



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai- 400706

+ 91 22 39686060

Request for Proposal (RFP) for Appointment of Project Consultant for Information Technology Services – Website & Mobile App

REF. NO.: IAIIIT-AUGUST-2017

THE INSTITUTE OF ACTUARIES OF INDIA (Set up by an act of Parliament)

Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,
Seawoods Grand Central, Plot no R-1,
Sector 40, Seawoods,
Near Seawoods Railway Station,
Navi Mumbai - 400 706

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Important Dates & Information:-

Date of commencement of issue of RFP	16.08.2017 by 11:00 am
Date and Venue of Pre-Bid Meeting	23.08.2017 by 11:00 am @ above address
Last date for receipt of queries on RFP	26.08.2017 by 03:00 pm
Uploading of clarifications/ reply to Pre-bid queries on the IAI Website.	29.08.2017 by 03:00 pm
Last date for Bid Submission of RFP	31.08.2017 by 03:00 pm
Address for submission of Bids	INSTITUTE OF ACTUARIES OF INDIA Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706
Date and Venue of opening of Technical Bids	01.09.2017 by 03:00 pm @ above address
Fees for RFP document (non-refundable)	Rs. 500/- in the form of Demand Draft in favor of Institute of Actuaries of India, payable at Mumbai.
Contact Person for queries	Shri. Larry Barretto (Manager IT and Member Services) Phone: +91 22 67843306 / 8879594030 E-Mail: it@actuariesindia.org

Background Information:-

Institute of Actuaries of India (IAI) is a statutory body established under [The Actuaries Act 2006](#) (35 of 2006) for regulation of profession of Actuaries in India. The provisions of the said Act have come into force from 10th day of November 2006, in terms of the notification dated 8th November 2006, issued by the Government of India in the Ministry of Finance, Department of Economic Affairs. As a consequence of this, the erstwhile [Actuarial Society of India](#) was dissolved and all the Assets and Liabilities of the Actuarial Society of India were transferred to, and vested in, the Institute of Actuaries of India constituted under Section 3 of the Actuaries Act, 2006.

The erstwhile Actuarial Society of India (ASI) was established in September 1944. Since 1979 the ASI has been a Full Member of International Actuarial Association (an umbrella organizations to all actuarial bodies across the world) and is actively involved in its affairs. In 1982, the ASI was registered under Registration of Literary, Scientific and Charitable Societies Act XXI of 1860 and also under Bombay Public Charitable Trust Act, 1950. In 1989, the ASI started examinations upto Associate level, and in 1991, started conducting Fellowship level examination leading to professional qualification of an actuary, till then the accreditation was based on Institute of Actuaries, London examinations (now Institute and Faculty of Actuaries.).



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Objects of the IAI: The main objects of the Institute are (section 5 of the Actuaries Act, 2006):

1. To promote, uphold and develop the standards of professional education, training, knowledge, practice and conduct amongst Actuaries;
2. To promote the status of the Actuarial profession;
3. To regulate the practice by the Members of the profession of Actuary;
4. To promote, in the public interest, knowledge and research in all the matters relevant to Actuarial Science and its application; and
5. To do all such things as may be incidental or conducive to the above objects or any of them.

Minimum Eligibility Criteria

The Consultant interested in being considered for this assignment must fulfil the following criteria:

