the firm during the past 5 years.	Project Citation (as per the format prescribed) + Copy of Work Order+ Completion Certificate with other documentary support of project development.
B3	Fitness of Solution Proposed	<ol style="list-style-type: none"> <li>1. Technical Solution Document (Design, Implementation, Approach, Methodology)</li> <li>2. Presentation in front of Committee members on: <ol style="list-style-type: none"> <li>a. Organizational Capability.</li> <li>b. Similar Work Experience.</li> <li>c. Case Study of Similar Nature.</li> <li>d. Proposed Scope Of Work.</li> <li>e. Feasibility of project in Meghalaya.</li> </ol> </li> </ol>

- Agency has to comply all the above criteria in order to shortlisted for RFP stage.
- Agency has to submit the documentary proof for above requirement.
- Commissioner of Transport may seek clarification or request additional documents in order to check the compliance of the above criteria.

## 8. Annexure

### I. Covering Letter

(To be submitted on the letterhead of the agency)

{Location, Date}

To

Commissioner of Transport,  
Government of Meghalaya,  
Saw lad Madan Rting  
Shillong-793021

Ref: Com/Trans/S.Card/Esstt/2007/93/Pt-II/124, Dated Shillong the 7<sup>th</sup> January, 2019

Subject: Submission of proposal in response to the EoI for “Integrated Smart Card Project”.

Dear Sir,

Having examined the EoI document, we, the undersigned, herewith submit our proposal in response to your EoI Notification No. Com/Trans/S.Card/Esstt/2007/93/Pt-II/124, Dated Shillong the 7<sup>th</sup> January, 2019, for “**Integrated Smart Card Project for Driving Licence and Registration Certificate**”.

We have read the provisions of the EoI document and confirm that we accept these. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

1. We agree to abide by this proposal, consisting of this letter, the detailed response to the EoI and all attachments.
2. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment, and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
3. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EoI.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand you are not bound to shortlist/accept any or all the proposals you receive.
6. We hereby declare that we qualify and fulfil all the eligibility criteria mentioned in the EoI.

We hereby declare that our proposal submitted in response to this EoI is made in good faith, and the information contained is true and correct to the best of our knowledge and belief.

EoI for Integrated Smart Card Project

Sincerely,

<<Signature>>

[Authorized Signatory]

Name:

Title:

Date and Stamp of the Signatory:



## II. Company Profile

S. No	Information	Details & Enclosure Compliance
1	Name of responding agency:	
2	Address of responding agency:	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this EoI:	
4	Telephone number of contact person:	
5	Mobile number of contact person:	
6	Fax number of contact person:	
7	E-mail address of contact person:	
8	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc.)	
9	Company Registration Certificate ( Enclose Certificate)	
10	No of professionally qualified IT personnel having experience of working on the <b>Transport Project</b> on its roll.	

Please provide the details of Consortium Partner/ Joint Venture details in the same format.

\*\*\*\*\*END OF DOCUMENT\*\*\*\*\*