

Management Development Institute -Gurgaon

Eol Ref. No.: MDI/CC/2022-23/Eol/01/Studio

Date: Dec 09, 2022

Sub: **INVITATION OF EXPRESSION OF INTEREST**

1. Digital Infrastructure Department on behalf of Management Development Institute Gurgaon (MDIG) invites expression of Interest from Indian Companies/ Firms for SITC (Supply, Installation, Testing and Commissioning of Digital Studio with 3 year warranty for recording/streaming lectures for Online PGDM Programme and operating it for 3 years.
2. The Eol document containing details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria can be downloaded from MDIG website <https://mdi.ac.in/infrastructure/tenders.html>
3. For further details/ clarifications, if any, please write to ittender@mdi.ac.in
4. Date of Pre-bid meeting is Dec 15, 2022 3:30 PM. Register for the Pre-Bid meeting by expressing intent to join meeting by sending email to ittender@mdi.ac.in latest by Dec 14, 2022 3:00 PM. Meeting details will be shared with all those who register for the meeting.
5. **Last date of submission of Eol** is 30.12.2022 3:30 PM. The hardcopy Eol in a sealed envelope may be submitted to:
Senior Systems Analyst Computer Centre
Management Development Institute
Mehrauli Road, Sukhrali
Gurgaon - 122 007, Haryana (INDIA)
6. Applicants meeting the qualification criteria would be invited for technical presentation before the concerned evaluation committee. Further based on the evaluation, Tender Documents will be subsequently issued to shortlisted applicants only.
7. **Note:** MDIG reserves the right to cancel this request for Eol and /or invite Eol afresh with or without any amendments without liability or any obligation and without assigning any reasons therefor. MDIG also reserves the right to amend/ add further details in the Eol. MDIG also reserves the right to scrap this Eol without assigning any reason.

Sd/- For MDI-Gurgaon
(Senior Systems Analyst)

Section - 1

1.0 Scope of Work

1.1 Objective of Eol

The objective of Eol is to shortlist the companies with proven capabilities for SITC of Digital Studio for Higher Education Institute in India.

1.2 Brief of Scope of Work

The scope of work for SITC of Digital Studio in MDI-Gurgaon Campus shall include site survey, site preparation, solution design, supply of all material, laying / installation, all electrical, all civil works required for & incidental to the project, configuration, testing & certification, integration, commissioning, documentation, project management, supply of spares, warranty and maintenance etc. complete in all respect.

The work includes supply, installation, testing, commissioning and training including studio lightings part/electrical sockets/switches/electric fittings equipment for establishment of State of the Art Studio at MDI Gurgaon on turn-key basis. The bidder is responsible for completeness of the project, in case bidder has not quoted any item/equipment required for completeness of the project, bidder will provide the said item/equipment Free of Cost (FOC).

The following are expected to be part of the turkey project regarding building of the studio:

1. AV Equipment including Camera, Screens etc
2. Studio & Technical Area -Acoustics, Furniture and Aesthetics
3. Studio Lightings
4. Storage Facility for the recorded AVs
5. Airconditioning, UPS and Electric Work incidental to building the Studio
6. SITC Integration material, engineering services and integration with MDI Network
7. Operations manpower Requirement

An indicative scope of work for the selected vendor for setting up and operating the Digital Studio is listed below:

1. Design Phase
2. Supply, installation, Integration, Testing and Commissioning Phase
3. Operation and Maintenance Phase

The applicant may visit proposed studio site at 2nd Floor D-Block Scholars Building at MDI Gurgaon to physically ascertain customized requirements at site before submitting Bills of material required. **The applicant must examine the specifications; conditions etc., inspect the site of work and acquaint himself with all conditions and matters pertaining there to.** The site can be inspected on all working days from Monday to Friday between 10:30 A.M. to 4:30 P.M. Please call 0124-4560281/ 0124-4560327 to fix an appointment prior to visiting the campus for inspection