- The consultant shall be a company incorporated, registered under the Indian Companies Act, 1956. The consultant may also be Proprietorship firm / Partnership firm / LLP. Subcontracting after award of RFP is not allowed.
- The consultant should have registered office in India.
- Consultant should have been in operation for minimum 5 years.
- Consultant should have valid Sales Tax/VAT/GST/Service Tax registration number and income tax registration number (PAN).
- The consultant must have at least One {1} of the Standard certification issued by any authorized agency and valid as on the originally schedule date of bid opening. (ISO 9001:2015 Quality Management System). This must be supported by a copy of valid certification.
- Consultant should have proven experience in setting up and operationalizing of IT Transformation for institutions of repute and should have implemented at least one similar project preferably with Central/State government Institutions or Companies which involved technical analysis of projects.
- Annual turnover of INR Rs. 1 crore in any of the last three years. i.e. FY 2014-15, 2015-16 and 2016-17.
- The consultant should have organizational capability related to Transformation management projects (a dedicated team of more than 20 professionals in India with specialization in carrying out Transformation Management consultancy and advisory projects).
- The consultant must assign a fixed dedicated team of resources for the project activity.
- The consultant should never have been black listed by any State or Central Government Department in India and should not quote products from any OEM black listed by any State or Central Government Department in India. If a consultant or any member of the consortium has been barred or blacklisted in any contract with government/state governments, the bid of such consultant will be rejected. This must be supported by submitting a self declaration.



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Scope of Work

A. Bid Process Management:

1. Preparation and Release of Request for Proposal (RFP) for vendor selection

To ensure that;

- a) Self-sufficiency and comprehensiveness of the RFP documents.
- b) Ensure to eliminate any discrepancy between the intent of specifications and corresponding items in the schedule.
- c) Consultant shall prepare advertisement/Notice Inviting Tender and correspondence with the bidders.
- d) Manage bid process to ensure that necessary information relating to the bids is properly organized and archived.
- e) Bring in board at least 05 (five) bidders of repute.

2. Pre-bid meeting:

The Consultant will chair, organize and conduct pre-bid meetings of the RFPs for development of IAI website and mobile application. Consultant activities includes but not limited to:

- a) Preparation of the draft pre-bid meeting presentation.
- b) Provide clarifications to bidder's queries.
- c) Ensure self- sufficiency and comprehensiveness of the RFP documents, including technical specifications (specifications should be detailed one leaving no chance for ambiguity).
- d) Ensure to eliminate any discrepancy between the Intent of Specifications and Corresponding Items in the scope of work.
- e) Objective assessment of queries received from prospective bidders, and prepares draft responses, clarifications, corrigendum to the RFP, subject to the IAI's approval.
- f) Chair post bid Meetings with the selected vendors to verify that they have analyzed the project requirements completely and have included in their bids the full scope required and Bank Guarantee (BG) amount. Also provide penalty for delay.

3. Evaluation of pre-qualification / technical bid:

The Consultant will do objective evaluation (prequalification and technical) of the bids received in response to the RFPs for development of IAI's website and mobile application and manage pre-qualification process.

Consultant activities include but not limited to:

- a) Perform an objective and factual assessment of the bidders' pre-qualification and technical bids against the objective criteria defined in the RFP, to be presented for IAI's approval.
- b) Drafting any communication to be sent by IAI to the bidders as part of the evaluation process.
- c) Coordinating bidder presentations and demonstrations and participate in these meetings as advisor to IAI.



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4. Evaluation of financial bid:

- Will verify the accuracy of calculations made by the prospective bidders.
- Will analyze and validate the financial bids of the bidders against objective criteria set out in the RFP.
- Will do evaluation and review workshops.
- Consultant shall prepare a Vendor Evaluation Report as an outcome of the evaluation and assist Institute in finalization of the successful bidder.
- Will draft any communication to be sent by IAI to the bidders as part of the evaluation process.
- Organize & conduct bids along with Bank Guarantee (BG).
- Successfully conclude bid and give recommendation to IAI.
- Ensure there are no areas of overlap in the work to be performed by various bidders.

