

ASSOCIATION OF SURGEONS OF INDIA (ASI)



Issued Date: 08/04/2025

**RFP Reference No: ASI/ITPROJECT/DGASI/2025-
2026/01**

Request for Proposal (RFP)
for
Digitization of Association of Surgeons of India Operations

21, Swamy Sivananda Salai, Chepauk,

Chennai – 600 005, India.

Email Id: headoffice@asiindia.org

Website: www.asiindia.org

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1. Introduction

The Association of Surgeons of India was established in 1938 to realize a long-standing wish among the Indian surgeons to get together for the purpose of sharing each other's experiences and enhancing their surgical skills.

Starting from a humble beginning with a membership of 112, we have grown to become the largest association of surgeons in the country with a membership that has already reached a count of 35600 + and is ever increasing. We have 26 state chapters and several city branches covering 26 states and union territories. We have 12 specialty sections comprising of colo-rectal surgeons, endocrine surgeons, genito-urinary surgeons, minimal access surgeons, breast surgeons, thoracic and cardiovascular surgeons, oncology surgeons, trauma & critical care surgeons, rural surgeons and surgeons in the armed forces that focus on surgical excellence, education and training.

This association is dedicated to the noble cause of relieving mankind from pain and suffering through sincere and devoted service. The association strives to take the latest techniques in the surgical field even to the remotest parts of the country.

The motto of the organization is **Vayam Sevaamahe : "We are for service"**.

2. Project Background

The primary purpose of the ASI Academic Module Vertical is to:

- Facilitate the organization and management of academic events, courses, and applications.
- Enhance member engagement through interactive features like quizzes, video libraries, and event registrations.
- Provide a secure and efficient platform for membership management, including applications, renewals, and fee payments.
- Offer seamless experience for managing oration applications, symposia submissions, and other academic interactions.

3. Timeline/Schedule

Sr. No.	Particulars	Details
1	RFP Name	Digitization of Association of Surgeons of India Operations
2	Issuing Authority Name & Address	Association of Surgeons of India 21, Swamy Sivananda Salai, Chepauk, Chennai – 600 005, India
3	Contact Details	Name: Dr. Gaddi Diwakar Mobile: 9448371009 Email: secretary@asiindia.org Name: Gopi Kannan Mobile: 9840693424

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4	Website to download RFP	https://asiindia.org/
5	Contract Period	05 Months + 3 Years
6	Last date for submission of written queries for clarifications	17 th April 2025 before 04:00 PM IST
7	Last date of RFP Submission	20 th April 2025 upto 05:00 PM IST
8	Mode of Submission	Must be email submission at headoffice@asiindia.org
9	Tender validity period	90 days from the date of opening of technical bids

Note: Association of Surgeons of India (ASI) nor their representatives are obligated to inform any bidders who have not qualified in any of the stages of bid process management.

4. Minimum Eligibility Criteria (MEC)

The bidders should have the following MEC for participating in the tender. The bidders should enclose documentary evidence for fulfilling the MEC in the Technical bid. **If a bidder fails to enclose the documentary proof for MEC, their bid will be summarily rejected.**

S. No	Minimum Eligibility Criteria (MEC)	Supporting Documents to be submitted
1	The Sole bidder must be a company registered under Indian Companies Act, 2013 since last 07 Years.	Copy of Valid Certification of Incorporation
2	The Bidder shall have minimum average annual turnover of Rs. 8 Crore from IT/ITeS in last 3 financial years (FY 2021-22, 2022-23, 2023-24).	CA Certificate for average annual & Net worth certificate. Audited and Certified Balance Sheet & Profit/Loss Account for the last 3 Financial Years.
3	The bidder shall have a positive Net Worth Certifications.	CA Certificate for Net worth certificate.
4	The bidder must have GST registration certificate and PAN as on last date of submission.	Copy of GST registration certificate. Copy of PAN.
5	At least one project experience of the bidder in Software Development/Digitization of work completed/delivered in last 5 years with project value of Rs. 3 Crore (FY 2019-20, 2020-21, 2021-22, 2022-23, 2023-24) in India.	Copy of Work Order & Project Completion Certificate
6	The bidder should have successfully Implemented, at least one Mobile application on android & iOS platform with project value of Rs.50 Lakhs in the last 5 years (FY 2019-20, 2020-21, 2021-22, 2022-23, 2023-24) as on date of submission of bids in India.	Copy of Work Order & Project Completion Certificate.
7	The bidder must have the following valid certifications as on the date of submission of the bid. <ul style="list-style-type: none">▪ CMMi Level 3 or above AND▪ ISO 27001:2013 & above OR▪ ISO 9001:2008 & above	Copy of valid certifications
8	The bidder should have minimum of 50 resources on company's payroll as on bid submission date.	Certificate from the Bidder's HR head with seal & sign.
9	The Bidder should not have been blacklisted/ debarred by the Central Government/ State Governments/ Semi-Government departments/ Regulatory Authorities/ Financial Institutions/ banks/ Public Sector Undertakings in India	A Self-Declaration to be furnished by the Bidder on the Company's letter head for the same.

