



Government of Kerala

Abstract

Local Self Government Department-Computerisation of Local Bodies-Infrastructure services through Public Private Partnership-Bid through Built Operate Lease Transfer (BOLT) - Sanctioned - Orders issued

LOCAL SELF GOVERNMENT (D) DEPARTMENT

GO (MS) No. 181/2003/LSGD,

Thiruvananthapuram, Dated 11.06.2003

- Read:
- (1) G.O. (MS) No. 219/2002/LSGD Thiruvananthapuram, Dated 17.12.2002.
 - (2) Letter No IKM/BOLT/27/2002 dated 23.12.2002 from the Executive Mission Director, Information Kerala Mission, Thiruvananthapuram.
 - (3) Letter No 5389 dated 15.01.2003 of the Managing Director, Kerala State Industrial Development Corporation forwarding comments and recommendations of M/s Price Waterhouse Coopers, consultants to the Government of Kerala for the Global Investor Meet.
 - (4) Letter No IKM/BOLT/27/2003 dated 29.01.2003 from the Executive Mission Director, Information Kerala Mission, Thiruvananthapuram.
 - (5) Minutes of the meeting held at the office of the Minister for Local Self Government on 27.02.2003.
 - (6) Letter No IKM/BOLT/27/2003 dated 10.04.2003 from the Executive Mission Director, Information Kerala Mission, Thiruvananthapuram.
 - (7) Minutes of the meeting convened by the Chief Secretary on 17.05.2003.

ORDER

1. Sanction was accorded as per the Government order cited as 1st paper above for implementation of the Information Kerala

Mission on a Public Private Partnership (PPP) with an approved broad functional classification and to structure the Request for Proposal (RFP) and bid documents for the Public Private Partnership programme under the expert advice and guidance of M/s. Price Waterhouse Coopers, consultants to the Government of Kerala for the Global Investor Meet.

2. As per the reference (2) cited, the Executive Mission Director had forwarded a draft Request For Proposal and bid documents for making available Infrastructure Services to the Local self Government Institutions in the State through Public Private Partnership with the Information Kerala Mission as the Application Service Provider. The draft proposal was vetted by M/s Price Waterhouse Coopers and the Managing Director, Kerala State Industrial Development Corporation had forwarded the comments and recommendations of the consultants on structuring the RFP and bid documents as per the reference cited (3) above. The draft RFP and the comments of M/s Price Waterhouse Coopers were discussed in detail vide references cited as (5) and (7) above. Necessary clarifications were obtained from IKM vide references cited as (4) and (6) above. Government have examined the RFP and bid documents in detail and are pleased to accord sanction to initiate the tender process for the Supply, Delivery, Installation, Networking, Commissioning, Maintenance of Hardware and Commercial Off-the-Shelf Software, Application Software Support and operation of Systems through Public Private Partnership for the Local Self- Government Institutions in Kerala based on the RFP and bid documents.

3. Sanction is accorded to the Local Self Government Department and the Information Kerala Mission for fulfilling the obligations in Section III para 41 and para 42 of the RFP which are reproduced in Annexure 1 of this order.

4. Sanction is also given to the Local Self Government Department for approaching the Kerala State Industrial Development Corporation (KSIDC) for undertaking notification of the tender and complete the various stages from tender till the proposal for award, and to meet the consultancy charges for the services from the additional central assistance sanctioned to the Information Kerala Mission for the activities of computerisation of three tier panchayats.

5. Separate orders would be issued appointing the Project Manager and the deputy manager of the Local Self Government Department and the co-ordination mechanisms between the user departments and agencies involved.

(By Order of Governor)

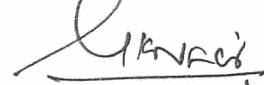
P. Kamalkutty,
Secretary to Government.

The Executive Mission Director, Information Kerala Mission,
Thiruvananthapuram

The Managing Director, Kerala State Industrial Development Corporation
The Secretary, State Planning Board, Thiruvananthapuram

The Planning & Economic Affairs Department
The Secretary, Cultural Affairs Department
The Accountant General (Audit), Thiruvananthapuram
The Accountant General (A & E), Thiruvananthapuram
The Information Technology Department
The Finance Department
The Cultural Affairs Department
The Store Purchase Department
The Private Secretary to Chief Minister
The Private Secretary to Minister for Finance
The Private Secretary to Minister for Local Self Government
The Additional Secretary to Chief Secretary
The PA to Principal Secretary, Finance Department
The PA to Secretary, Planning & Economic Affairs Department
The PA to Secretary, Local Self Government (Rural) Department
The PA to Secretary, Local Self Government (Urban) Department
The PA to Secretary, Information Technology Department
The PA to Secretary, Finance (Expenditure) Department
The PA to the Vice Chairman, State Planning Board, Thiruvananthapuram
The Director, C-DIT, Thiruvananthapuram
Stock File / Office Copy

