

Notice Inviting Tender



Management Development Institute -Gurgaon

Ref. No.: MDI/CC/2019/Language lab/28

Date: July 31, 2019

Sub: Invitation of sealed quotations for procurement of software with 40 nos. of license(perpetual) for Digital Language Lab of MDI-Gurgaon to teach/learn French, German and Spanish.

Tender Schedule:-

Bid System	Single Bid
Last Date of Bid Submission	Aug 12 th , 2019 3:00 PM
Bid should be addressed to	Senior Systems Analyst Computer Centre Management Development Institute Mehrauli Road, Sukhrali Gurgaon - 122 007, Haryana (INDIA)
EMD	EMD of Rs. 14,500/- (Fourteen thousand eight hundred and sixty eight) in the favor of Management Development Institute payable at Gurugram

The Complete Tender details and any updates on the Tender will be available on the MDI Website at the link: <https://mdi.ac.in/infrastructure/tenders.html>

The bids should be addressed to:

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 bid along with instructions to bidders, Scope of Work, eligibility criteria, system of award of contract, etc. form part of the bid document containing 15 pages in all.

For MDI-Gurgaon
(Senior Systems Analyst)

General Information-

Sealed Quotations are invited for procurement of software with 40 licenses(perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish, as per the following terms and conditions:

1. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the bid process.
2. The Institute reserves the right to accept or reject any quotations or to select the item or to reject the bidding process or any quotation wholly or partly without assigning any reason.
3. Incomplete bid or receiving the bid after closing date and time are liable to be ignored and rejected.
4. Please ensure that Tender document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
5. No quotations would be accepted by E-mail and only hard copies will be accepted.
6. Sub-contract of AMC is not allowed.
7. The bid should be submitted on company letter head and should be submitted duly signed by the authorized person.
8. The financial bid shall be valid for at least 60 Days. Institute will not entertain any request in respect of escalation of price due to any reason whatsoever.
9. For any other query relating to the tender, the bidders may write to ittender@mdi.ac.in .
10. MDI may, at its discretion, extend the date for submission and/or opening of the bid
11. Bid received after the closing date/time will not be considered.
12. The bid shall be submitted in a sealed envelope duly marked as “Tender for procurement of software including 40 licenses (perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish”.
13. MDI reserve the right to accept or reject any or all the quotations without assigning any reason whatsoever.
14. If contract is awarded and work is not executed by the vendor, then EMD amount will be forfeited
15. Only those vendors should quote who can satisfy the scope of work and other requirements of MDI as stated in Annex-II.

16. Requirement in terms of software or hardware on MDI end may be declared clearly as asked in Annex-III, no further requirement from MDI end will be entertained other than those mentioned in tender documents.

17. Payment Terms:

- a. 95% (Ninety-Five percent) within 3 weeks after delivery of licenses, installation of software and hand over of relevant documents.
- b. 5% of will be made after one year.
- c. EMD would be released at the time of first payment.

18. Bid Rejection Criteria:

- a. The firm must be OEM or authorized partner of OEM. If the bidders are authorized partner of OEM, then essentially required to submit authorization certificate from OEM, failing which the bid shall be rejected.
- b. Bids without EMD would be rejected.
- c. Bids without Profile and declaration on company's letterhead would be rejected.
- d. Bidder not having turnover of Rs. 20 Lakh during each year in last three financial years and non-submission of CA Certificate.
- e. Certificate on company's letter head that vendor is not blacklisted

19. **Any dispute/ difference arising out or relating to this Tender:** Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the Director of Management Development Institute Gurgaon, whose decision shall be binding and final.

20. Laws of the Republic of India are applicable to this tender.

21. The vendor offering lowest rates in total (As per Financial bid format provided in Annex-IV) would be selected. In exceptional situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

22. 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.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company registered under the Indian Companies Act, 2013 and who have their registered offices in India and preferably 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 20 Lakh 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 type of software to Central Govt./State Govt./PSUs/ Govt. bodies/IITs & IIMs/Reputed Educational Institute in India with at-least 40 licenses	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 foreign language teaching software 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

23. Instructions to Bidders-

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

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

Declaration: -

I/We do hereby confirm that I/We have the necessary authority and approval to submit this bid for procurement of software including 40 licenses (perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish as per the terms & conditions mentioned above and hereby agree and accepts the terms & conditions mentioned above.