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The bidders who have submitted required documents and meet the eligibility criteria mentioned above and as determined by the Tender Scrutiny Committee (TSC) shall only be eligible for further technical evaluation as per clause 6 below.

5. Technical Evaluation Criteria (TEC)

The bidders should enclose documentary evidence for fulfilling the following TEC and the Tender Scrutiny Committee will evaluate the bids as per the criteria set below:

S. No	Evaluation Parameters	Max. Scores	Evidence to be submitted
1	Average Annual Turnover during the last three financial years (i.e., 2021-2022, 2022-23 & 2023-24) a. Rs. >= 8 to <= 10 crore – 03 Marks b. Rs. >=10 to <=15 crore – 05 Marks c. More than Rs. 15 crore – 10 marks	10	Statutory Auditor Certificate clearly detailing the turnover along with copies of Audited Financial Statements (Balance sheet & Profit & Loss statement)
2	Valid Certifications: a. CMMI 3/4 AND ISO 9001 OR 27001 - 05 Marks b. CMMI 5 - 10 Marks	10	Copy of Valid certifications
3	No. of Web based Application/website project in last 5 years in India. a. Projects 1 to 3 – 03 Marks b. Projects 3 to 5 – 05 Marks c. More than 5 Projects - 10 Marks	10	Copy of Work Order/Project Completion Certificate.
4	No. of IT Professionals on Company payroll a. >=50 to <= 100– 03 Marks b. Rs. >=100 to <=200– 05 Marks c. More than Rs. 200– 10 marks	10	Valid copy of HR Certificate

Presentation/Demonstration evaluation criteria:

Sr. No.	Parameters	Marks
1	Proposed solution as per requirement: <ul style="list-style-type: none">Understanding of Project requirement & work planIdentified project risk & MitigationProposed solution & architectureImplementation PlanValue additions Below features need to be presented: <ul style="list-style-type: none">Business Rules, Workflow & form builder.	60

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	<ul style="list-style-type: none">• Configuration module (user access management, module access management, payment gateway repository/management, API/Integration repository/management, Notification management of push messages, email and SMS).• Overall, Portal UI/ UX with content management system (CMS).• Dashboard, MIS generation at multiple levels, Query/Feedback management, Incident/helpdesk management module.• AI-Powered Chatbot Support.	
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The bidder shall be required to get at least 70 marks out of 100 marks to qualify for the next stage i.e., opening of the financial bids.

5.1 Evaluation of technical proposal

- a) Tender Scrutiny Committee (TSC) will evaluate whether all the requirements mentioned in the RFP are understood and addressed well.
- b) The bidder has to make a technical presentation or live demonstration as per Presentation/Demonstration evaluation criteria mentioned above to the ASI.
- c) To declare a bidder as technically qualified, the bidder has to score a minimum of 70 marks based on the above said cl.6 – TEC, and financial bids of those bidders who score 70 or above in the TEC shall only be opened.

6. Final Evaluation of RFP

- a) The Association of Surgeons of India (ASI) will award the Contract to the bidder based on Quality cum Cost Based System (QCBS) basis where Technical Bid Score will get a weightage of 70% and Commercial Bid Score a weightage of 30%.

7. Bid Preparation & Submission

7.1 Cost of Bidding

- a) The bidder should bear all costs associated with the preparation and submission of bids. ASI will in no way be responsible or liable for these charges/costs incurred regardless of the conduct or outcome of the bidding process.

7.2 Letter of Authorization

- a) A letter of authorization from the Board of Directors / appropriate authority authorizing the Tender submitting authority or a Power of Attorney should be submitted in the tender; otherwise, the bids will be summarily rejected.

7.3 Two Part Bidding

- a) Bidders should examine all Instructions, Terms and Conditions, and technical specifications given in the tender document. Failure to furnish information required by the bid or submission of a bid not substantially responsive in every respect will be at the bidder's risk and may result in the rejection of bids. bidders should strictly submit the bid as specified in the tender, failing which the bids will be non-responsive and will be rejected.

