

INVITATION OF
EXPRESSION OF INTEREST(EOI)
FOR PROCUREMENT
OF
SOFTWARE AS A SERVICE

Purchaser: *Meghalaya State Rural Livelihoods Society (MSRLS)*

Contract title: *Procurement of Virtual Training & Data Management Services*

EOI No: *VTA_001*

Sl #	Description	Date & Time
1	Date of Issue of EOI	14th August 2020
2	Last Date and Time of submission of EOI	31st August 2020 by 3:30 PM

To

Dear Sir/Madam,

**Subject: INVITATION OF EOI FOR VIRTUAL TRAINING & DATA
MANAGEMENT SERVICES**

Meghalaya State Rural Livelihoods Society (MSRLS), the Nodal Agency of Government of Meghalaya for implementing NRLM in the State of Meghalaya, under the Ministry of Rural Development, Government of India, Delhi invites Expression of Interest (EOI) from Software Consultancy Organizations with expertise in Software Development, Customization, Maintenance and User support as per the details given below:

1. You are invited to submit your interests for the following services as mentioned below:

Brief Description of the Service	Delivery Period	Minimum No. of Users	Place for Delivery
Virtual Training Application (VTA) with Data Management Services	Within 15 Days	2000	MSRLS, Shillong

***Detailed Specifications given at Annexure IV**

TERMS & CONDITIONS:

1. **Eligibility:** MSRLS shall short-list only those organizations who fulfil the following criteria:
 - i. The applicant shall be a single entity, registered as a Company, Firm, Limited Liability Partnership, Society or Autonomous Organization or Government Body under respective acts in India.
 - ii. The organization must be registered in India with appropriate tax and other administrative authorities.
 - iii. The organization should have successfully rolled-out at least two projects in the last 2 to 3 years.
 - iv. The organization should have the authority to provide valid license to its users as and when required.
 - v. Should have technically qualified and well-experienced strong in-house resource base on company role.

- vi. The applicant should furnish an undertaking to the effect that the firm has not been black-listed in India.
- vii. Documentary Support for all the above, with copies of documents or purchase orders & letter of contract/agreement from customers for projects rolled-out in the last 2 to 3 years.

1.1 MSRLS shall short-list the organizations, based on evaluation of the EOI submitted by them and shall circulate a detailed RFP (Request for Proposal) among the short listed organizations.

2. Scope of Work: The App requires the following features:

Description	Minimum Requirement
Participants Requirement	<ul style="list-style-type: none"> • Digitally record their participation in the training sessions conducted • Track their own participation • Receive certification for sessions attended • Access (view and/or download) content associated with each session. • Ability to register themselves, Profile maintenance. • Use services even when offline
Admin Requirement	<ul style="list-style-type: none"> • View, manage and organize Training content • Setup the Training Sessions • Provide certification to trainers for each training conducted • Access and monitor data using visual representations • Access and download session participation and content usage data • Authorise and revoke rights to specific individuals for administrative or training tasks
General Requirement	<ul style="list-style-type: none"> • Allow participants and administrators to sign up and use the service without having to maintain the software or infrastructure. • Provide access to participants from other organizations and line department • Provide admin and/or trainer rights to participants from other organizations and line department • Support 2000 or more users simultaneously • Flexibility to purchase additional licenses as needed based on the requirement • Application should be accessible both via Mobile phone and Laptop/Desktop • Application should be user friendly

2.1 The Organization should have technically qualified and well experienced strong in-house resource base and shall provide support for bug fixes, feature enhancements, operational support, application & database backup and assistance to MSRLS.

2.2 The services include:

- i. Access to Software as a Service**
- ii. Bug-Fixes and Software related Problem Resolution**
- iii. New Development and Enhancements if required**
- iv. Training & Technical Support for Program Administration Team**

3. Clarifications & Amendments: If the Purchaser receives any request for clarification of this EOI Document, it will upload its response together with any amendment to this document, on www.msrls.nic.in for information of all Applicants. Applicants should check on the website, for any amendments to the Terms and Conditions and for Award of Shortlisted Applications.