Date :-

(Signature)

Place:-

Name of Vendor

Annex-I

(Format-1)

For procurement of software with 40 licenses(perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish

(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 bid for procurement software with 40 licenses(perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish.

Dear Madam,

In response to the NIT for procurement of software with 40 licenses (perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish (<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/ registered under the Indian Companies Act, 2013
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					
<i>S. No</i>	<i>Items</i>	<i>Number of Assignments during last 3 years</i>	<i>Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)</i>	<i>Mention the name of Clients / Organization (Enclosed WO / completion certificates)</i>	<i>Contact Details of clients</i>
1	Experience of assignments of similar nature with atleast 40 licenses				
1.1	Experience in carrying out similar assignments with atleast 40 licenses 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				

Encl: 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 of procurement of 40 licenses for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish

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 bid 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.	Annex-III, requirement of S/W & H/W	Yes <input type="checkbox"/> / No <input type="checkbox"/>
8.	Annex-IV, Financial Bid	Yes <input type="checkbox"/> / No <input type="checkbox"/>
9.	The bid document signed & stamped in each page.	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Annex-II

Scope of Work:-

- The requirement is of a software through which students will learn French, German and Spanish as per instruction from teachers-. The medium of instruction should be English.
- A combined License is required for 40 users accommodating French, German and Spanish(Teacher/students), i.e. one user license can be used for French or German or Spanish one at a time.
- Software required should be service (Software as a Service-SaaS) based solution.

The features that ideally if featured in the software would be preferred, are :-

- Software should be with an Administrator Interface- For better access management of the software.
- Software should be with an Instructor Interface- To assign work to the classes/students and monitoring assignments in progress also can be used to keep track of student's attendance and performance.
- Software should be with a Student Interface- Student use this interface to submit assignments and receiving scores instantly. Some the required features of this module will be-viewing lessons, exercise, instant scoring, assignments, homework etc.
- Software should be with a Management Interface- Administration use this facility to keep tabs on the instructors. teachers and their students efficiently in an incognito mode. Details reports can be generated on attendance of teachers, exam conducted class-wise progress etc.
- Live audio video conferencing.
- Sharing and grouping of assignments
- Graphical representation- voice comparison of student material
- Share teachers screen to the students and share teacher's screen to the students.
- Instructors can integrate their own teaching material in the software in addition to the default teaching material available in the software.

Annex-III

Requirement of Software(including OS) from MDI End :-

i)

ii)

iii)

iv)

Requirement of Hardware from MDI End :-

- i) System requirement both server and client if any.
- ii) Internet bandwidth requirement if any.

Annex-IV
(Financial Bid)

Sealed Quotation for procurement of software with 40 licenses(perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish

Sr. No.	Description	Quantity of Licenses	Unit price in Rs. Exclusive of GST	Combined price in Rs. Exclusive of GST	GST @ %
1.	Software with Licenses (perpetual) for Digital Language Lab of MDI-Gurgaon to learn French, German and Spanish (Teacher/student consoles)	40			
2.	Total price in Rs (Exclusive of GST)				
3.	Total price in Rs (Exclusive of GST) in words				
4.	GST Amount				
5.	Total AMC cost in Rs (Inclusive of GST)				
6.	Total AMC cost in Rs (Inclusive of GST) in words				

Note:

In case of discrepancy in the amount quoted, the amount mentioned in word or which results in lowest payable by MDI will be taken into consideration.

- Delivery Period:days/weeks.
- Quotation Validity Date: - 60 days from the last date of Submission of quotation/tender.

Sign of bidder:-_____

Name of bidder:-_____

Firm's Name: _____

Date :