5. Vendor onboarding and contract finalization with the selected bidder:

- Draft the Letter of Intent (LOI) to be issued to the successful bidder by IAI.
- Consultant shall assist in negotiations with the successful bidder and in finalizing the contract with the selected bidder. This will include the drafting of contract agreement including general terms and conditions and the time line for deliverables.
- Handover of all the necessary documents and reports to IAI.
- Advise client on award of work

B. Project Management:

Consultant activities are:

Project Management (website and mobile app)	
Stage 0 - Information Gathering	
Set goals for the website & mobile app.	
Define website & mobile app target audience.	
Study of existing processes, Infrastructure and IT systems.	
Study the existing Institute's requirement.	
Study the existing Database (including technology, fields, quality, data sources etc.) and challenges faced in usage/update of the same.	
Identify current problems in the system & assist in resolving issues.	
Identify the IT requirements (services/ systems) of stake holders and adopt leading practices/ new strategies/ opportunities for the Institute.	
Prepare report highlighting the key improvement areas:-	
i)	Current IAI System.
ii)	Lacunae in current system.
iii)	Suggest proposed solution for migrating old system data.
iv)	Establish a concept budget target on the basis of project strategy, work breakdown structure and available tax benefits.
Consultant shall adopt latest technology standards and practices to develop application architecture addressing requirements like:	
i.	Modular and Service Oriented Architecture
ii.	Open standards for Interoperability



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iii. Confidentiality, Integrity and Availability
Designing of new IT Architecture, Application and Middleware Architecture for website and mobile app.
Review & suggest in Technical approach & methodology for website and mobile app.
Defining and provisioning the hardware specification for website and mobile app.
Designing of various MIS for effective monitoring.
Handhold/ support IAI for project management and prioritization, investigations, design consulting, procurement, supervision, cost control, scheduling, risk management, monitoring, auditing, reporting, and ensuring compliances and due diligences required for the project;
<ul style="list-style-type: none"> • Preparation of Requirement Specifications Document (URS/SRS) • Preparation of Information Services & Need Assessment Report (ISNA) • Preparation of AS – IS Assessment Report (AS-IS) • Preparation of TO- BE Recommendations Report (TO-BE) • Preparation of Business process re-engineering (BPR) • Preparation of Detailed Project Report (DPR)
Consultant shall provide a high level Data Migration Plan that shall be converted into a detailed plan by the selected Bidder.
Stage 1 - Project Kickoff
Create project plan schedule, deliverables and milestones (start/ end date).
Set-up agenda and check list for monthly/ weekly review.
Prepare project timelines, AMC period and define payment terms for the bidders.
Develop and implement procedure for timely payments to the bidder and monitor for compliance;
Plan and monitor the project and ensure adherence to time schedules, deliverables, delivery quality and budgets.
Monitor implementation of mitigation measures for the project, and update the Plan.
Review & suggest design/ wireframe of website & mobile app and wait for IAI signoff.
Define privacy policy and other legal text required for website & mobile app.
Review & assist in finalizing agreement document, SLA document and wait for IAI signoff.
Co-ordinate and update the bidder on various issues.
Hold regular review meetings for successful project implementation & transition.
Stage 2 - Project Development
Review and ensure development is done as per the agreed technology and framework.
Review and ensure that the coding standards are acceptable.
Ensure integration of multiple systems and solutions into a unified website are systematically carried out.
Ensure systematic & secured payment integration.
Create a checklist of tasks and reasonable deadline to finish and approve each element.
Ensure the development activity is carried as per the project milestone and scope of work.
Review & suggest bidder, if additional resource allocation required or not.
Review & assist in finalizing SRS & technical documentation of all modules and wait for IAI signoff.
Reach out to bidder and ensure they are on target.
Review and suggest if any new hardware & software (license) requirement suggested by bidder is required or not.
Consultant shall review the conformity of the project plan in terms of schedule and milestones and provide



