IPK/ITC/139/2024   **Date: 02/02/2024**

Request for Proposal (RFP) from an IT consultant to support in Enterprise-wide System Implementation

1. Introduction:

Infopark is seeking proposals from qualified IT Consultants to choose an IT consultant to assist in the implementation of an enterprise-wide system aimed at digitizing all internal and customer-facing operations.

The proposed system will encompass web and mobile platforms, covering activities across all departments. This includes digitize workflows across all departments (Finance, Projects, Marketing, Business Development, Administration, HR etc), unify land and building lease management, enhance project management, strengthen administration and optimize financial operations.

2. Project Scope:

The selected consultant will be responsible for the following:

- Preparation of a detailed Business Requirements Document (BRD) facilitating the RFP process for selecting implementation agencies.

- Participation in the evaluation of tender responses from a technical perspective.

- Periodic review and monitoring of system implementation activities.

- Oversight of the system acceptance and project sign-off processes.

3. Project Timeline and Consultant Engagement:

- **BRD Preparation:** Approximately 6 weeks, involving documentation review, stakeholder discussions, document creation, team reviews, and signoff.

- **Tender Evaluation:** Expected duration of 2 weeks, with an estimated 20 hours of consultant participation.

- **Implementation Monitoring:** An estimated commitment of 10 hours per month for up to 8 months.

- **System Acceptance & Sign-Off**: Anticipated involvement of approximately 40 hours.

4. Consultant Qualifications:

The ideal consultant should possess the following qualifications and experience:

- Undergraduate degree in engineering or systems.

- Minimum of 10 years' experience in the IT industry.

- Proven track record in implementing large enterprise systems in domains such as ERP, CRM, BPM, etc.

- Expertise in business analysis and project management.

- Excellent verbal and written communication skills.

5. Proposal Submission:

Interested consultants are invited to submit their proposals no later than 1st March, 2024, 5pm, in accordance with the requirements outlined above in 2 covers. First cover shall include a detailed breakdown of the proposed approach, timeline, relevant experience and team composition, if any. The second cover shall contain only the financial proposal for the assignment. Both covers should be superscribed "Proposal from IT consultant to support in Enterprise-wide System Implementation" and to be submitted in the address given below. Infopark reserves the right to reject any or all the proposals without assigning any reason whatsoever.

6. Selection Process:

     a. The proposal submitted to be evaluated and consultants to be shortlisted.
     b. The financial proposals of the shortlisted consultant only will be opened.

7. Contact Information:

All communications and submissions regarding this RFP should be directed to:

Chief Executive Officer
Infoparks Kerala
Park Centre
Near Thapasya Building, Infopark Phase 1,
Kakkanad, Kochi, Kerala
India - 682 042

For any queries, please write to info@infopark.in or contact: +91-484-2415217
Fax: +91-484-2415240