7.4 Technical bid

- a) The first part relates to the technical bid submitting all the required details and documents complying with all the eligibility conditions and the other tender conditions/instructions as well as the statement of compliance consisting of the following.
 - i. A Letter of Undertaking (as per the format given in this RFP) on the company's letterhead in pdf and a letter of authorization
 - ii. The RFP (Technical bid document) and Corrigendum if any
 - iii. Copy of supporting documents for MEC and TEC have to be submitted.

7.5 Financial bid

- a) The second part relates to the financial bid which should be submitted in the Bill of Quotation (BoQ) as given in the tender.
- b) The rate quoted by the bidder in the financial bid should be for the cost involved in the successful implementation of the scope of work mentioned in this RFP and no other charges will be allowed by ASI other than the cost quoted.
- c) Bill of Quotation (BoQ) should not contain any conditional offers or variation clauses, otherwise, the bids will be summarily rejected.
- d) The rate quoted by the bidder in the price bid in Bill of Quotation (BOQ) should be inclusive of manpower, software development, UAT, pilot run, any proprietary/third-party software license fee, after go-live (per the scope defined in RFP), training, administration overheads if any, travel, lodging, boarding, in-station & outstation expenses, etc. Software development includes the go-live of the portal as mentioned in section 8.
- e) The rates quoted shall be only in INDIAN RUPEES (INR) only. The tender is liable for rejection if BoQ contains conditional offers.
- f) The cost quoted by the bidder shall be kept firm for a period specified in the tender from the date of opening of the tender. The bidder should keep the rates firm during the period of contract, including during the period of extension of time if any.

7.6 Bid Closing Date & Time

- a) Bids cannot be submitted later than the date and time specified in the Tender Schedule or Corrigendum if published. Hence bidders should be cautious to submit the bids well in advance to avoid disappointments.

7.7 Award of Contract

- a) Award of Contract (Letter of Acceptance) shall be issued online through <https://asiindia.org/> to the successful (H1) bidder. After acceptance of the tender and LOA issued by ASI, the successful bidder (H1) shall have no right to withdraw their tender or claim a higher price.
- b) No dispute can be raised by any bidder whose bid has been rejected, and no claims will be entertained or paid on this account.

7.8 Work Execution

7.8.1 Security Deposit (SD)

The successful bidder shall have to furnish a Security Deposit (SD) for 5% of contract value by way of Demand draft or Banker's Cheque payable at Chennai or in the form of unconditional irrevocable Bank Guarantee valid for a period of 36 months from the date of acceptance of the tender on receipt of confirmation from Association of Surgeons of India (ASI). The SD shall be paid within 10 days from the date of issue Letter of Acceptance (LOA) by ASI. The SD furnished by the Successful Bidder in respect of the tender will be returned to them after the entire scope of work is executed by the bidder as per the RFP, Contract and as per order(s) issued by ASI from time to time during the execution of work and after 3 months from the completion of contract period. The Security Deposit held by ASI until it is refunded to the successful bidder will not earn any interest thereof.

7.8.2 Execution of Contract

- a) The successful bidder should execute a Contract in the INR 100 non-judicial stamp paper bought in Chennai (Tamil Nadu) in the name of Association of Surgeons of India (ASI) within 10 working days from the date of the letter of acceptance issued by Association of Surgeons of India (ASI) with such changes/ modifications as may be indicated by ASI at the time of execution on receipt of confirmation from ASI.
- b) The successful bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof without the prior written consent of ASI. ASI reserves its right to cancel the LoA either in part or in full if this condition is violated. If the successful bidder fails to execute the agreement within the stipulated period of 10 days, the SD of the successful bidder will be forfeited, and their tender will be held as non-responsive.
- c) The expenses incidental to the execution of the agreement should be borne by the successful bidder.

7.8.3 Release of Work Order

- a) After the payment of the Security Deposit and execution of the Contract by the successful bidder, Association of Surgeons of India (ASI) will issue the Work Order to the successful bidder for commencement of the work.

7.8.4 Forfeiture of Security Deposit

- a) If the successful bidder fails to act up to the tender conditions or backs out from the contract, the SD mentioned above will be forfeited by ASI.

8. Hosting Environment

- a) The Cloud Hosting Environment shall be provided by the successful bidder on MEITY empaneled CSP (Cloud Service Provider).