4. Sealing of Envelopes & Submission:

- a) The EOI should be sealed in an envelope super scribing "Expression of Interest – VTA".
- b) This envelope shall be addressed to
**CEO, MSRLS,
Montfort Building, Dhankheti,
Shillong 793001
Meghalaya**
- c) EOI should be submitted on or before 31st August 2020 by 3:30 PM.
- d) MSRLS reserves the right to reject any or all the EOIs without assigning any reasons.

5. Documents to accompany EOI:

The applications shall be complete with the following documents:

1. Letter of Authorization for Authorized Representative.
2. Each page of the EOI document duly seal and signed by the authorized person.
3. Expression of Interest in Form – I
4. Details of experience in development and implementation of Applications in Form-II.
5. Self-declaration in Form –III.
6. Pre-qualification eligibility criteria form along with supporting documents.
7. Any other information you would like to provide.

The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted.

- 6. Place of Delivery of Application:** Meghalaya State Rural Livelihoods Society, Montfort building, 2nd Floor, Dhankheti, Shillong-793001.
- 7. Validity of EOI:** EOI shall remain valid for a period not less than 30 days after the deadline date specified for submission.

8. Evaluation of EOI:

- a) MSRLS shall short list all the eligible consultants who meet the minimum requirement as specified.
- b) After completion of EOI evaluation, the qualified bidders shall be provided with further details of the project in an RFP and through a Pre-bid meeting, to enable them to submit a detailed technical and financial proposal for the services desired in the project.

9. Disclaimer:

MSRLS reserves the right:

- To reject any or all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Society without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

10. Formats for submission:

FORM I

EOI Letter:

To,

**CEO, MSRLS,
Montfort Building, Dhanketi,
Shillong 793001
Meghalaya**

Sub: EOI for short-listing of Consultancy Organizations for Virtual Training & Data Management Services

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest for the work as specified in the scope of work.

S.No	Description	Response
1.	Name of the Consultancy Organization	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. Letter of Authorization for Authorized Representative.
2. Form I should be submitted on the company's letter head duly seal and signed by the authorized person.
3. Details of experience in Form-II.
5. Affidavit or Self Declaration of eligibility in Form- III.
6. Self-Attested copies of Supporting Documents.

I or We hereby declare that my or our EOI is made in good faith and the information contained is true and correct to the best of my or our knowledge and belief.

Thanking you,
Yours faithfully,

(Signature of the Applicant)

Witness by –

Signature:

Name:

Designation:

Seal:

Name :

Address:

Date : _____

Date: _____

Place _____

FORM-II

DETAILS OF EXPERIENCE:

Customer References related to VTA Projects that the applicant has been engaged during the last Three years

SINo	Name & Address of The client	Date of start Of the work	Date of Completion	Website Address	Value of the Project
1					
2					
3					
4					

Note:

Please also note that the copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above.

FORM III

SELF-DECLARATION:

I, _____, S/o Sh. _____, resident of _____, working as _____ in _____, do hereby solemnly declare and affirm as under:

1. That the information and statements in the EOI for development of Virtual Training Application (VTA) for services of the Society, are given by me as I am competent to sign the EOI;
2. That my application shall be excluded from the selection procedure, if it is found by the Society that I was, either before the submission of EOI or after acceptance of my EOI, bankrupt.
3. (The other declarations are to be suitably inserted)
4.
5.

DEPONENT

VERIFICATION:

I, _____ S/o _____, further declare that my above statement is true and complete to the best of my knowledge and nothing has been concealed therein.

DEPONENT

- In response to your call for expression of interest, I or We hereby declare that I or we:
1. Am or are not in any of the situations excluding me or us from participation contracts)
 2. Agree to abide by the highest ethical standards in the profession and, in particular, have no potential conflict of interest;
 3. Will inform the Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
 4. Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my or our exclusion from this or other contracts funded by the Authority.

(Signature of the applicant or of authorized representative with company seal)

We look forward to receiving your applications and thank you for your interest in this project.

Sd/-

Name: Shri Shantanu Sharma,
IAS

Address: Meghalaya State Rural
Livelihoods Society, Montfort
building, 2nd Floor, Dhankheti,
Shillong-793001

Tel. No.: 0364 -2502130

Email: msrls2011@gmail.com