

Notice Inviting Expression of Interest(EOI)



Management Development Institute -Gurgaon

EOI. No.: MDI/CC/2019/EPABX/36

Date: August 02, 2019

Sub: Notice inviting EOI to replace the current analog EPABX system installed in MDI-G campus by a digital IP based EPABX system.

EOI Schedule: -

Last Date of EOI Submission	August 23 rd , 2019 3:00 PM
EOI should be addressed to	Senior Systems Analyst Computer Centre MANAGEMENT DEVELOPMENT INSTITUTE Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)

For detail information and any updates will be available on the MDI Website at the link:
<https://mdi.ac.in/infrastructure/tenders.html>

The address for communication:

Senior Systems Analyst
Computer Centre
Management Development Institute
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)
For any clarifications, write to Email- ittender@mdi.ac.in

The notice inviting EOI along with instructions to bidders, Scope of Work, eligibility criteria, documents required etc. form part of the bid document containing 12 pages in all.

Sd/-
For MDI-Gurgaon

(Senior Systems Analyst)

General Information-

1. Background:-

Management Development Institute-Gurgaon is a premier Management Institute in India situated in Gurugram (Haryana) in its own 30-acre campus and ranks among the top 10 business school of India. MDI is a business school for

- Thought leaders and change masters
- Academic excellence and continuous innovation

To cater to the intra campus and outside campus communication, MDI-Gurgaon campus-wise EPABX system an analog based system installed in the year 2006.

Currently there are nearly 600 EPABX users.

Since the current EPABX system is an analog based technology MDI wishes to replace the current analog based EPABX system installed in MDI-G campus by a digital IP based EPABX system.

2. Purpose/Objective: -

In order to achieve the objective of MDI the bidders are requested to advise on the following –

- The most suitable digital technology based IP telephony system which will be most suitable for MDI requirement.
- The most suitable digital technology that will support new age features like shared line support or video call conferencing etc.
- The most suitable digital technology which will incorporate IP based telephone handsets with enhanced features.
- The most suitable digital technology which will preferably use existing MDI-G campus-wise 10g network OFC backbone with optional addition of new routing switches.

In order to achieve our objective, it is suggested that all interested bidders should visit our campus for better understanding of the system and the objective.

Note: The terms bidder/ agency / party/vendor/contractor (Singular/ Plural) are used interchangeably hereto.

3. Criteria for evaluation & selection process: -

- The interested bidders shall be called to MDI-G campus to give their presentation on the best possible solution. The bidders who will be called for presentation will be based on pre-qualification criteria mentioned in Point No-5 and abridged proposal as asked in Format-5. MDI-G reserves the right regarding whom to call for presentation from the qualified bidders and no query in this regard will be entertained. MDI-G decision in this regard shall be final. Presentation date will be intimated through E-mail.

- Based on the pre-qualification criteria mentioned in Point No-5(50 points) and presentation (50 points), the agencies will be shortlisted.
Minimum required points for qualification for short listing will be 60.
- RFP (Request for Proposal) shall be invited only from the short listed Bidders.

The following aspects requires to be noted regarding evaluation & selection process

- Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- The agencies will be required to make a presentation to a selection committee showcasing their proposals.
- MDI will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience.
- Each bidder shall also submit a write up (not exceeding 200 words) describing its strengths as to why it considers itself suitable and fit for award of this work.
- The Evaluation Committee reserves the right to reject any or all proposals.
- Only Short listed agencies will be issued Bid Documents(RFQ) and will be asked to submit their price proposal in a sealed envelope.

4. Validity of Offer:

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by MDI

5. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible bidder should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<i>S. No.</i>	<i>Pre-qualification Criteria</i>	<i>Supporting Compliance document</i>
1.	The applicant shall be a firm/ company registered under the Indian Companies Act, 2013 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar services for at least 05 years as on 31.03.2019.	Certificate by Company Secretary of the Bidder's Organization or any other relevant documents.

3.	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18)	Attach certificate from CA.
4.	The Bidder should have an annual turnover of Rupees 100 Lakhs in each of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18).	CA certified document with name of CA registration number, signature and stamp
5.	The Bidder shall have experience of providing: (i). Three similar completed Digital IP based EPABX project to Central Govt./State Govt./PSUs/ Govt. bodies/IITs & IIMs/Reputed Educational Institute in India with atleast 500 connections.	Copy of Work Order / Contract/ Completion Certificate regarding the same
6.	Names & addresses of prestigious clients (at least three) along with their contact details (telephone number/E-mail) of the contact persons of the clients who in the recent past had implemented EPABX system from the bidder	1. 2. 3.
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies/ IITs & IIMs/Reputed Educational Institutes in India.	Certificate signed by the Authorized signatory

6. Response:

- a. Bidders must ensure that their Bid response is submitted as per the formats attached with this document.
- b. Application in sealed cover to be super scribed, as “EOI to replace the current analog EPABX system installed in MDI-G campus by a digital IP based EPABX system”.

