

**Government of NCT of Delhi**  
**Department of Information Technology**  
**9<sup>th</sup> Level, B-Wing, Delhi Secretariat, New Delhi**

F.No. E-1316/13/2018-SeMT-SecyIT)/ 3959-4088 Date: 28/09/2018

**To:**

**All Principal Secretaries / Secretaries/ HoDs/  
Heads of Autonomous Bodies & Agencies, GNCTD**

**Sub: Regarding release of Model RFP documents/guidelines 2018 for  
"Selection of Implementation Agencies for e-Governance  
Projects".**

Sir/Madam,

Ministry of Information Technology (MeitY), GoI has recently released Model Request for Proposal (RFP) documents for the selection of Implementation Agencies (copy of letter dated 20.07.18 is enclosed).

These documents cover three categories of procurements i.e. Consulting Services, Implementing Services and Public Private Partnerships (PPP), commonly needed in most of our e-Governance projects. The revised documents consist of guidance notes, RFP templates and sample contract agreements. These are available on MeitY's website (<http://meity.gov.in/model-rfp-template-and-guidance-notes-e-gov-projects>).

These documents are advisory in nature and aim to sensitize the bid management teams on good practices, harmonize/standardize the RFP clauses and terms & conditions. These documents, however, do not substitute or overrule any approvals currently required by the concerned Department/ Purchaser for finalization of the RFP.

Departments may take appropriate view regarding adoption of these documents in eGovernance Projects.

**Yours sincerely,**



**(Ajay Chagti)  
Special Secretary (IT)**

*Encl: As above.*

Copy to:-

1. PS to Secretary (IT)
2. System Analyst (IT) for uploading circular on the website of DIT, GNCTD.

1/c

भारत सरकार  
Government of India

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय

Ministry of Electronics & Information Technology

इलेक्ट्रॉनिक्स निकेतन, 6, सी जी ओ कॉम्प्लेक्स, नई दिल्ली-110003  
Electronics Niketan, 6, C G O Complex, New Delhi-110003

Website: www.meity.gov.in

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**Subject: Model RFP Documents for Selection of Implementation Agencies, 2018**

Dear Sir/Madam,

MeitY had published Model RFP documents in May 2017, to help Government organisations in preparation of request for proposals (RFPs) for successful implementation of e-Governance projects. Model RFP documents consists of 3 sets of documents covering 3 categories of procurements ie. Consulting services, Implementing services and Public private partnerships (PPP) commonly needed in most of the e-Governance projects.

2.o Off late, MeitY has received few suggestions on "Model RFP Documents for Implementation Agencies" from various stakeholders. Their suggestions have been examined and after detailed deliberations with domain experts, various departments, industry, etc., the aforesaid document has been revised. The document consists of Guidance Notes, Model RFPs Template and Sample Contract Agreement. Adoption of this document in government IT procurements would facilitate faster and efficient implementation of eGovernance projects.

3. This document is advisory in nature and aim to sensitize the bid management teams on good practices and harmonize/standardize the RFP clauses and terms & conditions. This document however does not substitute or overrule any approvals currently required by the concerned Department/State Government/ Purchaser for finalization of the RFP.

4.o The revised document "Model RFP Documents for Implementation Agencies, 2018" alongo with list of modifications is available on MeitY's website (<http://meity.gov.in/model-rfp-template-and-guidance-notes-e-gov-projects>).

With Regards

Yours Sincerely,

*Archana Dureja*

Archana Dureja,

Scientist 'G'

To:

- 1.o All Secretaries, Government of India
- 2.o Chief Secretaries of all States/UTs
- 3.o IT Secretaries of all States/UTs