Forwarded by Order



Section Officer

Annexure 1

OBLIGATIONS OF THE LOCAL SELF-GOVERNMENT DEPARTMENT AND INFORMATION KERALA MISSION

(reproduced from the RFP document for Providing Infrastructure Services through Public Private Partnership for the Local Self Government Institutions in Kerala with Information Kerala Mission as the Applications Solutions Provider)

Section III

41. Obligations of the Local Self Government Department (LSGD)

- a. The LSGD will appoint a Project Manager (and a deputy as the case may be) responsible for managing the project, and to be the primary contact for the Contractor's Representative. It is the responsibility of the Project Manager to coordinate with user departments and agencies for acceptance of the Systems.
- b. The LSGD will manage through a fund management committee, consisting of the Secretary-LSGD (Rural), Secretary-LSGD (Urban), Secretary-Planning, and Executive Mission Director - Information Kerala Mission, the fixed Change Management Charges that will be deducted from the Plan funds of the LSGIs.
- c. The LSGD will guarantee timely resource provision to the Information Kerala Mission for fulfilling the obligations of the Information Kerala Mission and facilitate timely resource provision for the Contractor in accordance with the provisions of the Contract]
- d. The LSGD shall take all necessary steps to make User Institutions comply with the following requirements for the implementation of the Project:
 - i. User Institutions shall ensure timely provision of all resources, infrastructure facilities including space, power supply, earthing, telephone connection and furniture (as specified in G.O.(P) No. 207/2000/LSGD dated 19.07.2000), as well as equipment access, and information necessary for the completion of project implementation, as identified in the project plan, except where provision thereof is explicitly identified in the Contract as being the responsibility of the LSGD or the Information Kerala Mission.
 - ii. The User Institutions will designate appropriate staff for the training courses to be given by the Contractor in accordance with the Project Plan.

- iii. The User Institutions shall ensure support to the Contractor for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles outlined by the Information Kerala Mission.
- e. The LSGD shall ensure that the stakeholders committee formed at the LSGI level will monitor and ensure validation of past data by LFA and PA teams.

42. Obligations of the Information Kerala Mission

This section outlines the obligations of the Information Kerala Mission till March 2004. Beyond March 2004, the Information Kerala Mission shall identify suitable consultant(s) to handle all or some of its functions.

- a. The Information Kerala Mission will appoint a Project Manager (and a deputy as the case may be), mentioned elsewhere in this document, who will be responsible for managing the project from the Information Kerala Mission's side, and to be the primary contact for the Contractor's representative. It is the responsibility of the Project Manager to coordinate with user departments and agencies for acceptance of the Systems.
- b. The Information Kerala Mission will be responsible for development of all the Application Software for the LSG Institutions and OUI (Other User Institutions).
- c. The Information Kerala Mission will provide orientation to the Contractor in handling support services for application software and provide Level-2 Support.
- d. The Information Kerala Mission will perform versions management of its software applications to provide for incremental features and changes in statutory requirement in business rules as recommended by administrative department.
- e. The Information Kerala Mission will prepare a master copy of the training content and training materials.
- f. The Information Kerala Mission will develop master copy of the content and conduct "Training-the-Trainer" program for the trainers recommended by the Contractor.
- g. The Information Kerala Mission shall directly provide managerial training on the context, overall picture, and strategy of computerisation and business process reengineering of local body systems.
- h. The Information Kerala Mission will provide support to the central helpdesk at the state level to ensure quality support for IKM applications.

- i. The Information Kerala Mission will monitor and evaluate the project management mechanisms of the Contractor and its conformance to providing support at a predefined response time.
- j. The Information Kerala Mission shall be responsible for timely provision of all resources, facilities, equipment access, and information necessary for the completion of project implementation, as identified in the agreed and finalised project plan, except where provision thereof is explicitly identified in the Contract as being the responsibility of the Information Kerala Mission.
- k. The Information Kerala Mission will designate appropriate staff for the training courses to be given by the Contractor in accordance with the Project Plan.
- l. The Information Kerala Mission is responsible for drawing out standards for performing and safely storing timely and regular backups of its data and Software in accordance with accepted data management principles.
- m. The Information Kerala Mission will provide the formats required for the Pre-printed Stationery to be supplied by the Contractor to the User Institutions.
- n. The Information Kerala Mission shall coordinate evaluation of the Training carried out by the Contractor, provide quality improvement tips and suggest any change in focus with regard to the Training.
- o. The Information Kerala Mission shall coordinate regular Customer Satisfaction Surveys at all the User institutions to assess the quality of services and other issues.
- p. The Information Kerala Mission shall upgrade its facilities at Information Kerala Mission Headquarters by providing a leased line connectivity with the server at State Planning Board and by providing upgraded web servers, GIS servers and data mining servers. It will also have product version control facilities and state level help desk facility for application support.
- q. The Information Kerala Mission shall take necessary steps to protect all intellectual property rights in relation to the Project, including but not limited to copyrights and related rights, patents, trade marks, designs, trade secrets and confidential information and for the said purpose work in co-ordination with the LSGD and the Contractor in monitoring and ensuring protection of the intellectual property rights.