



REQUEST FOR QUOTATIONS

FOR

Meeting Room Management Solution

Dated: **20th February 2020**

Invest India

Room No. 225, 1st Floor Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi 110012

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SECTION 1: TERMS OF REFERENCE

INTRODUCTION

As the national investment promotion and facilitation agency, Invest India focuses on sector-specific investor targeting and development of new partnerships to enable sustainable investments in India. In addition to a core team that focuses on sustainable investments, Invest India also partners with substantial investment promotion agencies and multilateral organizations. Invest India also actively works with several Indian states to build capacity as well as bring in global best practices in investment targeting, promotion and facilitation areas.

Invest India, set up in 2009, is a non-profit venture under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India.

Invest India is seeking to procure Meeting Room Management Solution along with 10 display screens which would help the team manage the allocation of meeting rooms, view existing meetings and available time slots.

Requirement

Invest India will procure the Meeting Room Management Solution with 7 display screens to be installed outside each meeting room. Additional screens may be required as per Invest India's requirement in the future. The following feature/ functions are required from the solution:

- Book a meeting directly on the touch screen panel at the meeting room door.
- Fast and easy booking. User should be able to tell whether a meeting room is available or not by colour indicators on the screen.
- The scheduled meeting should be visible on the display of the meeting room device immediately after the reservation is made.
- Next to the agenda of the meeting, the name, date and time of the meeting and participants should be visible.
- Access to the meeting rooms schedule and booking of meeting rooms to be available on mobile devices as well as laptops to help users' book/ see the meeting rooms schedule and availability.
- Ability to update tablet software for central portal. Restart / Shutdown / Monitor device from central panel.
- Cloud Based Solution, Unlimited number of users.
- Role based administrative / user privilege customization.
- 8-10" Touch Screen with inbuilt battery backup. Custom Enclosure to mount the screen on glass door.
- Ability add additional displays in the future.

ELIGIBILITY CRITERIA

Sr. No.	Criteria	Documentary evidence
1.	The Firm/Agency should be a registered entity and must have been in operation for a minimum period of 5 years as on 31st March 2019 with at least 3 years' experience in providing services in Meeting Room Management Solution.	<ol style="list-style-type: none">1. Certificate of Incorporation/Registration2. Pan Card3. Service Tax Registration4. Certificate of CA for a minimum 5 years of operation with at least 3 years' experience in providing services.
2.	The Firm/Agency should be a highly reputable agency with a minimum cumulative turnover of INR 50 Lakhs during the last financial year and INR 2 Crore in the last 3 financial years.	Certificate of CA to be submitted
3.	The Firm/Agency shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/agencies/ministries or PSUs and should not have been blacklisted at the time of submission of bid.	Self-certification on company's letterhead signed by an authorized representative.
4.	The Firm / Agency should have a full-fledged establishment within India and an office with a dedicated team in Delhi/NCR. In case, the agency, presently has no office in Delhi/NCR, it must provide a dedicated team based in Delhi to service the account of Invest India within 30 days from the date of award of contract.	An undertaking to this effect and clearly indicating details of the team members who will work on Invest India's account, should be submitted on the agency's letterhead, duly stamped and signed by the authorized representative of the agency
5.	Deployed 3 or more similar digital signage projects with more than 50 active screens	Declaration and work order to be provided on company letter head signed by authorised representative.

SUBMISSION PROCESS

The original quotations shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who signed the quotations must initial such corrections. The signed Financial Quotations shall be marked "ORIGINAL".

The Financial Quotations shall be submitted to following in a sealed envelope titled – "Financial Quotation by <company name>" for "Meeting Room Management Solution"

Kunal Oberoi
Invest India
Vigyan Bhavan Annexe,
Maulana Azad Road,
New Delhi - 110011

Last date to submit quotations – **2nd March 2020 by 11:00AM**

For any query you can write us on kunal.oberoi@investindia.org.in

AWARD OF CONTRACT

Sealed **Financial Quotations will be opened on 2nd March 2020 at 12:00 PM. Representative from bidder is mandatory to be present for opening of Financial Quotations.**

Post financial evaluation, the bidder with lowest quote who meets the eligibility criteria, will be awarded the contract to provide the Meeting Room Management Solution.

SECTION 2: FINANCIAL QUOTE SUBMISSION & EVALUATION

FINANCIAL QUOTE FORMAT

(On Bidder's Letter Head)

Software Features	Attach a separate sheet with sign and stamp in case this space is insufficient or in case attaching presentation
Screen/Display Specification	
Per Screen Cost	
No of users that can be added	
Additional cost per user if added to the system	
Accessories (if any)	
Total Cost	INR XXX,XXX

Authorized Signature

Name & Title of Signatory

Name of the Firm:

Address:

E-mail

Telephone

Fax

(Name and seal of the Applicant/Member in Charge)

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Break-up of costs for each of the items of work listed in the Specification Sheet (Device, Warranty, ADP, Accessories(s)) are to be submitted on a separate sheet of paper. Such break-up of individual costs will, however, **not** be considered for financial evaluation.

**The bidder shall quote the bid price exclusive of any taxes. Taxes as applicable will be paid on actuals.**

**Annexure - 1**

**Declaration of ineligibility for corrupt or fraudulent practices**

**To be submitted on company letter head**

**Subject: - Declaration of ineligibility for corrupt or fraudulent practices.**

Sir,

This has reference to Invest India's RFQ No.....dated ..... for selection of service provider for Meeting Room Management Solution.

In this context, I/We, as a representative(s) of company, declare that presently our Company/firm has an unblemished record and is not declared ineligible for corrupt & fraudulent practices, is not blacklisted either indefinitely or for a particular period of time, nor has had work withdrawn, by any State/ Central Government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: .....

Authorised Signatory: .....

Seal:

Date:

End of Document.