



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS

Notice inviting tender for selection of Service Provider (SP) for MCA21 v3 for Ministry of Corporate Affairs, Government of India

RFP Ref. No. MCA21/21/2019/eGovcell dated 20.02.2019

Ministry of Corporate Affairs (MCA) is the regulator for all companies and LLPs which are registered and operating in India. It is primarily concerned with administration of the CA 1956, CA 2013, LLP Act, 2008 & other allied Acts and Rules and Regulations framed thereunder for regulating the functioning of the corporate sector in accordance with law. Apart from the above stated Acts, MCA is also responsible for administration of a wide range of statutes concerning insolvency and liquidation of corporates, promoting fair competition, functioning of professional institutes, etc.

The MCA21 system serves as a common platform connecting front-end stakeholders, like corporates, with the Regulator i.e. MCA. It is not only working as a service delivery platform but is also assisting MCA in undertaking its regulatory and enforcement functions, effectively maintaining databases, timely data dissemination, and efficiently redressing stakeholders' grievances. Currently MCA21 system, which started in 2006, is running in its second version i.e. v2.

MCA intends to select a IT Service Provider (SP) to design, develop, implement, operate and maintain the next version of MCA21 system i.e. MCA21 v3. The broad scope of work for the Service Provider includes–

- I. Transition of MCA21 v2 from the current service provider and managing it till MCA21 v3 becomes live
- II. Design, development, implementation, operation and maintenance of MCA21 v3 application including but not limited to web portal, e-filing system, learning management system, IT infrastructure, helpdesk system.
- III. Supply, installation, integration, commissioning and rollout of infrastructure at DC and DR, MCA HQ and related offices.
- IV. Procurement, configuration and customization of products, tools, IT Infrastructure, security & monitoring solution.
- V. Implementation and management of comprehensive helpdesk services including virtual and agent based assistance.
- VI. Development of learning management module and providing training to MCA stakeholders.
- VII. Monitoring service levels and provide regular service level agreement (SLA) compliance reports.

The detailed scope of work has been detailed in the RFP for selection of SP for MCA21 v3.

As per the guidelines of CVC, Shri Girish Chandra Chaturvedi, IAS (Retd.), ex-Secretary M/O P&NG, has been appointed as Independent External Monitor for this RFP.

Interested bidders may purchase the RFP, through their authorised representative, from Shri Vivek, Assistant Director, Ministry of Corporate Affairs, Address: Ministry of Corporate Affairs, Room No. 508, 5th Floor, "A" Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi – 110001. Phone: 011-23384660, Email: mca21-v3@gov.in. Interested bidders need to submit the following to purchase the RFP:

- Copy of certificate of incorporation of the bidder
- Letter of authorisation for the representative purchasing the RFP (*format enclosed*),
- Acknowledgment of receipt of RFP (*format enclosed*),

- Non-Disclosure Declaration (*format enclosed*),
- Copy of Government ID proof of the authorised representative purchasing the RFP (*format enclosed*),
- Payment of ₹ 50,000/- (non-refundable) in the form of a crossed demand draft from nationalised or scheduled banks drawn in favour of “Pay and Account Officer, Ministry of Corporate Affairs”, payable at New Delhi.

The RFP will be available on all working days during office hours till the last date of submission of bids. The format of all documents and other details are available on the websites www.mca.gov.in and www.eprocure.gov.in

S.No	Activity	Date
1	Start date of sale of the RFP	21 February, 2019
3	Pre-bid meeting	5 March, 2019
5	Submission of bids	1500 hours on 10 April, 2019
6	Opening of bids	1600 hours on 11 April, 2019

Scanned copy of Earnest Money Deposit of INR 20,00,00,000 /- (twenty crore only) in the form of bank guarantee is required to be submitted online along with the bid. Original EMD in a sealed envelope has to be submitted in person at MCA HQ office to Shri Vivek, Assistant Director, Ministry of Corporate Affairs, before the bid submission deadline.

**Sd/-
Joint Director (MCA)**

Non-disclosure declaration

[The Non-Disclosure Declaration needs to be signed by a person duly authorised by the bidder. A copy of the Board resolution or Power of attorney should be provided along with the document]

[Non Disclosure declaration to be submitted on duly notarized stamp paper of 100]

This Declaration (hereinafter called the "Declaration") is made on the [day] day of the month of [month], [year], by [Name of the Bidder] (hereinafter called the "Bidder") having its registered office at [Address].

We, <***> [Please insert full legal name of the entity], an entity incorporated under the <Companies / LLP Act>, having its registered office at <***>, hereby acknowledge that any and all information disclosed by Ministry of Corporate Affairs (hereinafter referred as MCA or "the Purchaser"), in relation to RFP Ref. No. MCA21/21/2019/eGovcell dated 20.02.2019 for 'Selection of Service Provider for MCA21 v3' is confidential and proprietary in nature, and we hereby agree with MCA and undertake (for ourselves and on behalf of our representatives, agents, subcontractors, associates and affiliates) the following:

1. In connection with the "Project", the Purchaser agrees to provide to the Bidder the detailed document on MCA21 v3 Project vide the RFP Tender Ref. No. MCA21/21/2019/eGovcell dated 20.02.2019 containing details and information of the Purchaser's operations that are considered confidential.
2. The Bidder to whom this Information (RFP) is disclosed shall:
 - a) Hold such Information in confidence with the same degree of care with which the Bidder protects its own confidential and proprietary information;
 - b) Restrict disclosure of the Information solely to its employees, agents and contractors with a need to know such Information and advise those persons of their obligations hereunder with respect to such Information;
 - c) Use the Information only as needed for the purpose of bidding for the Project;
 - d) Except for the purpose of bidding for the Project, the Bidder shall not copy or otherwise duplicate such Information or knowingly allow anyone else to copy or otherwise duplicate such Information; and
3. The Declaration shall apply to all Information relating to the Project disclosed by the Purchaser to the Bidder under this Declaration.
4. Nothing contained in this Declaration shall be construed as granting or conferring rights of license or otherwise, to the Bidder, in any of the Information.
5. This Declaration shall be binding upon the Bidder and their respective subsidiaries, affiliates, successors and assigns.
6. This Declaration shall be governed by and construed in accordance with the Indian laws.

For and on behalf of the Bidder

____(signature and company seal) _____

Name:

Designation:

Contact Details:

Letter of Authorisation (LoA) for purchasing the RFP
(To be provided on official company letter head)

To

The Joint Director,
Ministry of Corporate Affairs,
A Wing, Shastri Bhawan, Rajendra Prasad Road,
New Delhi – 110001, India

Dear Sir,

Sub: Authorisation letter for purchasing the RFP documents

Ref: Your Tender Ref No. _____ dated _____

This has reference to your above RFP for Selection of Service Provider (SP) for MCA21 v3 of Ministry of Corporate Affairs.

Mr./Ms. _____ is hereby authorised to purchase the RFP of the above tender no. _____ dated _____ on behalf of our organization (copy of board resolution or power of attorney, authorizing me to sign this LoA has been attached).

We understand that all communication and correspondence regarding this RFP shall be issued to the email ID specified in this LoA only.

The specimen signature is attested below:

Name:

_____ (Specimen Signature of Representative)

_____ Signature of Authorising Authority

Name of Authorising
Authority:
Designation:

Contact Number and Email
Address:

Name of Company:

Company Seal:

E-mail ID for communication:

(Attach appropriate authorisation document alongwith business card of representative and authorizing authority)

Acknowledgement of receipt of RFP

(To be provided on official company letter head)

To

The Joint Director,
Ministry of Corporate Affairs,
A Wing, Shastri Bhawan,
Rajendra Prasad Road,
New Delhi – 110001, India

Dear Sir,

Sub: Acknowledgment for receipt of RFP and fee paid

Ref: Your Tender Ref. No. _____ dated _____

This has reference to your above RFP for Selection of Service Provider (SP) for MCA21 v3 of Ministry of Corporate Affairs.

Mr./Ms. _____ has duly collected one (1) compact disc (code <To be filled by MCA>) containing all the documents of the tender ref. no. _____ dated _____ on behalf of our organization and paid INR 50,000 vide demand draft bearing number _____ dated _____ as the fee for purchase of the RFP document.

Name:

_____ (Signature of Representative)

_____ Signature of MCA Authority