9. Scope of Work

9.1 Future-Ready & Intelligent System Design

The platform should have scalability, security, and future-proof capabilities, ensuring uninterrupted operation for the next 20 years through modular upgrades and seamless integration of emerging technologies. It should have advanced business intelligence and AI-driven analytics incorporated in future phases, utilizing a dedicated data warehouse for reporting and forecasting. The system should have support for Augmented Reality (AR) navigation, enabling real-time event hall guidance within the app. Designed for high performance and scalability, it should have a cloud-native, microservices-based architecture with secure API integrations to efficiently handle large user volumes. A user-centric approach should have intuitive navigation, accessibility features, and assistive tools for enhanced user experience.

9.2 Overview of Diagram

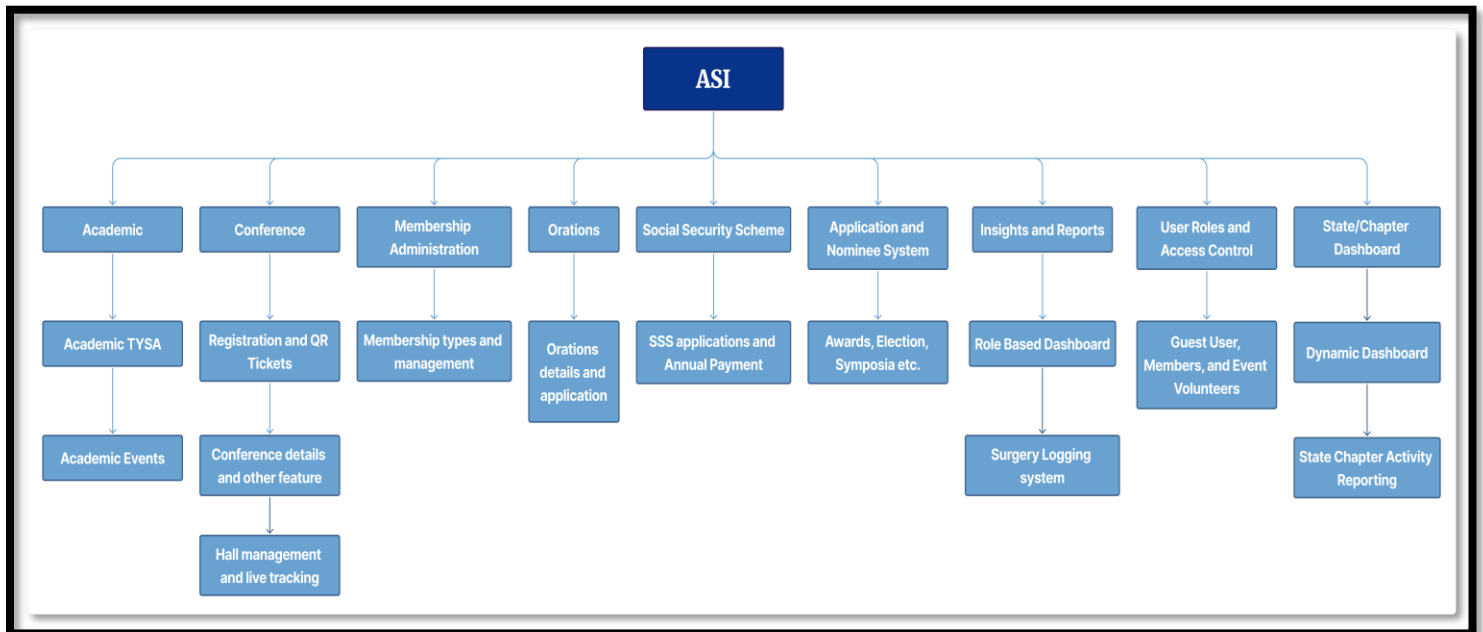


Figure 1: Above Figure Illustrate the ASI functionality

9.3 Mobile (Android & iOS) and Web Portal Development

- **Membership Lifecycle Administration**– From application submission to verification, fee processing, approval workflows, and status tracking, ensuring an efficient and structured membership process with varying eligibility criteria and document validation.
- **Dynamic Event details and Management** – A structured mechanism for organizing academic initiatives, professional summits, and knowledge-sharing platforms, with provisions for registration, attendance tracking, interactive engagement, Quiz, and content access.
- **Social Security Scheme** – A mechanism that aligns contribution-based eligibility with applications, nominee validation, claims processing, and benefit disbursement workflows.
- **Election management & Organization Committee Details** – A secure nomination system enabling seamless candidate form submissions, result announcements, and backend updates of received

votes. Electronic voting is conducted on a third-party platform, separate from this system. Committee and staff details are maintained for the headquarters, state chapters, and specialty sections.