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weekly periodic status review updates to IAI.
Consultant shall actively participate in monthly project status review meetings with IAI and the bidder and assist in resolution of pending issues.
Consultant shall identify and report issues that require attention of IAI.
Consultant shall assist IAI and the bidder in easy resolution of issues, and conflicts.
Stage 3 – Quality & Security Assurance/ Adherence of SLAs.
Develop a quality assurance plan.
Ensure the website & mobile app is compliant with WCAG (Web Content Accessibility Guidelines) 2.0, Open Web Application Security Project (OWASP) framework, CERT-IN, RBI, Ministry of Finance, IT Act 2008 including its amendments time to time or any other applicable laws.
Review and ensure the code quality of the system is acceptable.
Create a detail report after testing the system on test environment.
Review and suggest that all the content on the website are in the correct places, formatted and working on all devices.
Review and ensure that all the forms are submitting properly with test cases and wait for IAI signoff.
Review and ensure the functionality of the system is as per the requirement.
Review and ensure the system is responsive and mobile friendly.
Review and ensure the application is safe and secured and not to prone to any penetration attacks.
Ensure all change requests are fixed by bidder.
Collect feedback of the system from IAI and wait for signoff.
Ensure each module is tested with proper test cases and user acceptance will be taken from stakeholders, before go live.
Ensure IAI provides clearance for UAT of the modules.
Consultant shall track and review all deliverables of the bidder and provide feedback to IAI and the bidder.
Consultant shall confirm the quality and adequacy of the deliverables as per the Terms of Reference/Contract with the bidder.
Consultant shall conduct periodic review of the service level adherence for the implementations as per the Service Level Agreement (SLA)
Consultant shall submit a periodic SLA Compliance report to IAI and followup on the previous non-compliances by the bidder, if any.
Consultant shall assist IAI in assessing penalties for non-compliance of SLAs if required.
Stage 4 – Launch
Ensure the new system is compatible with the production server for deployment of website & mobile app.
Develop website & mobile app deployment plan and ensure best deployment practices.
Ensure the source code and documentation is handed over to IAI.
Ensure user training is provided to IAI users. Consultant shall assist IAI in review and improvement of the knowledge transfer and training plan developed by the bidder.
Consultant shall review and provide inputs for improvement to the training content prepared by the bidder.
Consultant shall monitor the delivery of Training as per plan and provides feedback to IAI on the adequacy and effectiveness of the training.
Consultant shall collect feedback from training participants and assess the satisfaction level.
Ensure backup of the system before go live.
Monitor system uptime and issues if any.
Prepare project close-out report of all the modules. Ensure bidder has delivered the module as per the



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scope/ requirement document.

Stage 5 - Maintenance and Regular updating

Inform bidder of bugs/ updates and ensure they are fixed.

Collect user report from IAI.

Timelines

Till project completion and hand-over.

Fee for the Assignment

Fee of assignment:-

A Lumpsum fee has to be quoted by the consultant for the complete assignment. Fees should be inclusive of all expenses and exclusive of all applicable taxes. A detailed cost estimation of man hours and timelines to be prepared and submitted for this project activity.

Bank Guarantee:-

The selected consultant shall be required to furnish a Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of Institute of Actuaries of India payable at Mumbai for the period of contract with 90 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract. The successful consultant has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract.

Review of Performance and Performance Security:-

For regular monitoring performance, the selected Consultancy shall keep the Institute updated regularly. If there will be a delay in monitoring performance for more than 2 weeks, then a show cause notice may be issued to the Institute.

Instructions to the Consultants

i. Procedure for Submission of the Proposal:-

The consultant should submit their Proposal in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.

ENVELOPE-A should contain all the information as mentioned below in point no. xiii. On page no. 11

ENVELOPE-B should contain the price bid mentioned below "Form 9: Financial Proposal" for providing the services as per scope of work.



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Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Proposal.

The soft copy of the Proposal should be submitted, in the form of a non-rewriteable USB separate for each document and placed in appropriate envelope. The USB must be duly signed by the consultant using a "Permanent Pen/Marker" and should bear the name of the consultant.

The sealed covers should be super scribed with the wordings "Request for Proposal (RFP) for Appointment of Project Consultant for Information Technology Services – Website & Mobile App."

The sealed cover should also indicate clearly the name, address and telephone number of consultant to enable the proposal to be returned unopened in case it is declared "Late".