7. Responses to Pre-Submission queries & issue of Corrigendum

- a. After distribution of the EOI, MDI will begin accepting written questions from the applicants. MDI will endeavor to provide timely response to all queries. However, MDI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does MDI undertake to answer all the queries that have been posed by the applicants. For any clarifications, write to Email-ittender@mdi.ac.in
- b. At any time prior to the last date for receipt of EOI, MDI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by a corrigendum. The corrigendum (if any) shall be posted online at <https://mdi.ac.in/infrastructure/tenders.html>.
- c. Any such corrigendum shall be deemed to be incorporated into this EOI.

- d. In order to provide prospective applicants reasonable time for taking the corrigendum into account, MDI may, at its discretion, extend the last date for the receipt of EOI proposals which shall again be notified online through MDI portal www.mdi.ac.in

8. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. MDI reserves the right to withdraw EOI and or vary any part thereof at any stage. MDI further reserves the right to disqualify any bidder, should it be so necessary at any stage.

9. Instructions to Bidders

- a. The Expression of Interest is to be submitted in the manner prescribed below: -
 - i. Applicant's Expression of Interest as per Format-1.
 - ii. Organizational Contact Details as per Format-2.
 - iii. Experience of the organization as per Format-3.
 - iv. Financial strength of the company as per Format-4.
 - v. Additional information as per Format-5.
 - vi. Declaration as per Format-6.
 - vii. The EOI document signed & stamped in each page.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

10. Formats for Submission:

FORMAT – 1

(Applicant's Expression of Interest)

To,
Senior Systems Analyst
Computer Centre
Management Development Institute
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)

Sub: Submission of Expression of Interest to replace the current analog EPABX system installed in MDI-G campus by a digital IP based EPABX system

Dear Madam,

In response to the Invitation for Expressions of Interest (EOI) published at MDI portal (<https://mdi.ac.in/infrastructure/tenders.html>) for the above purpose stated in the subject line, we would like to express our interest to carry out the above proposed task. As instructed, we attach the following documents

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Financial strength of the organization (Format-4)
4. Additional information (Format-5)
5. Declaration (Format-6)

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Year of establishment	
3.	Number of employees	
4.	Main areas of business	
5.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
6.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous bodies/ IITs & IIMs/Reputed Educational Institutes in India. If yes, details thereof.	
7.	Address of registered office with telephone no. & E-mail	
8.	Address of offices - i) Registered office in India ii) National Capital Region of Delhi	
9.	Authorized Contact Person with telephone no. & E-mail ID	

Enclose: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 6 above.

Signature of the applicant
Full name of the applicant
Stamp & Date

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 3

Experience in Related Fields					
S. No	Items	Number of Assignments during last 3 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Clients / Organization (Enclosed WO / completion certificates)	Contact Details of clients
1	Experience of assignments of similar nature with atleast 500 connections				
1.1	Experience in carrying with atleast 500 connections out similar assignments in Government/PSU/IITs & IIMs/ Reputed Educational Institutes in India				
	Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.				
	Signature of the applicant Full name of applicant Stamp & Date				

Enclose: As above.

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 4

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual profit (in Lakhs Rs.)	net (in of Rs.)	Overall annual turnover (in Lakhs of Rs.)
1	2015-16				
2	2016-17				
3	2017-18				
Note: Please enclose auditor's certificate in support of your claim.					

Signature of the applicant
Full name of applicant

Stamp & Date

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

FORMAT – 5

Write up (not exceeding 200 words) describing the strengths as to why you consider yourself suitable and fit for award of this work

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

Signature of the applicant
Full name of applicant

Stamp & Date

Encl: As above.

Note: This is to be furnished on the letter head of the bidder.

FORMAT -6

Declaration

We hereby confirm that we are interested in competing for the project to replace the current analog EPABX system installed in MDI-G campus by a digital IP based EPABX system.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the bidder.

Checklist

To help you prepare the best application possible, all items below need to be considered and ticked off. This will also assist us with assessment of your application.

During EOI Submission, please keep this page after the cover page.

Checklist and Index of the required documents in the Order indicated Below

S. No.	Document to be Attached	Whether Submitted
1.	Applicant's expression of interest (Format-1)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
2.	Organizational Details (Format-2)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
3.	Experience in related fields (Format-3)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	Financial strength of the organization (Format-4)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
5.	Additional Information (Format-5)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
6.	Declaration (Format-6)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
7.	The EOI document signed & stamped in each page.	Yes <input type="checkbox"/> / No <input type="checkbox"/>