

**Assam Society for Comprehensive Financial Management System
(AS-CFMS)**

A Registered Society under Finance Department | Regd. No.
RS/KAM(M)/263/M/687 of 2015-1016
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ECF.No. I/1728496/2026

Dated Dispur 29-08-2026

NOTICE FOR PRE-MARKET ENGAGEMENT

*(Issued for Market Consultation Purposes Only – Not a Tender, Request for
Expression of Interest (REOI) or Request for Proposal (RFP))*

Subject: Pre-Market Engagement for Consultancy Services for Feasibility Study and Migration Planning of Applications and Systems from the Commissionerate of Taxes Data Centre, Kar Bhawan to the State Data Centre (SDC) / National Data Centre (NDC)

1.Introduction: The Assam Society for Comprehensive Financial Management System (AS-CFMS), Finance Department, Government of Assam, on behalf of the Commissionerate of Taxes, Assam, proposes to engage a consulting firm for undertaking a feasibility study and preparing a migration strategy and implementation roadmap for migration of applications, databases, systems and associated infrastructure presently hosted at the Commissionerate of Taxes Data Centre, Kar Bhawan, to the State Data Centre (SDC) and/or National Data Centre (NDC).

Prior to finalising the procurement documents, the Department proposes to undertake a Pre-Market Engagement with prospective consulting firms and other interested stakeholders to obtain market feedback on the proposed scope of work, Terms of Reference (ToR) and procurement approach.

2. Purpose of the Pre-Market Engagement: The objectives of this Pre-Market Engagement are to:

- 2.1** obtain stakeholder feedback on the proposed Terms of Reference and scope of the assignment;
- 2.2** assess the appropriateness of the proposed eligibility criteria, team composition, assignment duration and evaluation methodology;
- 2.3** understand prevailing industry practices, implementation challenges and innovative approaches; and
- 2.4** utilise the feedback received while finalising the procurement documents.

This exercise is undertaken solely for market consultation and shall not form part of the procurement process.

3. Background of the Assignment: The Commissionerate of Taxes presently hosts its applications, databases and associated IT systems at its Data Centre located at Kar Bhawan, Guwahati. The Department proposes to assess the feasibility of migrating these systems to the State Data Centre (SDC) and/or National Data Centre (NDC) and, based on the outcome of the feasibility assessment, prepare a comprehensive migration strategy and implementation roadmap.

A summary of the proposed Terms of Reference is enclosed at **Annexure-I**.

4. Indicative Scope of the Assignment: The Consultant shall, *inter alia*, be expected to undertake the following activities:

- 4.1** Assessment of the existing applications, databases and IT infrastructure;
- 4.2** Dependency and integration analysis of applications and systems;
- 4.3** Network and connectivity assessment;
- 4.4** Feasibility assessment for migration to the State Data Centre (SDC) and/or National Data Centre (NDC);
- 4.5** Assessment of infrastructure, software and licensing requirements;
- 4.6** Preparation of a phased migration strategy and implementation roadmap, including risk assessment and mitigation measures; and
- 4.7** Estimation of migration costs and resource requirements.

The detailed scope of work is summarised at **Annexure-I**.

5. Indicative Assignment Parameters: A summary of the proposed Terms of Reference, including the indicative eligibility criteria, team composition, deliverables, assignment duration and payment milestones, is enclosed at **Annexure-I**.

These parameters are indicative and are being shared solely for the purpose of obtaining market feedback. The Department may revise the same while finalising the procurement documents.

6. Feedback Invited: Interested organisations are requested to submit their comments and suggestions in the format prescribed at **Annexure-II (Stakeholder Feedback Template)**, particularly on the following aspects:

- 6.1** Scope of work and Terms of Reference;
- 6.2** Deliverables and implementation methodology;
- 6.3** Eligibility criteria, evaluation methodology and payment milestones;
- 6.4** Team composition and assignment duration;
- 6.5** Risks, implementation challenges and mitigation measures; and
- 6.6** Any other suggestions that may assist the Department in refining the procurement documents.

7. Mode of Pre-Market Engagement

(a) Online Interaction Meeting: An online interaction meeting shall be held to enable prospective participants to seek clarifications and provide suggestions on the proposed assignment. [**Date:** 07th September 2026; **Time:** 2:00 PM- 3:00 PM; **Meeting Link:** <https://meet.google.com/rdo-kdbt-zpq>]

Participants are requested to join using their official organisational e-mail IDs and display their organisation name and participant name for ease of identification. The Department reserves the right to regulate participation to ensure the orderly conduct of the meeting.

(b) Submission of Written Feedback: Interested organisations may submit written feedback using the Stakeholder Feedback Template (**Annexure-II**). Responses shall be submitted by e-mail to: sup-procurement@assam.gov.in. The Last Date for Submission is **7th September 2026** up to 3:00 PM.

8. Disclaimer: This Request for Information (RFI) is issued solely for market consultation and planning purposes. It does not constitute a Tender, Request for Expression of Interest (REOI), Request for Proposal (RFP) or any commitment on the part of the Finance Department or AS-CFMS to initiate or complete the proposed procurement. Participation in this Pre-Market Engagement is voluntary and shall neither confer any advantage nor impose any disadvantage upon any participant in any subsequent procurement process.

The Department reserves the right to accept or disregard any feedback received and to modify the proposed procurement approach, Terms of Reference or any other aspect of the proposed assignment without assigning any reason.

9. Contact for Queries: sup-procurement@assam.gov.in

Digitally signed by
ANAND MALHOTRA
Date: 29-08-2026
00:19:25

Joint Secretary to the Govt. of Assam, Finance Department
& Additional Project Director, AS-CFMS

ANNEXURE-I

SUMMARY OF THE DRAFT TERMS OF REFERENCE (ToR)

(Shared for Pre-Market Engagement and Stakeholder Consultation Only)

1. Introduction: The Commissionerate of Taxes, Assam presently hosts its applications, databases and associated IT infrastructure at its Data Centre located at Kar Bhawan, Guwahati. In line with the initiatives of the Government of India and the Government of Assam for consolidation and optimisation of Government IT infrastructure, the Department proposes to assess the feasibility of migrating identified applications and systems to the State Data Centre (SDC) and/or the National Data Centre (NDC).

To facilitate informed decision-making, the Department proposes to engage a consulting firm to undertake a comprehensive feasibility study and prepare a phased migration strategy and implementation roadmap.

2. Objectives of the Assignment: The broad objectives of the proposed consultancy assignment are to:

2.1 assess the existing IT infrastructure, applications, databases and supporting systems hosted at the Commissionerate of Taxes Data Centre;

2.2 evaluate the technical, operational and financial feasibility of migration to the State Data Centre (SDC) and/or National Data Centre (NDC);

2.3 identify application dependencies, integration requirements and infrastructure readiness;

2.4 recommend the most appropriate hosting strategy for each application and supporting system; and

2.5 prepare a comprehensive migration strategy and implementation roadmap, including cost estimates, timelines and risk mitigation measures.

3. Indicative Scope of Work: The Consultant shall, inter alia, undertake the following activities:

3.1 Existing Environment Assessment: Assessment of the existing applications, databases, middleware, servers, storage, network infrastructure and related IT assets presently hosted at the Commissionerate of Taxes Data Centre.

3.2 Application and Dependency Analysis: Identification of application architecture, interfaces, database dependencies, third-party integrations and business-critical processes.

3.3 Network and Connectivity Assessment: Assessment of existing network architecture, bandwidth utilisation, connectivity with field offices and external agencies, redundancy requirements and post-migration connectivity.

3.4 Feasibility Assessment: Evaluation of the technical and operational feasibility of migration to the State Data Centre (SDC) and/or National Data Centre (NDC), including comparative assessment of available hosting options.

3.5 Infrastructure and Software Assessment: Assessment of compute, storage, backup, disaster recovery, software, middleware and licensing requirements for the proposed hosting environment.

3.6 Migration Strategy and Implementation Roadmap: Preparation of a phased migration strategy covering migration methodology, sequencing of applications, implementation approach, downtime planning, rollback strategy and resource requirements.

3.7 Risk Assessment: Identification of technical, operational, security and business risks associated with migration together with suitable mitigation measures.

3.8 Cost Estimation: Preparation of indicative estimates of migration costs, infrastructure requirements and post-migration operational requirements.

4. Indicative Deliverables: The Consultant is expected to submit the following deliverables:

Sl. No.	Deliverable
1	Inception Report
2	Existing Environment (As-Is) Assessment Report
3	Feasibility Study Report
4	Infrastructure and Licensing Assessment Report
5	Migration Strategy and Implementation Roadmap
6	Final Consolidated Report incorporating stakeholder comments
7	Presentation of findings and recommendations to the Department

5. Indicative Team Composition: The Department presently envisages deployment of the following key experts for the assignment:

Position	Indicative Requirement
Project Manager	1
Data Centre Architect	1
Application Architect	1
Network & Security Expert	1
Database & Middleware Specialist	1

6. Indicative Eligibility Parameters: The Department is presently considering the following indicative eligibility parameters:

Parameter	Indicative Requirement
Legal Status	Company / LLP / Partnership Firm / PSU
Minimum Years of Existence	Five (5) years
Average Annual Turnover	₹2.50 crore
Similar Experience	Three (3) similar consultancy assignments
Government Experience	At least one (1) assignment with a Government Department / PSU

7. Indicative Contract Duration: The proposed duration of the consultancy assignment is **three (3) months** from the date of commencement.

8. Indicative Payment Milestones: The Department is considering the following indicative payment milestones:

Milestone	Percentage of Contract Value
Inception Report	10%
Existing Environment (As-Is) Assessment Report	20%
Feasibility Study Report	25%
Infrastructure and Licensing Assessment Report	15%
Migration Strategy and Implementation Roadmap	20%
Final Consolidated Report	10%

Note: This Summary of the Draft Terms of Reference is issued solely for the purpose of the present Pre-Market Engagement. The contents are indicative in nature and are intended to facilitate stakeholder consultation. The Department reserves the right to modify, expand or revise any aspect of the proposed scope of work, eligibility criteria, deliverables, timelines, payment milestones or procurement approach while finalising the procurement documents.

ANNEXURE-II
STAKEHOLDER FEEDBACK TEMPLATE
(To be submitted as part of the Pre-Market Engagement)

A. Organisation Details

Particulars	Details
Name of Organisation	
Registered Address	
Contact Person	
Designation	
Official E-mail ID	
Contact Number	
Website	

B. Organisation Profile: Please briefly describe your organisation's experience in Data Centre, Cloud Migration, IT Infrastructure Modernisation, Digital Transformation, SDC/NDC Migration, or similar consultancy assignments.

C. Detailed Feedback

Sl. No.	Area	Existing Provision (if applicable)	Comments / Suggested Modification	Justification
1	Scope of Work			
2	Deliverables			
3	Team Composition			
4	Eligibility Criteria			
5	Assignment Duration			
6	Payment Milestones			
7	Evaluation Methodology			
8	Risks & Challenges			
9	Industry Best Practices			
10	Other Suggestions			

D. Declaration

We certify that the information and feedback furnished herein are provided solely for the purpose of the present Pre-Market Engagement and are true to the best of our knowledge. We understand that submission of this feedback:

- 1.** does not constitute a proposal, bid or offer;
- 2.** does not create any contractual relationship with the Finance Department or AS-CFMS;
- 3.** shall not confer any preference or advantage in any subsequent procurement process; and
- 4.** may be considered by the Department while finalising the procurement documents.

(Seal and signature of the organization)

Instructions

- 1.** Feedback may be submitted in this format or in any equivalent format containing substantially the same information.
- 2 .** Participants are encouraged to provide specific reasons and practical recommendations in support of their suggestions.
- 3.** Reference to relevant clauses of Annexure-I may be made wherever applicable.
- 4.** Supporting documents, if any, may be enclosed separately.
- 5.** The completed Stakeholder Feedback Template should ordinarily not exceed **ten (10) pages**, excluding supporting documents.'