Consultant must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

ii. Cost of Proposal:-

Consultant shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if so desired by the Purchaser. Institute will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

iii. Contents of the Proposal:-

Consultant is expected to examine all instructions, forms, terms & conditions and Statement of Work in the Proposal. Failure to furnish all information required or submission of a Proposal not substantially responsive to the Proposal in every respect will be at the risk and may result in the rejection of the application.

iv. Conflict of Interest:-

Consultant should not have any conflict of interest with the work that is needed to be undertaken.

v. Language of Proposal:-

The Proposals prepared by the consultant and all correspondence and documents relating to the proposal exchanged by the consultant and Institute, shall be written in the English language, provided that any printed literature furnished consultant may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the Proposal, the English translation shall govern.



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vi. Confidentiality:-

1. The consultant will be exposed by virtue of the contracted activities to internal business information of Institute. The consultant would be required to provide an undertaking (Non-disclosure Agreement) that they will not use or pass to anybody the data/information derived from the assignment in any form. The consultant must safe guard the confidentiality of the Institutes business information, applications and data.

2. Disclosure of any part of the above mentioned information to parties not directly involved in providing the services requested, unless required to do so by the Court of Law or other Statutory Authorities, could result in pre mature termination of the contract. The Institute may initiate legal action against the consultant for breach of trust.

vii. Disclaimer:-

Institute and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of Institute and/or any of its officers, employees.

viii. Authorized Signatory for Consultant:-

The "Consultant as used in the Proposal shall mean the one who has signed the Bid document forms. The authorized signatory should be the duly Authorized Representative of the Consultant, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the agency shall be annexed to the Proposal. Institute may reject outright any Proposal not supported by adequate proof of the signatory's authority.

ix. Contact details of the Consultant:-

Consultant who wants to receive Institute's response to queries should give their contact details to Institute. The Consultant should send their contact details in writing at the Institute's contact address indicated in Page 1 of this document.

x. Queries on the RFP:-

Consultant requiring any clarification on this document may send a query in writing at the Institute's contact address indicated in Page 1 of this document. Institute's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the Institute, will be made available on the IAI website and sent to all consultants who have given their contact details. Institute may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the consultants who have given their contact details.



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xi. Amendment of RFP:-

At any time prior to the last date for receipt of Proposals, Institute, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective consultant, modify the RFP by an amendment. In order to provide prospective consultant reasonable time in which to take the amendment into account in preparing their Proposals, Institute may, at its discretion, extend the last date for the receipt of Proposals and/or make other changes in the requirements set out in the Invitation for Proposals.

xii. Bid Processing Fees:-

All Proposals must be accompanied by a bid processing fee of INR 500/- (INR Five Hundred only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in Mumbai, in favour of "Institute of Actuaries of India". The RfP document can be downloaded from the website -

www.actuariesindia.org

xiii. Documents Comprising the Proposal:-

The Proposal prepared by the consultant shall comprise of the following components:

- Form 1: Letter Proforma
 - Form 2: Minimum Eligibility
 - Form 3: Prior Experience
 - Form 4: Comments and Suggestions
 - Form 5: Approach for assignment
 - Form 6: CVs of proposed team
 - Form 7: Declaration Letter
 - Form 8: Work plan for the assignment.
- Bid processing fee of INR 500/- (INR Five Hundred only).

Institute shall not be responsible for non-receipt/non-delivery of the Proposal due to any reason whatsoever. Consultants are advised to study the Proposal carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the Proposal with full understanding of its implications.

Selection Process

i. Technical Evaluation

The number of points to be given under each of the evaluation criteria is:

CATEGORY	CRITERIA FOR POINT ALLOTMENT	MAX
1. CONSULTANTS EXPERIENCE * Years of Experience as a consultant:- * Proven and demonstrable experience, expertise and resources in undertaking similar work in last 3 years. * Average Turnover of last 3 years:-	<ul style="list-style-type: none"> • More than 10 years = 10 • 5 to 10 years = 5 • 3 to 5 years = 2 <ul style="list-style-type: none"> • More than 07 assignments = 10 • 3 to 07 assignments = 5 • Upto 3 assignments = 2 <ul style="list-style-type: none"> • > Rs. 5 crores = 5 • 3 to 5 crores = 3 • 1 to 3 crores = 2 	(25)
2. PROJECT METHODOLOGY AND APPROACH * Quality of the proposed approach, methodology and system design; * Quality of proposed implementation plan, i.e how the consultant will undertake each task, discipline and commitment to timelines. * Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.	Criteria, adequacy and appropriateness of the proposed methodology and work plan w.r.t. scope of work	(30)
3. TECHNICAL EXPERTISE * Certifications * Technical expertise in executing & successfully delivering similar Projects.		(25)
4. WORK PLAN & MANPOWER DEPLOYMENT * Team leader: Relevant experience, qualifications, and position with firm; * Team members - Relevant experience, skills & competencies; * Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments;		(20)
TOTAL MARKS		100



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The consultant should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks.

The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The consultant with such responsive proposals and securing score of minimum 60 marks would be considered as Technically Qualified consultants and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation. "Financial Proposal" of only Technically Qualified consultants will be evaluated by appropriate authority.

ii. Selection criteria

The final selection of the consultant will be from all the consultants who scored more than 60 marks in technical evaluation. A contract will be awarded to the responsible consultant whose proposal is determined to be the most advantageous to IAI, taking into consideration the best overall combination of experience, technical merit, and price.

iii. Terms of Payment

(Kindly submit your proposed payment terms for this activity.)

iv. Penalty Clause

If delay in completing any of the above written deliverable is more than one month a show cause notice may be served to the consultant. However, if there is a delay of more than 3 months in completion of the whole project then a penalty of 5% shall be imposed on complete cost raised by the consultant with regard to this project.

v. Termination for Default

1. The Institute, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Consultant, may terminate this Contract in whole or in part, if the Consultant fails to perform any obligations(s) under the Contract.
2. In the event of the Institute terminating the Contract in whole or in part, the Institute may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the Consultant shall be liable to the Institute for any excess costs for such similar services

vi. Force Majeure

The Consultant or the Institute is not responsible for delays or non-performance of any contractual obligations arising out of blockade caused by war, revolutions, insurrection, civil commotion, riots, mobilizations, strikes, acts of God, plague or other epidemics, fire, flood, obstructions of navigation by ice of port of dispatch, acts of Govt. or public enemy or any other event beyond the control of either party which directly, materially and adversely affect the performance of any contractual obligation.

vii. Compliance with Laws

The Consultant shall observe, adhere to, abide by, comply with and notify the Institute about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this RFP and shall indemnify, keep indemnified, hold harmless, defend and protect the Institute and its employees/officers/staff/ personnel/representatives from any



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failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

viii. Assignment & Subcontract

The consultant shall not assign, in whole or in part, its obligations to perform under the contract, except with the Institutes prior written consent.

In case of subcontracting permitted, the contracting vendor is responsible for all the services provided to the Institute regardless of which entity is conducting the operations. The contracting vendor is also responsible for ensuring that the sub-contractor comply with all security requirements of the contract and Institute can obtain independent audit report for the same.

ix. Tender / RFP Cancellation:

The Institute reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

x. Use of IAI Logo

Policy of use of IAI Logo “The IAI logo and the name are registered trademarks of the Institute of Actuaries of India and restricted for use with IAI publicity, correspondence and documents. The logo may be used under special circumstances as decided by the Council. Use of the logo the name and the acronym by any individual (be a member of the Indian Actuarial Profession or otherwise) or any organization shall not be without the written permission from the person authorized by the Council”

FORMS for the Proposal

Proposal is to be submitted in the following format along with the necessary documents as listed. The Proposal shall be liable for rejection in the absence of requisite supporting documents. Proposal should provide information against each of the applicable requirements. In absence of the same, the Proposal shall be liable for rejection.

Form 1: Letter Proforma

To
Executive Director
Institute of Actuaries of India
Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,
Seawoods Grand Central, Plot no R-1,
Sector 40, Seawoods,
Near Seawoods Railway Station,
Navi Mumbai - 400 706

Sir,



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai- 400706

+ 91 22 39686060

Sub:

Appointment of Project Consultant for Information Technology Services – Website & Mobile App.

The undersigned Consultant, having read and examined in detail all the RfP documents in respect of appointment of a Consultant for Institute for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work.

Correspondence Details

1	Name of the Agency	
2	Address of the Agency	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	

Document forming part of Proposal

We have enclosed the following:

Form 2 : Minimum Eligibility

Form 3 : Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)

Form 4 : Comments and Suggestions

Form 5 : Approach for the Project

Form 6: CVs of the proposed team members

Form 7 : Declaration Letter

Form 8 : Work plan

Bid processing fee

Registered Power of Attorney executed by the Consultant in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Officer)



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Seal:

Name:

Designation:

Date:

Place:

Business Address:

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

Form 2 : Minimum Eligibility

[Consultant should not include the figures of the subcontractors]

1.1	Name of Agency			
1.2	Year of Registration/ Incorporation			
1.3	Year of Registration/ Incorporation in India*			
1.4	Number of Employees in India as on March 31, 2017			
		FY 2014-15	FY 2015-16	FY 2016-17
1.5	Net Worth (INR)**			
1.6	Annual Turnover(INR)**			
1.7	Annual Profits (INR)**			

*Enclose a copy of Registration document (including registration certificate)

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date



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Form 3 : Prior Experience

[Using the format below, provide information on each assignment for which your Organization, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment. Consultant should give information on the similar areas of design as indicated. Prior Experience in projects]

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Country:	
Location within country:	
Duration of the Fund:	
Name of associated staff, if any:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note : Please attach Letter of Intent or work Order or certificate of successful completion for each project, from the respective Client(s).

Witness:
Signature
Name
Address

Date

Consultant:
Signature
Name
Designation
Company
Date

Form 4 : Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Consultant can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

Form 5 : Approach for assignment

[Explain your understanding of the objectives of the assignment/job, approach to the assignment/job, detailed execution plan for the assignment, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.]



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Form 6: CVs of Proposed Team

[Provide CVs of the proposed team for undertaking the current assignment, especially of the Proposed Head of the Agency. The CVs to be included in the following format:]

NAME:

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

Name of Degree	Year	Name of Institution

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages:

Language	Speak	Read	Write

11. Employment Record:

Firm	From – To Date	Designation / Role

12. Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]

Full name of authorized representative:

Date: _____
Day/Month/Year: _____



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Form 7: Declaration Letter

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:

Signature

Name

Address

Date

Consultant:

Signature

Name

Designation

Company

Date

Form 8: Work plan (with timelines)

Form 9: Financial Proposal

To,

Executive Director

Institute of Actuaries of India
Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,
Seawoods Grand Central, Plot no R-1,
Sector 40, Seawoods,
Near Seawoods Railway Station,
Navi Mumbai - 400 706

Sub: Appointment of Project Consultant for Information Technology Services – Website & Mobile App.

Sir/ Ma'am,

In response to the above mentioned subject, hereunder is our financial cost for the project:

I/we _____ Consultant services firm herewith enclose Financial Offer of Rs. _____ (in words) for selection of my/our firm as Consultant. The break-up of the above cost is given as below.

S.N	Cost parameter	Details	Cost (Rs)



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Above mentioned cost include all logistics and no other extra charges are applicable except service tax, which is extra as applicable by Government of India. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,
Yours faithfully

(Signature of the Officer)

Seal:

Name:

Designation:

Date:

Place:

Business Address: