



MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY
मुंबई महानगर प्रदेश विकास प्राधिकरण

NO. ITCELL/MMRDA/2014/254

IT Cell/ MMRDA

20.10.2014

To,

All the empaneled consulting firms with the Government of Maharashtra i.e.

1. M/s Accenture
2. M/s Deloitte Touche Tohmatsu India Pvt Ltd
3. M/s Ernst & Young Pvt Ltd
- 4 M/s KPMG
5. M/s PwC

Sub: Invitation of Proposal for Formation of Project Management Consultant Team for e-governance initiatives in MMRDA across Three Tracks

In order to manage the e-governance initiatives, MMRDA hereby proposes to seek the services of reputed consultancy organization empanelled with the Government of Maharashtra vide GOM GR No. 01.07.2014 having relevant experience to work as the PMC Team. All the empanelled consultant shall submit their proposal by 07.11.2014 to the undersigned. **The proposal of consultants should cover for all the Three Tracks, However MMRDA reserves the right to select consultants for each of the track and split activities among them.**

The Scope of work is enclosed herewith to enable the consultant formulate the proposal in compliance with the GOM GR dated 01.07.2014.

Yours sincerely,

(Shankar Deshpande)

Jt Project Director/ IT In-charge, MMRDA

Enclosed: Annexure- Scope of Work and Engagement Details

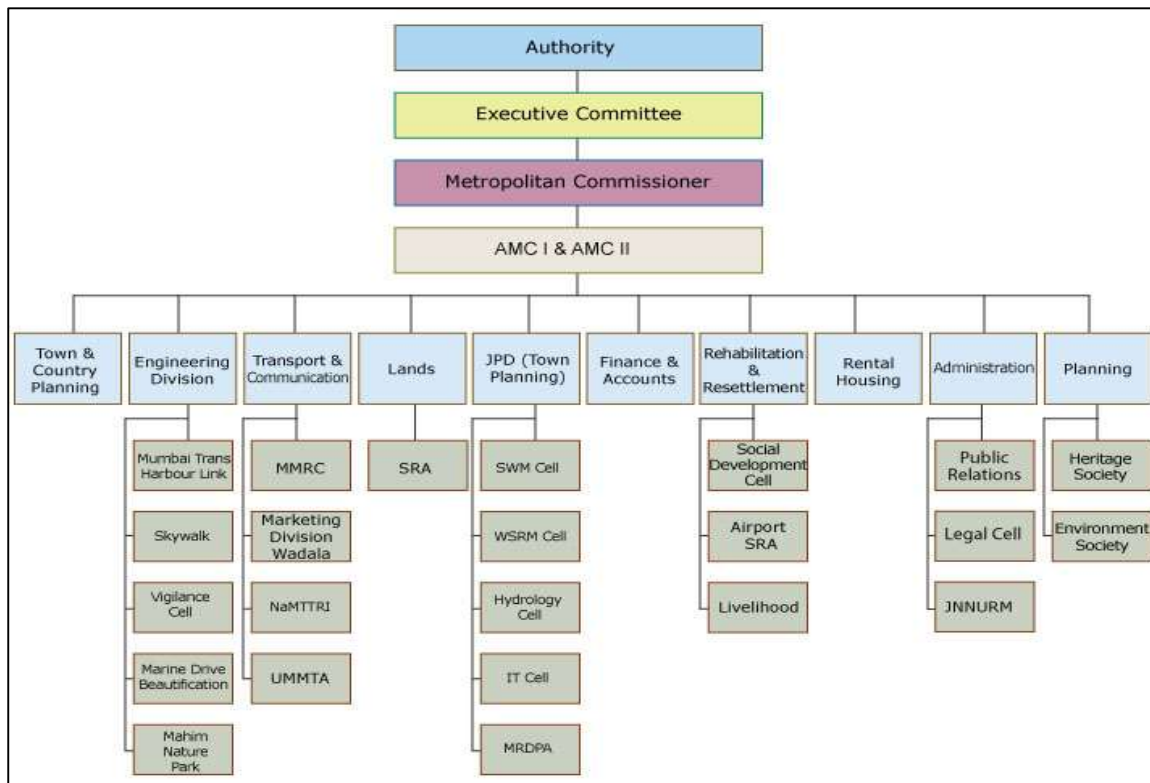
Annexure- Scope and Engagement Details

1. Organization Overview

Mumbai Metropolitan Region Development Authority (MMRDA) was set up on the 26th January, 1975 under the Mumbai Metropolitan Region Development Authority Act, 1974 by the Government of Maharashtra as an apex body for planning and co-ordination of development activities in the Mumbai Metropolitan Region comprising of Mumbai and its influence area.

The Authority declared under the act is a highest policy making body, having perpetual succession and a common seal with power, subject to the provisions of the Act, to acquire, hold and dispose of property, both moveable and immovable and to contract and to sue and be sued in its corporate name. At the apex is the Authority presided by the Minister of Urban Development Department, presently the Chief Minister. At the second and intervening tier is the Executive Committee presided by the Chief Secretary to the State Government. The third tier is occupied by the Metropolitan Commissioner assisted by the Additional Metropolitan Commissioner and other officers

Organizational Overview- Snapshot



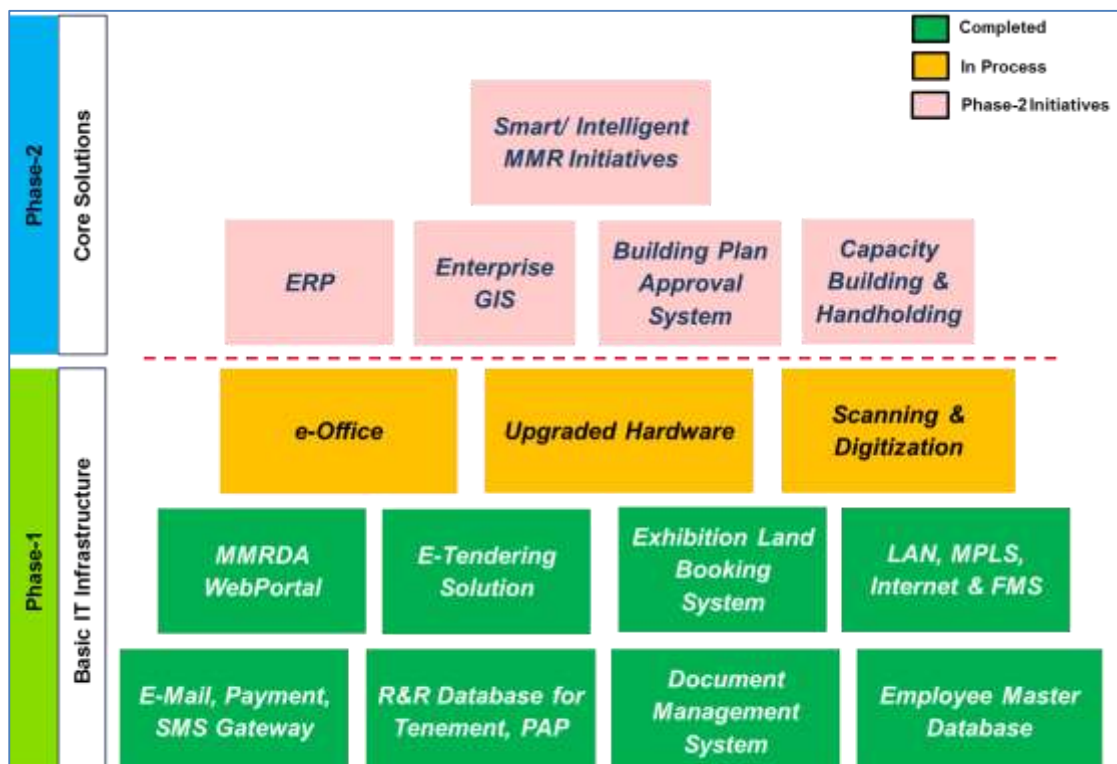
MMRDA prepares plans; formulates policies and programs; implements projects and helps in directing investments in the Region. In particular, it conceives, promotes and monitors the key projects for developing new growth centers and brings about improvement in sectors like transport, housing, water supply and environment in the Region.

2. Project Background

MMRDA had initiated process of implementation of e-Governance within MMRDA in lines of Govt. of Maharashtra e-governance policy dated 23.09.2011. The implementation of e-governance in MMRDA was envisaged in two phases:

- **Phase-1:** Covering Feasibility study and preparation of Vision of MMRDA's IT initiatives and setting up of basic IT infrastructure
- **Phase-2:** Covering Bid Process Management, Selection of Vendor and Program Management for implementation of the core e-governance initiatives

A Brief snapshot of Phase-1 and Phase-2 activities envisaged by MMRDA as its roadmap of Smart MMRDA is highlighted below.



Phase-1 of e-Governance: Phase-1 was aimed at creation of IT backbone and basic IT infrastructure. It has ensured upgraded IT Infrastructure, dedicated Server and networking connectivity, Interactive Web Portal with e-mail, e-tendering system, Scanning and Digitization, LAN & FMS, Internet and MPLS, Up-gradation of IT Hardware, SMS, Payment gateway and quick win citizen centric applications. Besides that MMRDA has also drawn a vision of Smart BKC 1.0 with a 2 pronged IT Strategy i.e. To achieve Internal Efficiency & Service Delivery Improvement to citizens and Value Creation, improve location attractiveness and improve quality of Life of Citizen in BKC being responsive to environment.

Phase-2 of e-governance in MMRDA: MMRDA with completion of Phase-1 initiatives is ready to take the next leap for implementation of Phase-2 initiatives i.e. **ERP, GIS and Smart BKC 1.0 implementation.** The Phase 2 of e-governance in MMRDA would majorly comprises of following:

- Building Plan Proposal System
- GIS
- Smart BKC 1.0 Initiatives
- Change Management and Capacity Building Initiatives

Implementation of these initiatives would not only ensure transformation of MMRDA to less paper office, improve process efficiency and effective decision making process, provide citizen centric services and incorporate e-Governance concepts and best practices i.e. **GIS based decision making system, ERP-automated workflow system, e-Office** but also move enhancing BKC location attractiveness with implementation of **Smart BKC initiatives** i.e. BKC wide Wifi, Smart Lighting, Smart Parking, Video Analytics and Surveillance, Citizen Apps. The e-readiness of MMRDA officials, employees, contractors and other related stakeholders is essential to ensure that the vision of Smart MMRDA is inclusive and achieved. The Change Management and Capacity Building initiatives would address the same.

As a precursor to Phase-2, MMRDA has already commenced preparatory activities by way of inviting following EOI/RFPs for the initiatives to be implemented in Phase-2

- RFP for implementation of Building Plan Approval System,
- EOI for Implementation of ERP in MMRDA,
- EOI for Implementation of Enterprise GIS in MMRDA and
- EOI for Implementation of Smart BKC 1.0 initiatives

3. Scope of Work

MMRDA Project Management Consultancy scope will be covered across Three Tracks as below. The assignment will be initially for a period of 3 years which may be increased depending on need and performance of the consultant. MMRDA reserves the right to curtail the period below 3 years. MMRDA also reserves the right to shall engage single or separate PMC team the tracks mentioned below

- **Track-1: Change Management & Capacity Building**
- **Track-2: PMC for Monitoring of Phase-1 Activities**
- **Track-3: PMC for Smart MMRDA initiatives- ERP, GIS, Smart BKC, BPAS**

Brief Scope of work to be undertaken by the consultants as part of Track-1,2 & 3 across the specific program areas are as follows:

Track-1: Change Management & Capacity Building

- Training Module preparation (Offline & Online)
- Conduct Capacity Building & Training Sessions
- Prepare Change Management Strategy and Action Plan
- Change Management Sessions/ Workshops

Track-2: PMC for Maintenance phase of Phase-1 initiatives

- Monitoring Maintenance phase of Phase-1 activities

Track-3: PMC for Smart MMRDA initiatives

Sub Track 3.1 Implementation of Smart BKC Initiatives

- EOI Evaluation for Smart BKC 1.0
- RFP preparation for Smart BKC 1.0
- Bid Process Management
- Vendor Evaluation, Coordinates the reviews, steering committee meetings
- Project planning and review
- Program Management for Smart BKC 1.0
- Architecture Governance, Application Design and architecture review
- Evaluate vendor design, Application Development monitoring, SLA monitoring
- Third party integration planning and monitoring
- Ensure adherence to Architecture & Guiding Principles

- Ensure compliance to Govt. Standards & Security & Certification
- Blueprint Development for Smart MMR
- Identify next set of initiatives and create blueprint for the same under Smart BKC program
- Design and Develop Digital Master Plan for MMRDA

Sub Track 3.2 Enterprise GIS Program

- EOI Evaluation for Enterprise GIS
- RFP preparation
- Bid Process Management
- Program management
- Ensure adherence to Architecture & Guiding Principles
- Ensure compliance to Govt. Standards & Security
- Architecture Governance, Application Design and architecture review
- Coordinate with other Stakeholders for GIS data integration
- Vendor Evaluation, Coordinates the reviews, steering committee meetings
- Ensure compliance to Govt. Standards & Security & Certification

Sub Track 3.3 ERP Implementation Program

- EOI Evaluation for Enterprise GIS
- Bid Process Management
- Program management
- Ensure adherence to Architecture & Guiding Principles
- Ensure compliance to Govt. Standards & Security & Certification
- Architecture Governance, Application Design and architecture review
- Coordinate with other Stakeholders for GIS data integration
- Vendor Evaluation, Coordinates the reviews, steering committee meetings

6. Conditions

1. MMRDA hereby invites proposals from the empanelled consultants for providing Project Management Consulting services to the MMRDA for Phase-2 implementation of e-governance in MMRDA
2. With reference to the above Scope of Work, the Agencies Empanelled by Govt of Maharashtra are requested to give a proposal as well as presentation on the understanding of requirement, approach and methodology and profile of the Consultants for the PMC. The manpower requirement is provided in as above. **The proposal of consultants should cover for all the Three Tracks, however MMRDA reserves the right to select consultants for each of the track and split activities among them.**
3. Each proposal should detail the Approach and Methodology, Proof of Similar Experience and CVs of the resources proposed on the designated date in the attached format. The CVs shall match the criteria given in the GR of Govt. of Maharashtra for empanelment dated 1st June 2014. No overlapping of resources across Track would be allowed.
4. The commercials for the resources shall be as per the manmonth rates finalized by DIT, Government of Maharashtra for the Empanelment of Project management consultants for e-Governance as per GOM GR dated 01.07.2014
5. The Response shall be valid for a period of 12 weeks from the date of submission.
6. This letter of invitation is not transferable/ No Sub Contracting
7. The cover containing the Proposal should be superscribed with the wordings **“Do not open before 15:00 hours on 07.11.2014” and this envelope should be clearly marked “PMC Team for MMRDA- Track-no, Government of Maharashtra”.**
8. The cover of the envelope should also indicate clearly the name, address and telephone number of the Empanelled Agency to enable the documents to be returned unopened in case it is declared "Late" / "Invalid".
9. All the firms that submit the proposal will be required to make a presentation on the understanding of requirement, approach and methodology, Experience and profile of the Consultants against each Track to the evaluation committee that is constituted by MMRDA. The dates would be communicated in advance by MMRDA.
10. The selection will be as per the procedure laid in the GOM GR dated 01.07.2014 MMRDA shall engage PMC team for Bid Process Management and Program Management Support across Three Tracks. MMRDA reserves the right to either select single or separate consultants for each of the Track based on the presentations made. The selected Consultant/s would be asked to prepare a Detailed Project Plan across each of the track within 7 days of appointment, detailing each deliverables and timelines thereof. MMRDA reserves right to split activities across tracks.
11. Each consultant would be given one hour for presentation
12. The likely start date for the PMC is immediately after the end of the process of selection.
13. All cost for preparing and submission of the proposal would be at the Consultant cost.

Payments

14. The PMC team deployed at MMRDA has to submit detailed project plan the respective Track and must deliver as per the schedule agreed upon
15. Payment will be done quarterly on the basis of Manpower deployed and performance based as per GOM GR 01.07.2014
16. Payment may be related with deliverables or some fixed periodical reports will have to be submitted by consultant.

7. Key Event and Dates:

The PMC team has to submit separate proposal for each of the Track mentioned above. Following are the key details

S.No	Information	Dates
1)	Submission of hard copy of presentation and CV of resources	Before 15:00 Hours, 07.11.2014
2)	Last date of receipt of Queries/Clarifications via email to itcadmin@mailmmrda.maharashtra.gov.in	Before 15:00 Hours, 30.10.2014
3)	Presentation on Understanding of the project, approach and methodology , resources	11:00 hours , 11.11.2014,

Place of Presentation

Mumbai Metropolitan Region Development Authority, Committee room,
6th Floor, B wing
Bandra Kurla Complex, Bandra (East), Mumbai- 400-051

Tel: 022-26595919

Place of Proposal Submission (Hard Copy)

In-charge, Information Technology Cell

Mumbai Metropolitan Region Development Authority

2nd Floor, A wing

Bandra Kurla Complex, Bandra (East), Mumbai- 400-051

Tel: 022-26595919 , Fax: 022-26595943

Email:

itcadmin@mailmmrda.maharashtra.gov.in

jpdtp@mailmmrda.maharashtra.gov.in

Annexure: Cover Letter

(To be submitted on the Letterhead of the Bidder)

{Place}

{Date}

To

Mr Shankar Deshpande

In-charge, Information Technology Cell

Mumbai Metropolitan Region Development Authority

2nd Floor, A wing, Bandra Kurla Complex

Bandra (East), Mumbai- 400-051

Subject: Submission of proposal for Project Management Consulting Team for Track-1/2/3

Dear Sir,

1. In response to MMRDA's invitation for Consulting Proposal, we, the undersigned, offer to propose for providing Consultancy Services for Project Management Consulting Team for Track-No. in MMRDA in full conformity with the requirement of GOM GR 01.07.2014
2. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification
3. We understand you are not bound to accept any proposal you receive.
4. The information submitted as part of the proposal would be the property of MMRDA

Our correspondence details with regards to this Tender are:

S. No	Information	Details
1	Name of Bidder	
2	Address of Bidder	
3	Name, Designation and Address of the contact person to whom all references shall be made regarding this Tender	
4	Telephone no. of contact person:	
5	Mobile no. of contact person:	
6	Fax no. of contact person:	
7	E-mail address of contact person:	

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

Sincerely,

[BIDDER'S NAME]

Name

Title

Signature

Date

Annexure- Proposal Template

- Brief on Organisation
- Project Understanding
- Implementation Approach Methodology
- Experience
- Team Structure
- Cvs of resources proposed

Annexure-: CV Format as per GOM GR. 01.07.2014

Details		Response
1	Proposed Position & Skill Set	(Principal Consultant, Senior Consultant, Consultant)
2	Name of Firm	
3	Name of Staff [Insert full name]	
4	Date of Birth	
5	Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]	
6	Membership of Professional Associations / Societies	
7	Summary of key Training and Certifications	
8	Countries of Work Experience: [List countries where staff has worked in the last ten years]	
9	Language Proficiency	(Read/Write/Speak) (Excellent/Good/Fair)
10	Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment as per format provided]	From [Year]:____To [Year]:____ Employer: Positions held:
11	Detailed Tasks Assigned [List all tasks to be performed under this assignment]	
12	Highlights of assignments handled and significant accomplishments. [Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]	Name of assignment or project: Year: & Location: Client: Main project features: Positions held: Activities performed:

Appendix-Resource Deployment Plan

Track-1: PMC for Change Management & Capacity Building					Percentage of Deployment -Mandays across across the year			
Team Member No.	Resource Category as Per GR	Skill Category as per GR	Rates as per GOM GR-01-07-2014	Roles & Responsibilities in the Project	Year 1	Year 2	Year 3	Approx. Cost of Consultancy for Track-1 in INR
Team Member-1	Principal Consultant	Project Management	275,000	Track Lead	50%	25%	25%	3,300,000
Team Member-2	Senior Consultant	Change Management	220,000	Change Management Specialist	50%	25%	25%	2,640,000
Team Member-3	Consultant	Change Management	160,000	Capacity Building Specialist	100%	75%	50%	4,320,000
Approximate Yearly Deployment Cost as per GOM GR. (Excluding OPE as per GR)					4,890,000	2,925,000	2,445,000	10,260,000

Track-2: PMC for Phase-1 Monitoring					Percentage of Deployment -Mandays across across the year			
Team Member No.	Role	Skill Category as per GR	Rates as per GOM GR-01-07-2014	Roles & Responsibilities in the Project	Year 1	Year 2	Year 3	Approx. Cost of Consultancy for Track-2 in INR
Team Member-1	Senior Consultant	Project Management	220,000	Track Lead	50%	25%	0%	1,980,000
Team Member-2	Consultant	Project Management	160,000	Phase-1 Monitoring	100%	75%	0%	3,360,000
Approximate Yearly Deployment Cost as per GOM GR. (Excluding OPE as per GR)					3240000	2100000	0	5,340,000

Track-3: PMC for Smart MMRDA initiatives					Percentage of Deployment -Mandays across across the year			
Team Member No.	Resource Category as per GR	Skill Category as per GR	Rates as per GOM GR-01-07-2014	Roles & Responsibilities in the Project	Year 1	Year 2	Year 3	Approx. Cost of Consultancy for Track-3 in INR
Team Member-1	Principal Consultant	Program Management	275,000	Track Lead	100%	50%	50%	6,600,000
Sub-Track-3.1: Smart City								
Team Member-2	Senior Consultant	Project Management	220,000	Smart City Consultant	100%	50%	25%	4,620,000
Team Member-3	Senior Consultant	Solution Architect	220,000	Smart City Solution Design & Architecture Expert	100%	75%	50%	5,940,000
Team Member-4	Consultant	Financial Management	160,000	Financial Architecture	100%	75%	50%	4,320,000
Team Member-5	Consultant	Solution Architect	160,000	Smart City Solution Design	100%	100%	75%	5,280,000
Sub-Track-3.2: Enterprise GIS								
Team Member-6	Senior Consultant	Project Management	220,000	GIS Program Lead	100%	50%	25%	4,620,000
Team Member-7	Senior Consultant	Solution Architect	220,000	GIS Functional Expert	100%	75%	50%	5,940,000
Team Member-8	Consultant	Solution Architect	160,000	GIS Functional Expert	100%	100%	75%	5,280,000
Team Member-9	Consultant	Solution Architect	160,000	GIS Functional Expert	100%	100%	75%	5,280,000
Sub-Track-3.3: Enterprise ERP								
Team Member-10	Senior Consultant	Project Management	220,000	ERP Program Lead	100%	50%	25%	4,620,000
Team Member-11	Senior Consultant	Solution Architect	220,000	ERP Functional Expert	100%	75%	50%	5,940,000
Team Member-12	Consultant	Solution Architect	160,000	ERP Functional Expert	100%	100%	75%	5,280,000
Team Member-13	Consultant	Solution Architect	160,000	ERP Functional Expert	100%	100%	75%	5,280,000
Approximate Yearly Deployment Cost as per GOM GR. (Excluding OPE as per GR)					30,660,000	22,590,000	15,750,000	69,000,000