Section- 2

2.0 Information and Instructions to the Bidder

1. The Applicants are requested to read the EoI document carefully and ensure their eligibility to participate in the EoI process.
2. The Applicant must submit EoI in English language. Corrections/overwriting, if unavoidable, should be signed separately.
3. The Institute reserves the right to accept or reject any EoI or to select the item or to reject the EoI process or EoI wholly or partly without assigning any reason.
4. The Institute reserves the right to scrap the project and tender process without assigning any reason.
5. Incomplete EoI or EoI received after closing date and time are liable to be ignored and rejected.
6. The Institute will not be responsible for non-receipt of EoI within the specified date and time due to any reason including postal delay or holidays.
7. Please ensure that EoI document must be signed and stamped on all pages as a token of acceptance of all the terms and conditions.
8. No EoI would be accepted by E-mail and only hard copies will be accepted.
9. The EoI documents are non-transferable and should be submitted in the exclusive name of the party to whom the final Purchase Order would be issued.
10. Sub-contract is not allowed in this EoI.
11. The EoI should be submitted on company letter head and should be submitted duly signed by the authorized person.
12. EoI once submitted shall not be returned to the tenderer in future.
13. The Institute reserves the right not to disclose names and rates of successful Applicants.
14. The EoI shall be valid for at least 180 Days.
15. MDI may, at its discretion, extend the date for submission and/or opening of the EoI.
16. EoI received after the closing date/time will not be considered.
17. Only those vendors should submit EoI who can satisfy the scope of work (Section-I) and pre-qualification criteria (Section-III) of MDI.
18. Tenderers should note that the work is to be executed under the existing site conditions while submitting their EoI. The applicants may visit the site to get fully acquainted with the site conditions. No compensation/claims in regard to site conditions /constraints /rules and regulations etc shall be entertained.

19. EoI is not a contractual Document-

The EOI Document provides the applicant(s) with information to assist them in participation in this EOI Process. This EOI Document and the EOI process is to shortlist eligible and qualified bidders for exclusive participation in the subsequent procurement process through bidding. Therefore, this EOI process is not a contractual procurement process. Hence, in this EOI process, unlike the subsequent bidding process, no legal obligations for the MDI Gurgaon nor any legal rights for the Applicants shall be created under the Indian Contract Act and related law.

20. Right to Reject any or all Eois

The issue of EoI Document does not imply that MDI Gurgaon is bound to shortlist applicants/ bidders. The MDI Gurgaon reserves its right to accept or reject any / or all

Eols, abandon/ bypass/ cancel the Eol process, and issue another Eol for the same or similar services before shortlisting applicants/ bidders. MDI Gurgaon has no liability to the affected applicants/ bidders or any obligation to inform the affected applicants/ bidders of the grounds of such action(s)

21. This Eol document is not an offer and is issued with no commitment. MDI reserves the right to withdraw this notice inviting Eol 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.

22. Place of Digital Studio construction and Operation:

- Place of Digital Studio Construction shall be Management Development Institute Mehrauli Road, Sukhrali, Gurugram - 122007, INDIA.
- No additional freight or any other charges would be payable towards transportation etc.

Declaration: -

I/We do hereby confirm that I/We have the necessary authority and approval to submit this Eol for building Digital Studio as per the terms & conditions mentioned above and also, hereby, agree and accepts the terms & conditions mentioned in all the clauses above.

Date :-

(Signature)

Place:-

(Name of Authorised Signatory)

(Designation of Authorised Signatory)

(Name of Vendor)

Section- 3

2.0 Bid Rejection Criteria

1. EoI which are not in prescribed format or is not submitted as per stipulations on the EoI document.
2. EoI validity is shorter than the required period of 180 days.
3. EoI deviates from essential requirement stipulated in the document
4. EoI without Profile and declaration on company's letterhead would be rejected.
5. Applicant furnishing wrong and/or misguiding data, statement(s) etc.
6. Bidder not having turnover of Rs. 5 Crore during each year in last three financial years.
7. The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years. Bidders required to submit CA Certificate or any other relevant certificate indicating the turnover for the last 3 consecutive Financial Years (FY 2018-19, 2019-20, 2020-21)
8. Declaration On Non-Judicial Stamp Paper of Rs. 10/- as per format given in Annexure-1.
9. Not submitting copy of GST & PAN registration certificate.
10. The bidder should have an office/response centre in Delhi NCR manned with their own qualified support staff/Engineer with their Customer Care Number. Details & proof of Service facilities for Technical Support on Services be attached.
11. The bidder should have adequate facilities, manpower and staff for installation, testing, commissioning of Digital Studio.
12. Non-Submission of MAF from all proposed OEMs of the hardware/appliances/software installed as part of Digital Studio.
13. An undertaking from the OEMs is required in this regard stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty. The bidder will provide backend support commitment letter from the respective OEMs specific to this EoI for the warranty period as well as the support plan for the additional two years period.
14. Non submission of accepted "Scope of Work"
15. Non submission of Digital Studio Design Document along with Diagram and Bills of Material
16. Not having minimum qualification criteria mentioned in clause-2.1.

2.1 Minimum Required 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.	<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 (office in National Capital Region of Delhi will be preferred)	Copy of Certificate of incorporation or any other relevant documents, brief company profile with copy of GST & PAN.

2.	The firm should be in the business of doing similar digital studio construction and operation since 07 (Seven) years as on 31.03.2022 for OEMs quoted in the bid	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 2018-19, 2019-20, 2020-21)	Attach certificate from CA or any other relevant certificate.
4.	The Bidder should have an annual turnover of Rupees 05 Crore in each of the last 3 consecutive Financial Years (FY 2018-19, 2019-20, 2020-21).	CA certified document with name of CA registration number, signature and stamp or any other relevant certificate.
5.	The bidder should have at completed least three Digital Studio construction projects in Central Govt./ PSU/ Corporate with at least one project Reputed Educational Institute (IIT/ IIM/ NIT) in India within last 5 years	Copy of Work Order / Contract along with Completion Certificate.
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 of recent past if available.	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.	Affidavit on Non-Judicial Stamp Paper as per format in Annexure-1 to be submitted
8.	Support The Vendor shall provide comprehensive Support for all the equipment's listed in their BoM with back-to-back-agreement from the OEM. Letter of Authorization from all such OEMs should be enclosed. The Vendor should be Authorized Service Provider for the OEM. *Kindly ensure that none of the products quoted is declared end of life by the OEM.	Declaration in this regard to be submitted in company letterhead.
9.	The firm/company should be ISO 9001 certified (Maintenance & System Integration). A copy of the certificate must be attached with the bid.	Please attach certificate

Section- 4

2.0 Evaluation Procedure and Selection Criteria

Procedure for Evaluation of Responsive Technical Bids and awarding Technical Score:

- Bidders will be technically qualified based on Information/documents provided and Technical presentation done by the Bidder.
- Only those Technical Bids that are found compliant/suitable after technical evaluation done by MDI will move to next stage of inviting for participation in bidding process and submission of financial bids .

36. Parameters for Technical Evaluation:

S.No.	Description			
1.	Profile of Company & number of years in Business Max Score: 10	2 marks for each year in operation for every year beyond minimum requirement of 7 years of operation in similar lines		
2.	Digital Studio Design Document alongwith Schematic Diagram Max Score: 20	20 Marks		
3.	Value in INR of Digital Studio Project & Installed in any Institute/ University Max Score: 30	Value of project worth 50 Lakh-75 Lakh 05 marks per work order	Value of at least one Project between 75 Lakh & 1 Crore 07 marks per work order	Value of at least one Project greater than 1 Crore 10 marks per work order
	Vendor Response	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
4.	Presentation Total Score: 40			
	Total Technical Score : 100			
Points in S.No. 1, 2 and 3 would be given only on the basis of documents submitted as part of technical bids. The Purchase Order and Completion certificate must be attached to score Points in these categories.				

- Minimum Technical Score required for moving to next stage of bidding process: **60 Points.**
- Presentation is compulsory. In the event of vendor not making presentation, they will be disqualified from participation in the next stage of bidding process.
- MDI decision will be final for the evaluation of Technical Bids and binding on all bidders.

Only the technically qualified Bidders scoring 60 points and above would be eligible for moving to the next stage of bidding process. The technically qualified bidders would need to submit an EMD of Rs. 1,00,000/-(One Lakh) through Demand Draft from any scheduled bank in

favor of Management Development Institute payable at Gurugram, Haryana at the next stage of bidding process.

Section-5

5.0 Guidelines for submitting EoI

a. The bid is to be submitted in the manner prescribed below: -

- Applicant's Expression of Interest as per Format-1.
- Company Profile as per Format-2.
- Experience of the organization as per Format-3.
- Financial strength of the company as per Format-4.
- Proposal as per Format-5.
- Bills of Material clearly specifying the OEMs as Format-6
- The BID document signed & stamped in each page.

b. Attachments

- Copy of GST and PAN
- Copy of Works Order and Completion Certificate in Support of Experience
- CVs of the persons employed with the Organization
- CA Certificate in support of Financial Strength
- Valid Authorization from OEM for all products proposed.
- Affidavit as per Annexure-1
- ISO-9001 certificate

Section-6

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 EoI for SITC of Digital Studio.

Dear Madam,

In response to the EoI for SITC of Digital Studio (published in <https://mdi.ac.in/infrastructure/tenders.html>) we would like to express our interest and hereby submit our EoI in conformity with the said EoI document.

