



Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC)

Request for Expression of Interest (REOI)

for

**Design, Development and Implementation of Information Management and
Monitoring System for TNIFMC**

REOI Ref No: TNIFMC/IT/2020-2021/01

Tamil Nadu Infrastructure Fund Management Corporation Limited
No.19, First Floor, TP Scheme Road, Raja Annamalai Puram, Chennai, Tamil Nadu 600028.

Tel No: +91-44-24648400

Website: www.tnifmc.com



DISCLAIMER

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This REoI document is not an agreement and is not an offer or invitation by the TNIFMC Representatives to any party other than the entities who are qualified to submit their Application (Applicant/s). The purpose of this REoI document is to provide the Consulting firms with information to assist the preparation of their Application. This REoI document does not purport to contain all the information each firm may require. This REoI document may not be appropriate for all persons and it is not possible for TNIFMC Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this REoI document. Each firm should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in the REoI document and where necessary obtain independent advice from appropriate sources. TNIFMC Representatives, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the REoI document.

TNIFMC Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this REoI document.



Letter of Invitation/ Request for Expression of Interest

Dear Sir/ Madam,

Sub: Design Development and Implementation of Information Management and Monitoring System for TNIFMC

Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC) is a Government of Tamil Nadu promoted company, with Tamil Nadu Infrastructure Development Board (TNIDB) as the main shareholder. It combines private sector rigor with deep domain skills of the Government in conceptualising and delivering infrastructure projects on a large scale. Our other shareholders are National Housing Bank, Indian Bank, Karur Vysya Bank, United India Insurance, City Union Bank and Canara Bank.

TNIFMC harnesses the transformational power of private capital for public good through SEBI regulated investment vehicles and aims to provide an attractive risk-adjusted return to investors. It achieves this by combining government experience with fund management expertise, applied to project appraisal, investment and monitoring to generate superior returns at exit.

TNIFMC is entering a phase of accelerated growth and wishes to digitize their processes to support their business. As part of the digitization journey, TNIFMC is looking for IT Consulting Firms who will provide Cloud based systems that support all key business processes including (but not limited to) Deal Tracking and Management (CRM), Project Management, Workflow automation and Document Management in addition to ERP modules such as procurement and HR.

In this context, an Expression of Interest (EoI) is hereby invited from eligible IT Consulting Firms for Design, Development and Implementation of Information Management and Monitoring System for TNIFMC. The Applicant is required to be proficient in the Construction and Operations & Maintenance (O&M) domain/ vertical with number of marquee clients in this space. The Applicant should be able to own and deliver a set of systems on a single Cloud platform with the ability to support TNIFMC and the SPVs which will be launched soon. The Applicant should also have the ability to configure and customize any product/ module to meet TNIFMC's specific requirements. The Applicant will be responsible for the Cloud hosting and subsequent maintenance of the systems.

The Expression of Interest (EoI) in hard copy form shall be sent to the office of TNIFMC either by post or by courier or delivered by hand, so as to reach TNIFMC before the due date and time specified in the Schedule of EoI process.

Yours faithfully,

Sd/-

Krishnamurthy Vijayan,
Chief Executive Officer
TNIFMC



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1 Introduction

Tamil Nadu Infrastructure Fund Management Corporation Ltd. (TNIFMC) is a professionally managed investment company promoted by the Government of Tamil Nadu (GoTN). TNIFMC is an Asset Management Company specializing in hands-on development of state-centric infrastructure projects, to deliver superior risk adjusted returns in the infrastructure sector.

Tamil Nadu Infrastructure Fund Management Corporation Ltd. (TNIFMC) currently manages two Alternative Investment Funds (AIF):

- Tamil Nadu Infrastructure Fund (TNIF), with a target corpus of Rs. 6000 crores (AUM ~USD175 million) – Category-I SEBI Regulated AIF;
- Tamil Nadu Shelter Fund (TNSF), with a target of Rs. 3000 crores (AUM ~USD57 million) – Category-I SEBI Regulated AIF.

TNIFMC has a well-defined strategy to originate, invest, actively manage and exit its investments with risk-mitigators specific to projects. TNIFMC develops and invests in projects promoted by GoTN and its parastatals, ring-fenced in SPVs/ Platform Companies that are actively managed by it.

The primary focus of TNIF is in:

1. **Green Energy** – Hydro, Wind and Solar;
2. **Water Supply** – TTUF/TTRO plants, desalination plants;
3. **Tourism** – holistic tourism and related infrastructure development;
4. **Roads, Logistics & Transportation Infrastructure**; and
5. **Urban Infrastructure** – office space, parking and road sector.

The Primary focus of TNSF is in:

1. Sustainable and affordable housing;
2. Ownership homes for those who do not have them – focused at Economically Weaker Sections (EWS) and Lower Income Groups (LIG);
3. Rental Housing for Working Women – Safe, affordable, hygienic and quality accommodation;
4. Rental Housing – For industrial workers: “Rent to Corporate” model to de-risk collection;
5. Senior & Assisted Living;
6. Rental Housing for Construction and Informal sector labors – Post CoVID initiative;
7. Green buildings – All projects must be IFC-EDGE or GRIHA certified and contribute to environmental sustainability; and
8. Scientific measurement and monitoring of ESG – Projects risks evaluated and mitigated, using a proprietary ESG Management System (ESGMS) according to International Standards and Best Practices. Focused on “triple-bottom-line”, the team measures & reports Environment-Social-Governance (ESG) Impact.

TNIFMC is entering a phase of accelerated growth and wishes to digitize their processes to support their business in an efficient manner. TNIFMC being the AMC will be having multiple Funds (AIFs), each with a specific purpose/ objective. These funds would be investing into multiple projects in Government, PPP as well as Private sector. Projects would be executed and operated through Special Purpose Vehicles (SPV). Projects would pertain to different infrastructure sub sectors like Urban Infrastructure, Roads, Water, Tourism, Renewable Energy, Food Parks, Affordable Housing etc. For efficient and effective management of its (AMC, Funds and SPVs) processes, information flow,



documents management, project monitoring, risk management, financial management, HR, ESG Management System and Governance, TNIFMC is looking for development of a suitable IT system.

As part of the digitization journey, TNIFMC is looking for a firm involved in the business of Software Development, Customization & Implementation of Software(s) (the “**IT Consulting Firm**”) who will provide Cloud based systems that support all key business processes including (but not limited to) Deal Tracking and Management (CRM), Project Management, Workflow automation, and Document Management in addition to ERP modules such as procurement and HR.

This Request for Expression of Interest is being invited from eligible IT Consulting Firms for Design, Development and Implementation of Information Management and Monitoring System for TNIFMC. The Applicant, on its selection and appointment, is intended to deliver the entire Scope of Services in **72 months**, including implementation/ achieving project Go-Live in about **4 months from the date of award**, provide warranty support for **8 months after project Go-Live** and then provide Operations & Maintenance (O&M) including change request to the system for **60 months after warranty**. Please refer Appendix-1 of this REoI document for detail Scope of Services.



2 Salient Features and Schedule of REoI

S.No.	EoI Parameters	Particulars
1.	Name of the Inviting Authority/ Client	Chief Executive Officer, Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC)
2.	Name of the Assignment	Design, Development and Implementation of Information Management and Monitoring System for TNIFMC
3.	REoI Reference No.	TNIFMC/IT/2020-2021/01
4.	Eligibility Criteria for submission of EoI/ Application in response to this REoI	As detailed in Section 4 of REoI
5.	REoI Document	Can be downloaded from TNIFMC's website free of cost: http://www.tnifmc.com/procurement.html till 15:00 hours on 31.10.2020
6.	Client Contact Details	Chief Executive Officer, Tamil Nadu Infrastructure Fund Management Corporation Ltd., No.19, TP Scheme Road, Raja Annamalai Puram, Chennai – 600028 Tamil Nadu. Tel No: +91-44-24648400
7.	Last date for receipt of queries regarding this REoI	Pre-application Queries can be sent by email till 15:00 hours on 24.10.2020 to the following email ID: tnifmc@tnifmc.com Pre-application Queries sent by email should be clearly marked in the subject line as "Pre-application Queries – REoI for Design, Development and Implementation of Information Management and Monitoring System for TNIFMC"
8.	Due Date and Time for submission of EoI	15:00 hours on 02.11.2020
9.	Address and Mode of Submission	A hardcopy of the EoI shall be submitted to the Client in the following address within the scheduled date and time specified above: The Chief Executive Officer, Tamil Nadu Infrastructure Fund Management Corporation Ltd. (TNIFMC), No.19, TP Scheme Road, Raja Annamalai Puram, Chennai – 600028 Tamil Nadu.



S.No.	Eoi Parameters	Particulars
		Eols submitted beyond the due date and time shall not be accepted by the Client and shall be summarily rejected.
10.	Opening of Eoi	15:30 hours on 02.11.2020 in the office of: Tamil Nadu Infrastructure Fund Management Corporation Ltd. (TNIFMC), No.19, TP Scheme Road, Raja Annamalai Puram, Chennai – 600028 Tamil Nadu.



3 Instructions to Applicants

In case an IT Consulting Firm possesses the requisite experience and capabilities required for undertaking the entire Scope of Services specified under Appendix-1 of this REoI document, it may participate in the Selection Process individually (the “**Sole Applicant**”) or associate with other firms in the business, as a means to meet out the Eligibility Criteria collectively, to form a Consortium (the “**Consortium**”) and submit its Application in response to this REoI. The term applicant (the “**Applicant**”) shall mean the Sole Applicant or the Consortium, as the case may be. The firms in a Consortium, shall be individually referred to as the Member Firm (the “**Member Firm**”) and collectively referred as the Member Firms (the “**Member Firms**”).

3.1. Amendment to the Request for Expression of Interest (REoI)

At any time prior to the Due Date for submission of EoI, TNIFMC, for any reason, whether on its own initiative or in response to clarification requested by prospective Applicants, may modify, change, incorporate or delete certain conditions in the REoI by amendment published/ uploaded in TNIFMC’s website only. Such amendment shall be binding on any firm which may desire to submit an EoI in response to this REoI. TNIFMC, at its discretion, may postpone the Due Date for submission of EoI subsequent to the issue of Amendment and/ or any such supplemental Information. Client’s Response to Pre-application Queries, Addendum or corrigendum if any shall be uploaded in TNIFMC website only.

3.2. Language of Expression of Interest/ Application

The language of the EoI shall be English.

3.3. Participation by Consortium

IT Consulting Firms are allowed to form a Consortium with other firms for participating in this REoI/ EoI process. The Consortium made shall be subject to a maximum of **3 (three)** Member Firms. The Applicant must submit along with the Application a Letter of Intent capturing the joint and several liability of the firms in the Consortium.

One of the member firm in the Consortium shall be designated as the Lead Member (the “**Lead Member**”) to do all such acts, deeds and things necessary in connection with or incidental to the EoI/ Application and representing the Consortium in all matters and generally dealing with all matters in connection with the EoI/ Application, by the Letter of Intent.

Other Member Firms in the Consortium shall be designated as:

- i. Other Member (the “**Other Member**”) in the case of a Consortium with 2 (two) Member Firms;
- ii. Other Member 1 (the “**Other Member-1**”) and Other Member 2 (the “**Other Member-2**”) respectively, in the case of a Consortium with 3 (three) Member Firms.

The Consortium and its constituent Member Firms shall submit only one Application. An Applicant applying individually shall not be entitled to submit another application either individually or as a member of any Consortium, as the case may be. If a firm/ Vendor submits more than one Application, all such Applications shall be disqualified and summarily rejected.

3.4. Submission of Expression of Interest/ Application

Applicants are solely responsible for timely submission of their EoI in the formats given in Form-1 through Form-8 of this REoI document as per timelines and details given in the Section 2 of this REoI.



The Client may extend the deadline for submission of EoI by issuing an amendment, in which case all rights and obligations of the Client and the Applicant previously subject to the original deadline will then be subject to the new deadline.

The name and address of the Applicant, submitting the Application shall be mentioned on top of the envelope containing the Application. All the documents sought under this REoI shall be typed or written in indelible ink and duly signed by the Authorized Signatory of the Applicant who shall also initial each page. In case of printed and published documents, only the cover shall be initialed. All the alterations, omissions, additions or any other amendments made to the EoI Application shall be initialed by the Authorized Signatory.

The authorization to sign on behalf of the Applicant shall be indicated by a written power of attorney (PoA), accompanying the EoI.

- i. Applicant should examine all Instructions, and Terms and Conditions as given in the REoI document.
- ii. The EoI shall contain no interlineations, erasures, overwriting except as necessary to correct errors made by the Applicant, in which case, such corrections shall be attested with full signature of the Authorized Signatory of the Applicant.
- iii. The supporting documents and other documents as specified under the Eligibility Criteria shall be submitted as part of the EoI.

Supporting documents and printed literature furnished by the Applicant along with the Application may be in any other language provided that they are accompanied with translations in English language and the same shall be attested by Notary public. Supporting documents, which are not translated into English, will not be considered for evaluation. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.

3.5. Opening of Expression of Interest/ Application

EoIs shall be opened in the presence of Applicants' representatives who choose to attend. The EoI shall be opened at the address mentioned above in Section 3.1 of this REoI. The Applicant's representative willing to attend the opening of the EoI proposals shall bring an authorization letter. The Applicant's representative shall sign an attendance register. Attending the opening session by the Applicants/ its representatives is optional.

3.6. Checklist for Submission of EoI

The EoI from prospective Applicants should include following documentation as per the formats specified in this REoI document:

S. No.	Application/ Expression of Interest	Check
1.	REoI Document countersigned/ acknowledged by the Applicant	Submitted/ Not Submitted
2.	Covering Letter for Submission of EoI (as per Form-1)	Submitted/ Not Submitted
3.	Particulars of the Applicant (as per Form-2)	Submitted/ Not Submitted
4.	Technical Experience of the Applicant (as per Form-3)	Submitted/ Not Submitted



5.	Project Data Sheets (as per Form-4)	Submitted/ Not Submitted
6.	Financial Information of the Applicant (as per Form-5)	Submitted/ Not Submitted
7.	Declaration for Appropriate Use of the REoI Document (as per Form-6)	Submitted/ Not Submitted
8.	Comments and Suggestions on the Scope of Services (as per Form-7)	Submitted/ Not Submitted
9.	Statement of Undertaking for Non-Debarment/ Non-Blacklisting (as per Form-8)	Submitted/ Not Submitted
10.	Written Power of Attorney (PoA) for Authorized Signatory	Submitted/ Not Submitted
11.	Letter of Intent capturing the joint and several liability of the firms. (only in the case of Consortium)	Submitted/ Not Submitted

3.7. Eligibility Check

All the EoIs submitted in response to this REoI would be checked for its eligibility as per the Eligibility Criteria mentioned in Section 4 and other terms and conditions mentioned in the REoI.

3.8. Issue of RFQ and RFP for the Consultancy Services

The Client may decide later regarding the issue of Request for Qualification (RFQ) and Request for Proposal (RFP) documents for the assignment. Final selection and appointment will be based on the techno economic parameters and the evaluation process specified in the RFP.

3.9. Indicative Timeline for the Bidding Process and Assignment/ Project Roll-out:

The following are the indicative timelines for completion of the Bidding Process by the Client and subsequently the Assignment/ Project Roll-out:

Activities/ Particulars	Timeline <i>(Indicative as of now)</i>
Issue of RFP (RFQ cum RFP ¹)	2 nd Week of November 2020
Submission/ Receipt of Proposals/ Bids	2 nd Week of December 2020
Opening of Financial Proposals of Technically Qualified Bidders	3 rd Week of December 2020
Assignment/ Project Roll-out/ Issue of LoA	1 st Week of January 2020
Project Go-Live	4 th Week of April 2021

3.10. Jurisdiction

This REoI is being issued in accordance with the laws of India and courts in Chennai shall have exclusive jurisdiction to adjudicate disputes arising from the terms herein.

¹ As of now, the Client intends to take up the RFQ and RFP processes together. However, the Client may decide later regarding the issue of RFQ and RFP documents for the assignment.



4 Eligibility Criteria

The Applicant should submit their EoI as per the required formats and the EoI shall be checked for its eligibility as per the Eligibility Criteria specified in the document. All the Applicants, for the purpose of submitting an EoI shall treat the content of this REoI document as private and confidential. The Applicant should assess their qualification against the Eligibility Criteria before submitting their Applications in response to this REoI.

Sl. No.	Eligibility Criteria	Proof of Eligibility/ Supporting Document(s)
4.1.1	<p>The Sole Applicant or each Member Firm in a Consortium should be either:</p> <ul style="list-style-type: none"> i. a company registered/ incorporated under the Indian Companies Act, 1956 and/ or 2013; ii. a Limited Liability Partnership (LLP) registered/ incorporated under the Indian Partnership Act, 1932 and/ or the Limited Liability Partnership Act, 2008; iii. a partnership firm registered/ incorporated under the Indian Partnership Act, 1932. 	<p>Copy of valid Certificate of Incorporation along with copies of Memorandum of Association (MoA) and Articles of Association (AoA) in case Applicant is a company.</p> <p>Copy of the registered Partnership Deed in case Applicant is a Partnership Firm/ LLP.</p>
4.1.2	<p>The Sole Applicant or the Lead Member of the Consortium, as the case may be, should be a firm involved in the business of Software Development, Customization & Implementation of Software(s) anywhere in India during the last 5 (five) completed financial years prior to the Due Date for submission of EoI and continue to be operational in India as on the date of submission of EoI.</p>	<p>Self-declaration to be furnished as part of the Covering Letter for Submission of EoI/ Application.</p>
4.1.3	<p>The Sole Applicant or the Lead Member of the Consortium, as the case may be, should have an average annual turnover of at least Rs. 2 Crores (Rupees Two Crores only) during the last three completed financial years (FY 2017-18, FY 2018-19 and FY 2019-20).</p>	<p>Audited Annual Financial Statements including Balance Sheets and Profit & Loss Accounts of the last 3 completed financial years (FY 2017-18, FY 2018-19 and FY 2019-20).</p> <p>In case the annual financial statements for FY 2019-20 have not been audited till the Due Date for submission of EoI,</p>



		unaudited/ provisional statements for the period shall be accepted.
4.1.4	The Sole Applicant or each Member Firm of the Consortium, as the case may be, should possess a positive Net Worth as on 31 st March, 2020.	<p>Audited Annual Financial Statements including Balance Sheets and Profit & Loss Accounts of the last 3 completed financial years (FY 2017-18, FY 2018-19 and FY 2019-20).</p> <p>In case the annual financial statements for FY 2019-20 have not been audited till the Due Date for submission of EoI, unaudited/ provisional statements for the period shall be accepted.</p>
4.1.5	<p>The Sole Applicant or the Consortium, as the case may be, should have successfully implemented projects related to Web-based Software Applications (including design, development and implementation till achieving Go-Live) in the following areas:</p> <ul style="list-style-type: none"> (a) Construction Project Management; (b) Document Management; (c) ERP modules similar to the requirements specified in Appedix-1, including Procurement and Deal Management Solutions; and (d) Cloud Hosting. <p>executed for Government/ PSU/ Private Agencies in India during the last 5 (five) completed financial years prior to the Due Date for submission of EoI and the project should be live as on date.</p> <p>In the case of a Sole Applicant, only experience in projects with a project cost/ value of at least Rs. 40 lakhs (Rupees Forty Lakhs only) will be considered as Eligible Projects.</p> <p>In the case of Applicant being a Consortium:</p> <ul style="list-style-type: none"> ✓ The Lead Member should have experience in at least 2 projects combining the areas mentioned under (a) above and any one of the areas mentioned under (b) and (c) above, with 	Copy of Completion Certificate/ Performance Certificate issued by the Client with details of project value and broad scope of the assignment.



	<p>each project of a minimum project cost/ value of Rs. 20 lakhs (Rupees Twenty Lakhs only).</p> <p>✓ Other Member Firms of the Consortium shall have experience in at least 2 projects in any of the areas mentioned under (b), (c) and (d) above, with each project of a minimum project cost/ value of Rs. 10 lakhs (Rupees Ten Lakhs only), so as to collectively satisfy the Eligibility Criteria.</p>	
4.1.6	<p>The Sole Applicant or each Member Firm of the Consortium, as the case may be, should not be blacklisted or de-barred by the Government of India/ Government of Tamil Nadu/ any other State Government in India/ any Public Sector Undertaking (PSU) of the Central/ State Governments/ any of its parastatals during the last 5 (five) completed financial years and continue to remain so till the date of submission of EoI/ Application.</p>	<p>Statement of Undertaking for Non-Debarment/ Non-Blacklisting.</p>



Form-1: Covering Letter for Submission of Application

{To be issued on the letterhead of the Sole Applicant/ Lead Member of the Consortium}

Date: _____

To

The Chief Executive Officer,
TNIFMC Ltd.,
No.19, TP Scheme Road,
RA Puram, Chennai - 600 028.

Sub: Expression of Interest for Design, Development and Implementation of Information Management and Monitoring System for TNIFMC

With reference to the REoI published with **Ref No: TNIFMC/IT/2020-2021/_____**, I/We, having examined all relevant documents and understood their contents, hereby submit our Application/ Expression of Interest for Design, Development and Implementation of Information Management and Monitoring System for TNIFMC.

I/ We acknowledge that the Authority will be relying on the information provided in the Application and the documents accompanying the Application for assessing our eligibility for submitting this EoI/ Application, and we certify that all information provided in the Application are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Application are true copies of their respective originals.

I/ We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Application.

I/ We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/ We undertake that we have been in the business of Software Development, Customization & Implementation of Software(s) in India during the last 5 (five) completed financial years prior to the Due Date for submission of EoI and continue to be operational in India as on the date of submission of this EoI/ Application.

I/ We certify that in the last five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any authority nor have had any contract terminated by any authority for breach on our part.

I/We declare that:

- (a) I/ We have examined and have no reservations to the REoI Document;
- (b) I/ We do not have any conflict of interest as in submission of the Application;
- (c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
- (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of this REoI, no person acting for us or on our behalf will engage in any corrupt



practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

I/ We agree and understand that the Application is subject to the provisions of the REoI document. In no case, shall I/ we have any claim or right of whatsoever nature if the project is not awarded to me/us subsequently or our Application is not opened or rejected.

I/ We have studied the REoI and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the REoI Process.

I/ We agree and undertake to abide by all the terms and conditions of the REoI Document. In witness thereof, I/ We submit this Application under and in accordance with the terms of the REoI Document.

Yours faithfully,

(Signature of the Authorised Signatory)

Name:

Designation:

Seal of the Applicant



Form-2: Particulars of the Applicant

1.	Name of the Firm	
2.	Whether applying as Sole Applicant Consortium ²	
3.	If applying as Consortium, the role of Firm	Lead Member / Other Member
4.	Legal Status of the Firm:	(Public Limited/ Private Limited/ Limited Liability Partnership/ Partnership) (List of Documentary Proofs furnished)
5.	Country of Incorporation:	
6.	Registered Office Address: Telephone Number: E-mail Id:	
7.	Year of Incorporation	
8.	Year of Commencement of Business	
9.	Principal Place of Business	
10.	Brief description of the Applicant including details of its main lines of business, current activities, background of promoters and management structure etc.	(List of Documentary Proofs furnished)
11.	Name, qualification and experience of the firm's Director(s) / Promoter(s)	
12.	Organizational structure of the firm	
13.	Authorized Signatory/ Contact Personnel: Name: Designation: Address: Telephone & Mobile Numbers: E-mail Id:	

² In case of a Consortium, kindly provide the relevant details separately for each member firm



Form-3: Technical Experience of the Applicant

Sl. No.	Name of the Project/ Assignment	Details of services provided under the Project/ Assignment	Name and Address of the Client/ Authority	Project/ Assignment Cost (in INR)	Year of Commencement	Month & Year of achieving Project Go-Live	Year of Completion (incl. O&M)	Document Enclosed as Proof of Experience

Note: In the case of Consortium, relevant details in the above tabular format shall be furnished for all the Member Firms separately

(Signature of the Authorised Signatory)

Name:

Designation:

Date:

Seal of the Applicant



Form-4: Project Data Sheets

(To be furnished for each project/ assignment mentioned in Form-3)

Name of the Assignment:	Approx. value of the contract (in US\$ or INR):
Country:	Duration of Assignment (in months):
Name of the Client/ Authority:	Total No. of staff-months of the Assignment:
Address of the Client/ Authority:	No. of staff-months provided by your firm:
Start date (month/year):	No. of staff-months provided by Partner firms if any:
Completion date (month/year):	
Name of Partner firms, if any:	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	



Form-5: Financial Information of the Applicant

{To be issued on the letterhead of a Chartered Accountant}

I/ we hereby certify that the Annual Turnover of the Sole Firm/ Lead Member of the Consortium³ as per the audited/ provisional annual financial statements are as mentioned below:

Name of the Firm:		
Financial Year	Turnover of the Firm (Amount in INR Lakhs)	Net worth of the Firm as on 31 st March of the corresponding Financial Year (Amount in INR Lakhs)
2017-18		
2018-19		
2019-20 <i>[Please specify if audited/ provisional]</i>		

(Signature of the Chartered Accountant with his/ her membership number)

Name:

Designation:

Date:

Note:

- i. As a proof for Eligibility Check, the Applicant shall submit the 'Annual Audited Financial Statements' for the last three financial years viz. FY 2017-18, FY 2018-19 and FY 2019-20.
- ii. In case the annual financial statements for FY 2019-20 have not been audited till the Due Date for submission of EoI, unaudited/ provisional statements for the period shall be accepted.

³ In case of a Consortium, kindly provide the relevant details separately for each Member Firm



Form-6: Declaration for Appropriate Use of the REol Document

I/We have downloaded the REol document from the website <http://tnifmc.com> and I/ we have not tampered/ modified the REol documents in any manner. In case, if the same is found to be tampered/ modified, I/ we understand that my/ our application will be summarily rejected and I am/ we are liable to be banned from doing business with the Tamil Nadu Infrastructure Fund Management Corporation Limited and/ or prosecuted.

(Signature of the Authorised Signatory)

Name:

Designation:

Date:

Seal of the Applicant



Form-7: Comments and Suggestions on the Scope of Services



Form-8: Statement of Undertaking for Non-Debarment/ Non-Blacklisting

{To be issued on the letterhead of the Sole Applicant/ each Member Firm of the Consortium}

We, _____, having our registered office at _____ do hereby undertake and confirm that we or any of our Promoter(s) / Directors(s) and Consortium member(s) and its Promoter(s) / Directors(s) has not been de-barred / blacklisted by the Government of India/ Government of Tamil Nadu/ any other State Government in India/ any Public Sector Undertaking (PSU) of the Central/ State Governments/ any of its parastatals during the last 5 (five) completed financial years and continue to remain so till date, which shall prevent us from participating in this REoI process.

It is understood that if this Statement of Undertaking is found to be false in any particular, the Client shall have the right to reject our Application and if the Application has resulted in a Contract, the Contract is liable to be terminated.

Dated this ____ day of _____, 2020.

(Signature of the Authorised Signatory)

Name:

Designation:

Date:

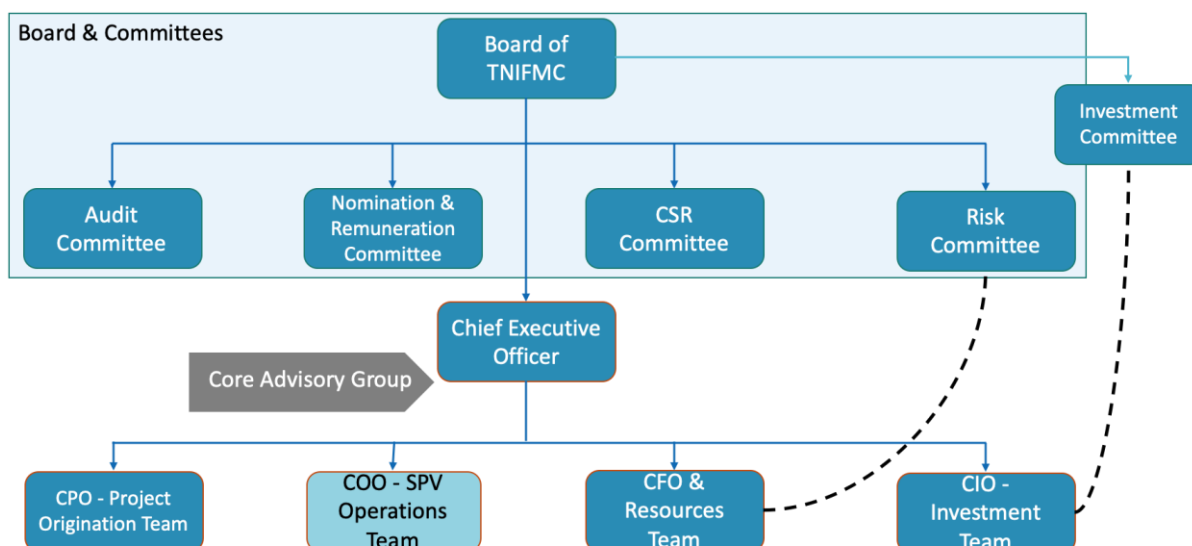
Seal of the Applicant



Appendix-1: Scope of Services

As mentioned in the previous sections of this REoI document, TNIFMC is looking for a firm involved in the business of Software Development, Customization & Implementation of Software(s) (the “IT Consulting Firm”) who will provide Cloud based systems that support all key business processes including (but not limited to) Deal Tracking and Management (CRM), Project Management, Workflow automation, and Document Management in addition to ERP modules such as procurement and HR. The Applicant, on its selection and appointment, is intended to deliver the entire Scope of Services specified under this Appendix-1 in **72 months**, including implementation/ achieving project Go-Live in about **4 months from the date of award**, provide warranty support for **8 months after project Go-Live** and then provide Operations & Maintenance (O&M) including change request to the system for **60 months after warranty**.

The organization structure of TNIFMC is depicted in the organogram below. Each SPV forms an independent unit which manages its own projects while TNIFMC governs the investment pipeline and standardizes operations across SPVs in addition to providing shared services.



The purpose of this exercise is to deploy a set of IT Systems that support the key business processes of TNIFMC. These systems should meet the architectural guidelines laid out for the organization.

The key business processes of TNIFMC are:

- Deal Flow and Approval Management (CRM)
- Civil Project Management System
- Risk Management Framework
- Environmental, Social, Governance Management Systems (ESGMS)
- Compliance, Board Meetings, Investment Committee Meetings
- Support processes such as HR, Finance & Accounting, Procurement

The consolidated list of systems required to support TNIFMC’s key processes given in the table below:

Common or Shared Systems	TNIFMC Level Systems	SPV Level Systems
ESGMS	Deal Flow and Approval System (CRM)	Civil Project Management System



Finance and Accounting		OHS
HR & Employee Self Service		
Procurement and Vendor Management		
Document Management System		
Dashboards & Reports (MIS)		
Issue Management and Alerts		
Meeting Management (Board, IC)		
Risk Management Framework		

The following section illustrates the detail requirements of the Integrated Information Management and Monitoring System to be provided for TNIFMC. TNIFMC may choose to amend/ add/ delete/ edit any of the following requirements either based on the comments and suggestions provided by the Applicants or on its own during the subsequent phases of bidding (RFQ and/ or RFP).

Detailed Requirements of the Integrated Information Management and Monitoring System

1. System 1: Deal Tracking and Monitoring System (CRM)

1.1. Desired System Capabilities

The purpose of the Deal Management System is to manage the sales (deal) pipeline from Origination to the end state of approved/dropped. The Deal Movement stages are: Level 0, Level 1, Level 2, Approved, Warm or Dropped. The system should allow users to add and edit deals as well as upload supporting documentation. Approval workflows should also be built in to help with reviewing due diligence as well as noting Investment Committee decisions. The system must integrate with the Document Management System. It should also be capable of tracking action items.

1.1.1. Lead Creation, Ownership, Lifecycle

- Add multiple attributes for a given deal such as the name, vertical, description, stakeholders who are involved, size of deal. There will be a mix of attributes including blocks of text.
- Assign tags and other attributes to make it easier to filter and search such as criticality, origination, cluster, closure date.
- Configurable deal approval workflows with different stakeholders approval.

1.1.2. Due Diligence

- Stage specific capture of documents, checklists, Notes and Approval
- Link to Document Management System to manage material supporting the due diligence process. Documents may be of type legal, financial, ESGMS, reports and have different file types such as MS Excel, MS Word, PDF, images.
- Link to Issue Management System for tracking issues and action items from reviews and Investment Committee Meetings
- Support the ESGMS clearances during the process of project approval (see ESGMS section for more information) through integration with ESGMS system or creation of ESGMS requirement checklists
- Record the entire history of the deal from first logging to approval or rejection



1.1.3. Dashboards

- Provide standard reports on the pipeline such as number of deals per quarter/year, open deals, open by cluster/SPV and other customizable views.
- Allow user to view financial summaries of estimated portfolio size, average investment size and other customizable views.

1.1.4. Other Technical Requirements

- Ability to search and filter deals by multiple fields
- Role based access to add, edit, view, approve, etc.
- Capture action items through the workflow, enable alerts on open action items and email reminders with escalation mechanism or integration with Issue Management System
- The System should provide API's or other means to extract the data for integration into a centralized TNIFMC Data Lake

Project Implementation, Execution, Maintenance

1.2. System 2: Construction Project Management System

TNIFMC anticipates managing several investments and therefore construction projects in parallel. The main challenge is in collecting data from various developers and PMCs who may have their own systems.

The proposed system should serve as the system of record for all projects. The end goal for collecting the data is to manage the time, cost, quality, EHS and regulatory compliance elements to ensure that the project is executed smoothly. This system or set of systems should integrate with Document Management, Issue Management, Risk Management and the Finance Module of ERP. Reporting and predictive modeling to anticipate risks would be good value adds in this context.

The proposed system should meet the minimum requirements as outlined below.

1.2.1. Integrated Schedule and Quantity Tracking (BOQ)

- Should be able to accept a project plan in standard project management software (such as Microsoft Project or Oracle Primavera) format.
- Should also be able to accept the bill of quantities (BOQ) either manually or via spreadsheet (Microsoft Excel etc.) upload.
- Should be possible to break down the quantities from the BOQ at the schedule activity level so as to enable detailed and accurate progress tracking in terms of time and cost.
- Should be able to forecast delays in various milestones based on the project plan, quantities and current progress.
- Should be able to capture data around and forecast delays due to project coordination issues, receiving documents.
- Should be able to forecast material requirements and labour requirements in real time based on schedule changes.



- Should generate alerts and notifications based on rules.
- Should allow for changes to the schedule based on progress (or lack of it) and changes to the BOQ as project scope changes during the course of the project.
- Should be able to project and predict the future end date of the project based on progress (or lack of it) and the associated inter-linked issues and documents.

1.2.2. Project Finance Management System

- PMC should be able to upload and create invoices based on Milestones or BoQ.
- SPV identified stakeholders should be able to approve the invoices as appropriate. Role based access should be given to stakeholders for entering, viewing, reviewing data.
- Should integrate with F&A module of the SPV.

1.2.3. Controlled Updates from Site and Approvals

- Should allow for progress update on the activities including any quantity progress if applicable. The update should be possible from a web portal or a mobile application, with support for offline update with subsequent “synchronization” from mobile in case of remote locations. It is expected that the update will be done by contractor’s engineers at the site.
- Allow for the site personnel to create issues linked to tasks that hinder (or enable) progress and allow for that issue to be tracked to closure
- Allow the administrator to modify, approve or reject updates from the site and support a workflow for raising questions/issues and closing them when such approvals are done.
- System should capture long text-based (unstructured) updates and attachments from the PMC or Spot Team nominated by Head of Projects note their observations or report on the progress/status of the project.

1.2.4. Quality Inspections

- Should allow for all the quality inspection checklists to be automatically loaded onto the system using an Excel or equivalent data source.
- Should allow for quality inspection checklists to be attached to schedule line items so that good quality control measures are established on an ongoing basis during project execution.
- Should allow for Contractors/PMC to submit quality inspection requests electronically, preferably from a mobile interface, from the site to the quality team.
- Should allow for the quality inspection team to fill out the inspections electronically, from a mobile interface, and either approve them or reject them for rework.
- Should store approved checklists as an electronic document that is retrievable on demand during the project execution.
- Quality inspection status should be viewable by all including the quality team as a set of dashboards and reports.



- System should allow Quality team to raise NCs and Observations, identify root cause and resolutions and have the history of individual NCs be tracked and traced between execution team and quality team.

1.2.5. Compliance Artifacts (Please see ESGMS for detailed requirements)

System should allow the set-up of custom forms/checklists and have a provision for the PMC or Spot Team to upload documents against specific compliance requirements. These documents may include:

- Compliance with labour laws – facilities provided to workers such as sanitation, adequate shelter, safety equipment, creche at site
- Insurance details to be captured for policies
- Site-level ESI, PF, labour licenses

1.2.6. Standardized Templates

- Standard Templates should be provided for different projects based on their type and the level of controls desired.
- Role based access should be given to users to set up projects using pre-defined templates.

1.2.7. Data Access

- The System should provide API's or other means to extract the data for integration into a centralized TNIFMC Data Lake

1.3. System 3: OHS

The OHS System or module should meet the minimum requirements outlined below:

- Track the number of incidents on the site with appropriate details such as date and time, severity, root cause, any photographs
- Support audit checklists, capture information and observations
- Monitor key environmental metrics pertaining to a project such as air quality, waste, spills, emissions, etc.
- Capture training dates, attendees, topics, and other training details
- Should provide for audits and reporting
- Role based access to input data and approve workflows
- Ability for external systems to access data via API's or other means.

1.4. ESGMS and Compliance Requirements:

ESGMS requirements are embedded into all of the other processes. This is a consolidated picture of all the ESGMS requirements across different stages of the Project Lifecycle.

TNIFMC has a comprehensive ESG Management System (ESGMS) which complies with Indian regulatory frameworks (environmental, social, governance) as well as those specific to the state of Tamil Nadu. Additional requirements are also incorporated to comply with certain International



Standards including the requirement of major investors such as the World Bank and Asian Development Bank.

In addition to describing and setting the ESG policy, the ESG team ensures compliance at every stage during the project lifecycle from the investment appraisal phase when proposed projects can be vetoed to the point of exit where conditions and better practices can be recommended for the new management.

1.4.1. System 4: ESGMS: Desired System Capabilities

The templates for each stage of the ESG review process are similar. The system will need have 10 forms and 4-5 sub-forms with the following features. Each form supports ESGMS requirements at one stage of the project lifecycle and the project should meet a set of criteria defined for that phase.

The requirements for the ESGMS assessment forms are given below:

- The form should display the list of criteria for evaluation. Against each criterion, there should be a set of fields for user input:
 - Qualitative description of the degree of compliance with the identified criteria
 - A categorical evaluation of the compliance (yes, no, needs investigation, not applicable, etc.)
 - Supporting documentation based on which the evaluation has been completed linked to the Document Management System
 - Link to sub-sheets if any (sub-forms are structured the same way as the main form)
 - Other fields may be required in a web-based system which are not currently captured such as the name of the reviewer, time stamps and so on.
- Once the user inputs the categorical evaluation for each line item, the system should calculate the overall compliance status for the given ESG criteria.
- The score for individual steps should also roll up into a project-level score.

The system that is deployed should be sufficiently customizable to support ESG evaluation as the criteria and process evolve over time. Additional system capabilities needed are:

- System should contain the inputs as well as outputs for each step of the ESG review process. It should also allow record management for all the supporting documents (hard copy, soft copy) created.
- Dashboard which captures the current state for all projects as well as leads. This dashboard should show the status of a given project across dimensions with details available on drill-down.
- Workflow management system to manage the flow of information, approvals, track change in status of the action items, etc.
- Automated process to generate larger documents from key inputs provided to the system. The larger documents would be based on standard templates. This requirement is optional at the start.



Enterprise Wide Systems

These systems will be required to manage data at TNIFMC level as well as at individual SPV/BU levels. A single employee in the SPV Operations team might be a part of several projects and their time may be shared across multiple SPV's. The systems should be able to manage the allocation, costing and other implications of this organization structure. The solution will be required to support each entity individually as well as allow information to be consolidated across SPVs.

Multi-level approval workflows should be role based for all functions. The minimum requirements for the systems are outlined below.

1.5. System 5: Finance & Accounting

The system will be required to support all standard finance processes and generate the reports required for compliance and governance.

1.5.1. Minimum requirements:

- Accounts receivable, Accounts Payable
- Ledger Management
- Management of cost centres
- Financial flows – releasing funds to ventures
- Managing cash flows, finances of the venture
- Tax compliance including – Service tax, TDS, GST, etc.
- Project wise, company-wise and BU wise P&L statements
- Financial reporting per compliance requirements
- Risk Management
- Controls
- Invoices, Approvals, Payments at a project level
- Expense reports – managing expenses, reimbursements, accounting to the appropriate SPV/Fund, etc.
- Managing insurance policies and triggers to renew policies when close to expiry
- Budget vs Actuals to be captured and monitored at SPV and TNIFMC level
- Provision for reports and basic analytics
- Multi-level approval workflows should be role based

1.6. System 6: HR and Employee Self Service

As a growing organization, TNIFMC will require automation of the HR function. Some processes, such as Payroll, which are currently outsourced might be later brought in-house and the system should be capable of supporting them as well.



1.6.1. High Level Requirements:

- Employee records and database with all demographic information, employment details and other custom information
- Support for interviews and onboarding
- Compensation planning and supporting records
- Payroll processing
- Labour laws and compliance reports
- Policy documentation
- Grievance redressal system to collect feedback
- Appraisal Management and Performance Evaluation
- Employee self-service such as leave management, reimbursements.

1.7. System 7: Procurement and Vendor Management

Procurement needs fall into three types. Works procurement, goods procurement, service. Procurement needs should be managed at TNIFMC level as well as SPV level.

1.7.1. High Level Requirements:

- RFP Management System
- Technical Evaluation System
- Purchase Orders management
- Contract Management including:
 - Alerts for contract renewal when validity is ending
 - Claims settlement and capturing documentation/correspondence
 - Managing Bank guarantees and flagging any expiry
- Supplier database and supplier relationship management
- Reporting on the various expenses

1.8. System 8: Document Management System:

The Document Management System is one of the key components of the TNIFMC IT Architecture and it should support integration with a number of other systems including Deal Management, Project Management. The system will serve as a central repository for all documentation around a particular project throughout its lifecycle.

The Document Management System will hold several types of documents including (but not limited to) Legal, Financial, Due Diligence, Project Reports, Board Notes, etc.

1.8.1. Minimum Requirements

- Cloud storage, ability to access documents from any device



- Access control and fine-grained permissions
- Locking documents, check-in, check-out, version control
- Intelligent search across documents – beyond simple text matches
- Collaboration and version control to freely share versions across for review
- Ability to tag documents and retrieve by tag – project, process, stakeholder, etc.
- Back-up and availability
- Ability to hyperlink sections or references in other documents, entities. For example, DFR/DPR would be referenced in multiple other documents
- It should support review and annotation of documents
- Digital signatures for applicable documents
- Standardized templates for various processes
- Support multiple file types such as MS Office documents, photos, videos, HTML, text, links.

1.9. System 9: Dashboards and Reports (MIS):

1.9.1. Desired System Capabilities

- Several data sources will feed into the reports. The system should be capable of supporting these sources via connectors or live feeds. Ability to generate real time reports and dashboards
- Ability to display quantitative and qualitative information – much of the compliance information might be text as opposed to numbers
- Ability to link reports, drill down, aggregate, etc.
- Ability provide lookahead information
- Reports and dashboards should be configurable such that each user gets to see their own dashboard per their role in the project organization.
- Ability for automated reports to be sent as and when needed to various stakeholders without needing manual intervention.

1.9.2. Indicative List of Reports

i. Construction Project Monitoring

- Construction timelines, budgets, overruns, dependencies, risks, etc.
- Progress by different heads: civil, plumbing, electrical, etc.
- Progress by various sub-contractors
- ESG monitoring as per compliance requirements
- OSHA, EHS reports
- Insurance Reporting – asset value, coverage per requirements, etc.



- The system should contain standard reports and dashboards such as daily progress report, weekly progress report, daily labor report, monthly progress report, S curves, pendency reports, quality inspection status, quality NC and Observations status, and other such reports, charts and tables.

ii. Treasury/CFO Dashboard

The financial reporting will need to be at SPV level with provision to aggregate to TNIFMC level. The categories of reports needed are given below:

- Standard accounting reports
 - Trial Balance
 - P&L
 - Cash flow statements
- Financial performance assessment reports
- Fund utilization report including key ratios
- Variance reports
- Ageing reports for accounts payable, receivable

iii. Procurement

- RFPs: number at project level and SPV level by value, status
- Contract validity, bank guarantee validity
- Monitoring creditors, suppliers etc.

1.10. System 10: Issue Management and Alerts

The Issue Management System is required to integrate with several other systems and support some key business processes including Deal Management, Investment committee meetings, Construction Project Construction Management, Board Meeting, Audits.

1.10.1. Minimum Requirements are outlined below:

- Creation of issues with parameters like criticality, closure dates, assigned to, organization
- Ability to track action items logged after review meetings
- Create dependencies on individuals and assign action items
- Ability to close and reopen issues
- Link to Directory of people/email ids
- Reports based on: open, closed, reopen stages, criticality, dates, assignees, owner, organization
- Generation of Alerts
- Integration with Mail and Document management system



1.11. System 11: Meeting Management (IC, Board)

The Meetings Management System is required to integrate with several like Document management system, Deal management system, issue management system and collaborations systems like email and calendar. This system will be used to manage and maintain records of committees such as Investment Committee and Board Meetings.

Minimum requirements are outlined below:

- Digitize all IC and Board Meetings.
- Able to collate issues and documents from the various stakeholders into a comprehensive agenda that can be automatically distributed to all stakeholders before the meeting
- Concerned Deal Owner / Company Secretary coordinators to automatically distribute meeting minutes along with all supporting documents once the minutes are captured in the system
- Integrate with the issue Management system and have the ability to automate follow up on the open agenda items and help drive it to closure
- All supporting documents for meetings to be distributed along with the meeting minutes.

1.12. System 12: Risk Management

Capture Risks at proposal, project, SPV or enterprise level with owner, complexity of Risk, type of Risk and a Risk Mitigation Plan

- Ability to Monitor risks by Owner/Project/Complexity/Type/Date
- Ability to Update the status of the Risk as time progresses
- Optional: Proven Algorithmic approach to evaluate risks on multiple parameters and provide alerts based on threshold values

1.13. System 13: Compliance Reports

1.13.1. Minimum requirements:

- Cash flows and other regulatory compliances for financial accounting
- Key Process Indicators for board meetings
- Compliance reports for board meetings – project governance, project risk, due diligence checklists for projects close to approval
- Compliance Reports to be submitted to various government departments/agencies/statutory bodies.
- Minimum requirement:
 - GST - Statement relating to Supply of services
 - GST Return
 - TDS Payment
 - TDS Return



- Company Tax
- Professional Tax
- Meeting of Internal Complaints Committee - under Sexual Harassment Act
- For each fund: SBI CAP trust deed Quarterly Return submission - Statement of Bank account opened in connection with fund / or this agreement
- Recording compliance status for various laws including supporting documentation as applicable. Minimum requirement:
 - Labour Laws
 - The Companies Act, 2013
 - The TN Shop and Establishment Act
 - The Sexual Harassment Act
 - Company Tax
 - Professional Tax
 - Income Tax Act
 - GST Compliances
 - TDS Remittance
 - Companies Act, 2013
 - Securities and Exchange Board of India Act
 - Securities and Exchange Board of India Act
 - The Prevention of Money Laundering Act, 2002
 - The Prevention of Money Laundering Act, 2002
 - Income Tax Act

1.14. Infrastructure Needs:

1.14.1. IT Security

- Systems should implement a Single Sign on and preferably integrate with Microsoft accounts being used for email
- All systems are required to have Role Based Access.
- The same user can have different levels of access across documents and approval steps in workflows. These should be achievable with a single set of credentials

1.14.2. Business Continuity Planning

- A comprehensive Backup (Full system and Incremental) and Restore system with automate scheduling for backup and restore
- A Mirrored alternate system hosted at a secondary site which is situated at a different seismic zone from the primary site