- **Applications and Nominations system** – A nomination-driven evaluation process facilitating academic awards, symposia participation, oration applications, and fellowships, governed by multi-tiered review mechanisms and eligibility enforcement.
- **Conference & Symposium Administration** – A workflow-driven interface supporting academic course, examinations details, abstract submission, speaker coordination, scheduling, registrations and participant tracking, and real-time updates management.
- **Education & Training** – A structured learning ecosystem encompassing academic modules, skills enhancement, certification issuance, video repository management, general Quiz, and surgical videos.
- **Insights and Reports** – A role-based dashboard enabling members and administrators to track engagements, financial transactions, participation analytics, and key performance indicators for strategic decision-making.
- **Secure Payments & Transactions** – A secure transaction infrastructure supporting multiple payment methodologies, real-time reconciliation, historical tracking, automated reminders, and compliance-driven financial transparency.
- **State-Level Performance Benchmarking** – A structured assessment matrix evaluating professional, academic, and social contributions at regional levels, for competitive excellence and strategic growth initiatives.
- **Automated Alerts & Notifications** – A real-time engagement framework that delivers instant updates on membership activities, academic schedules, governance milestones, and key institutional communications via multi-channel notifications.
- **User Roles & Access Control** – Implements **multi-tiered Role-Based Access Control (RBAC)**, including Super Admins, State Chapter Admins, ASI headquarters Admins, and Content Managers to oversee memberships, events, payments, website contents and configurations within a structured governance framework.
- **Application Management & Approval Workflows** – A **workflow-driven governance mechanism** enabling multi-level application review, approval, rejection, and modification requests for memberships, orations, fellowships, symposia, awards, and academic applications, ensuring transparency and structured decision-making.
- **Insights and Reports**– A **real-time monitoring dashboard** providing granular insights into application types, membership trends, financial transactions, event participation analytics, and operational KPIs, supporting strategic, data-backed decision-making.
- **Master Data management**– A **centralized Master Management Module** defining membership categories, event types, academic courses, awards, roles, and application workflows, ensuring consistency, compliance, and cross-platform synchronization.
- **Audit, Compliance, and Logs** – Embedded **audit trails and activity logs** track all system interventions, approvals, and master modifications, fostering accountability and ensuring regulatory compliance across all administrative functions.
- **Adaptive System Configuration & Control** – A **Configuration Management Module** enabling centralized control over notifications, membership settings, event structures, access permissions, digital content workflows, and financial API integrations, ensuring **scalability, security, and adaptive governance**.

- **State Chapter Activity** – for ASI is designed to objectively evaluate and track the performance of each state chapter based on predefined criteria such as event organization, member engagement, academic contributions, and timely reporting.
- **Surgery Log System** – enables surgeons to log surgeries they have performed or practiced, helping maintain a comprehensive and organized record of their surgical experience.
- **Exhibition and Stall Management System** – for ASICON facilitates seamless planning, allocation, and oversight of exhibitor stalls during the conference. It enables organizers to manage bookings, layouts, payments, and exhibitor communication efficiently, ensuring a smooth and professional exhibition experience.

9.4 ASI Website

- **Dynamic Information & Real-Time Updates** – A centralized platform delivering structured insights into ASI's mission, governance, and professional initiatives, with continuously updated announcements, leadership highlights, and key organizational developments.
- **Membership Portal & Access Management** – A dedicated membership section outlining eligibility, benefits, and application workflows for Full Life, Associate, and Honorary members, coupled with renewal management, member directory access, and exclusive content availability like India journal of Surgeons.
- **Leadership & Committee Information** – A structured repository showcasing ASI's leadership framework, executive committees, and governance model, ensuring visibility into decision-making structures and organizational hierarchy.
- **Awards, Research Grants & Fellowship** – A centralized recognition platform covering ASI Awards, Orations, Symposia, travel fellowships, and research grants, detailing eligibility, application workflows, and structured evaluation criteria.
- **Event Management & Participation** – A real-time event tracking system encompassing ASI national conferences (ASICON), regional summits, state-level events, and academic discussions, with archival access to past event recordings, presentations, and scholarly contributions.
- **State & Chapter Information** – A dedicated module for ASI's 26 state chapters and 12 special chapters, outlining their objectives, committee structures, membership onboarding processes, and inter-chapter collaboration frameworks. Provision from backend to add or manage the chapters.
- **Resources & Documents Repository** – A structured digital archive providing members with downloadable assets, including brochures, application forms, nominee claims, tenders, and compliance documentation.
- **Contact & Support** - A digital archive where members can download brochures, application forms, nominee claim forms, tenders, and compliance documents ensuring streamlined engagement between members, stakeholders, and administrative teams.
- **State and Specialty Chapter Dynamic Websites:** Each state and specialty chapter will have its own dedicated website to manage events, conferences, and related activities independently.

9.5 Conference Website

- **Dynamic Event Homepage & Real-Time Updates** – A dedicated conference homepage featuring event dates, venue details, thematic highlights, leadership messages, a countdown timer, and a live news ticker for important updates.
- **Leadership & Organizational Messages** – A structured communication section displaying official messages from the ASI President, Secretary, Treasurer, and organizing committee, ensuring direct engagement with attendees and stakeholders.

- **Committee & Organizing Team Overview** – A **detailed committee listing module** outlining the ASI Executive Committee, State Executive Committee, Specialty Committee, Core Organizing Team, and Skill Workshop Committee, including brief bios and role descriptions for key members.
- **Venue & Travel Guide** – A comprehensive venue guide featuring **maps, accessibility options, travel assistance (air, rail, and local transport), nearby tourist attractions, and accommodation recommendations**, ensuring a seamless attendee experience.
- **Scientific Program & Session Details** – A **conference agenda hub** detailing **scientific sessions, keynote speakers, research presentations, skill workshops, and committee-specific contributions**, with a **downloadable program schedule** for pre-event planning.
- **Registration & Payment**– A step-by-step registration platform with online payment processing, **category-based fee structures, cancellation & refund policies, and automated confirmation emails**, ensuring a frictionless enrollment process.
- **Accommodation Assistance** – A dedicated accommodation portal offering **curated lodging options, official hotel tie-ups, third-party booking integration, and reservation guidelines** to assist attendees in securing their stay.
- **Trade, Vendor & Sponsorship Hub** – A **business engagement section** featuring tender applications, trade brochures, exhibitor opportunities, sponsorship packages, and exhibitor booth allocation guidelines for industry partners.
- **Resources & Downloads** – A **centralized downloads section** providing conference brochures, scientific program schedules, workshop details, registration forms, abstract submission guidelines, and past event participation certificates.
- **Help & Support** – A **contact module offering email, phone, and social media connectivity** for registration assistance, technical support, trade inquiries, and sponsorship coordination, ensuring smooth stakeholder communication.

9.6 Change Request (CR)

- a) Any solution modification after Solution implementation shall be considered as a change request in which case, successful bidder shall be paid on monthly basis of efforts of the concerned developers. Successful bidder must submit per day cost for change request to ASI in Financial Bid format given in RFP.

10. Implementation Timeline & Payment Milestone

Sr. No.	Milestone	Timeline	Payment Terms	Penalty /Remarks
1	Letter of Award (LOA)	T1	0	0
2	SRS Sign off and Approval for Application	T2=T1 + 2 Weeks	20% of Total Project Cost	INR 1000/- for delay per day or part thereof subject to maximum of 3% of corresponding milestone value.
3	Development	T3 =T2 + 15 Weeks	30% of Total Project Cost	INR 1000/- for delay per day or part thereof subject to maximum of 3% of corresponding milestone value.

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4	Training & UAT Sign Off	T4 =T3 + 2 Weeks	30% of Total Project Cost	INR 1000/- for delay per day or part thereof subject to maximum of 3% of corresponding milestone value.
5	Deployment & Go Live	T5=T4 + 1 Week	20% of Total Project Cost	INR 1000/- for delay per day or part thereof subject to maximum of 3% of corresponding milestone value.
6	Operation, Maintenance & Support	3 years post Go-Live	In 12 Equated Quarterly Instalments	The invoices need to be raised in 4 Equated Quarterly instalments each year.

11. Financial Bid Format

Financial bid BOQ

Sl. No.	Item Description	Basic Rate In Figures	GST 18% in Rs.	Total in Rs.
1	Cost for design, development, and maintaining the Mobile Application, Web portal/Website.			
2	Individual State/Specialty Chapter Website (Costing per website)			
3	Cost for Cloud Hosting			
4	Cost for Operation and Maintenance for three years			
Total Bid Price				

Change Request Cost

Sl. No.	Item Description	Basic Rate In Figures	GST 18% in Rs.	Total in Rs.
1	Additional development charges per man day or change request.			
Total Bid Price				