We comply with all eligibility criteria as stipulated in the EoI document and relevant declarations are made. We have understood the complete terms and conditions of this EoI Document. We accept and comply with these terms and conditions without any reservations.

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. The BID document signed & stamped in each page.
5. Affidavit as per Annexure-1
6. Acceptance of Scope of Work as per Section-1
7. Digital Studio Design Document with diagram
8. Bills of Material for the proposed Studio (Format-5)

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.	CIN No.	
3.	Date of Incorporation	
4.	Place of Registration/ Principal Place of Business	
5.	Number of Years in Business	
6.	Company website URL	
7.	Number of employees	
8.	Main areas of business	
9.	Type of Organization Firm/ Company/ registered under the Indian Companies Act, 2013	
10.	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 also please, If No, attach Undertaking in regards to not being blacklisted.	
11.	Complete Postal Address of registered office with telephone no. & E-mail	
12.	Address of offices - in Delhi NCR	
13.	Authorized Contact Person with telephone no. & E-mail ID	
14.	PAN No.	
15.	GSTIN No.	

Enclose: -

1. Copy of Certificate of Incorporation or any other relevant document.
2. Copy of Article of Association in respect of 3 above or any other relevant document.
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 Certificate
Add a row for Each Client
Minimum three required

S. No.	Client Name (Higher Education Institute / University/ Govt. / PSU)	Details of Digital Studio Project	Value of the Project	Client Contact Details (including Phone & Email).	Date (Start Date, End Date)	Completion Certificate Attached
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>
						Yes <input type="checkbox"/> / No <input type="checkbox"/>

Encl: As above.

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

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

FORMAT – 4

Financial Strength of the Organization

S. No	Financial Year	Whether profitable (Yes/NO)	Annual profit Lakhs Rs.)	net (in of	Overall annual turnover (in Lakhs of Rs.)
1	2018-19				
2	2019-20				
3	2020-21				
Note: Please enclose CA 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

Proposal

The applicant shall submit a detailed project plan for the following points:

1. Understanding of the Scope
2. Proposed Solution (end to end solution design)
 - a. Technical features
 - b. System Architecture
 - c. Schematic diagram
 - d. Streaming facility
 - e. Storage
 - f. Network connectivity
 - g. Redundancy & Scalability
3. SLA for Operation
4. Attach CVs of the persons who would be deployed for the Project at MDI Gurgaon.
5. Implementation Plan
6. Risk & Challenges
7. Value Additions from Applicant

Proposal Presentations - The shortlisted applicants based on the pre-qualification criteria shall be invited to make a presentation to the MDI G at a date, time and location notified by the MDI G. The purpose of such presentations would be to allow the applicants to present their technical solution, approach & Methodology & quality to the committee members and other key points in their proposals

Signature of the applicant
Full name of applicant

Stamp & Date

Format-6
Bills of Material

Add rows if required.

S. No.	Item Description	OEM	Quantity	Delivery Timelines	Whether declared End of Life by the OEM (as on date)
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>
					Yes <input type="checkbox"/> / No <input type="checkbox"/>

Signature of the applicant
Full name of applicant

Stamp & Date

(DECLARATION ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

I/we _____ Partner(s)/legal Attorney/ Proprietor(s)/
Accredited Representative(s) of
M/s _____ solemnly declare that:

2. I/we are submitting tender for ----- against Tender Notice
No. _____ dated _____.

3. All information furnished by me/us in respect of fulfillment of eligibility criteria and
information given in this tender is complete, correct and true. All
documents/credentials submitted along with this tender are genuine, true and valid.

4. My/our bid shall remain valid for a period of 180 days from the last date fixed for
the bid submission in accordance with the Bidding Documents and shall be binding
upon us and maybe accepted at any time before the expiry of the period.

5. The EoI submitted by me/us is "WITHOUT ANY CONDITION".

6. If any information or document submitted is found to be false/incorrect, MDI may
cancel my/our Tender and can take any action as deemed fit including termination of
the contract, for forfeiture of all dues including blacklisting of my/our firm and all
partners of the firm etc.

7. I/we also declare that the Government of India or any other Government body has
not issued any show-cause notice or declared us ineligible or blacklisted us on charges
of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses
of serious nature.

8. I/We understand that MDI decision will be final for the evaluation and rejection of
EoI.

9. I/We have gone through all terms & conditions of the EoI documents before
submitting the same and accept the same along with the technical specification and
all other conditions mentioned in the documents; including the condition that MDI is
not bound to accept the lowest bid.

(Signature of the Tenderer with Seal)

Date: