

ODISHA STATE OPEN UNIVERSITY
G.M. UNIVERSITY CAMPUS, BUDHARAJA, SAMBALPUR, 768004
Contact: 0663-2521-600/700, Mail: office@osou.ac.in

No. - OSOU/2018-19/ 98

Date – 19.01.2019

Expression of Interest (EOI)

for

LEARNING MANAGEMENT SYSTEM

**Odisha State Open University
Invites response from
LMS Software Vendors**

**The last date for submission of application is
(Dt.09.02.2019, 3:00 PM)**


19-1-19
REGISTRAR
Odisha State Open University
SAMBALPUR

Disclaimer:

The information contained in this EOI document or information provided subsequently to vendor(s) or applicants whether verbally or in documentary form by or on behalf of Odisha State Open University (OSOU), is provided to the vendor(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

This EOI document is not an agreement and is not an offer or invitation by OSOU to any parties other than the applicants who are qualified to submit the bids ('vendors'). The purpose of this EOI is to provide the vendor(s) with information to assist in the formulation of their proposals. This EOI does not claim to contain all the information each vendor may require. Each vendor should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI and where necessary obtain independent advice. OSOU makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI. OSOU may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.


19-1-19
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Schedules and Contact Information:

Name of the organization	Odisha State Open University
Date of issue	Dt.19.01.2019
Last date for submission of queries seeking clarification	Dt.02.02.2019
Date of Pre-bid meeting	Dt.02.02.2019, 03.00PM
Last Date and Time for submission of proposals in response to this Request for EOI	Dt.09.02.2019, 03.00PM
Date and Time of Opening of Proposals	Dt.09.02.2019, 04.00PM
Venue for pre-bid meeting/Opening of proposals	OSOU, Headquarters, Sambalpur
Contact person	Registrar, Odisha State Open University, Sambalpur
Email ID	registrar@osou.ac.in

Note:

Any Addenda / Corrigenda / Extension of dates / Clarifications / Responses to bidders' queries in respect of this EOI shall only be posted on our website <https://osou.ac.in> and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep them updated in this connection.


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1. Purpose

Odisha State Open University (OSOU) invites response to EOI from reputed Software Vendors /Authorized Partners (hereinafter referred to as 'vendors') who can provide a readymade Learning Management System (LMS) to provide training to the students of the University. The LMS software offered may have to be customized to meet OSOU's specific requirements.

The vendors are requested to submit the response to EOI, all the required documents, and a copy of the EOI document for having noted the contents and testifying conformance to the terms and conditions set out therein. All the pages should have a company seal and signature.

The response to EOI is required to be in a sealed cover superscripted as 'Proposal for Learning Management System' as per the formats prescribed and submitted on or before the last date of submission indicated herein below. If the bid is sent through post / courier, the vendor should ensure that the Bid documents are received at OSOU Headquarters before the scheduled date and time.

The authority at its discretion may issue the RFP to the short-listed vendors from EOI responses or go in for an open RFP at the time of procurement. OSOU's decision in this regard will be final.

2. Scope of the Solution

OSOU proposes to acquire a solution which would provide a readymade Learning Management System (LMS) (preferably Moodle based) to provide teaching and learning pedagogy in the University. The LMS software offered may have to be customized to meet OSOU's specific requirements. The solution should have the following broad features:

1. Assessment of learner's engagement
2. System Notifications / Messaging
3. Track Learner's Progress
4. Feedback / Survey
5. Reports/MIS Preparation
6. Flexible Testing & Assessment
7. Course Certification
8. Students Discussion Forum
9. Dedicated Mobile Application (Android based App)
10. The web portal must be responsive (For web and mobile device)
11. Course Editing Tools
12. Provision of e-commerce (Payment Gateway)
13. Multilingual Support (preferably English, Hindi and Odia)
14. Technical Support document (Help file for smooth navigation)


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3. Eligibility Criteria:

- i. The bidder shall be a company in India registered under the Companies Act 1956/2013 or a registered Partnership firm. The Bidder should be operating in India for last three years as on December 31st, 2018.
- ii. The bidder should have experience in implementing LMS service for reputed Academic Institution of India.
- iii. Bidder should have experience in training and orienting the teachers with the learning management system.
- iv. The bidder should have experience in working with any Govt. University in India in the fields of e-Learning.
- v. The bidder should have experience in developing learning analytics and implementing Artificial Intelligence in LMS.
- vi. The bidder should not have been blacklisted by any Government body/PSB/PSU during the last three years.
- vii. The bidder should demonstrate the functionalities of the LMS software proposed by them to the satisfaction of OSOU's evaluation team. The desired broad features of the LMS are as under:
 1. User Admin Module
 2. Learning module for different Courses
 3. Assessment of learner's engagement
 4. System notifications/ Messaging.
 5. Track Learner's Progress
 6. Feedback/ Survey
 7. Reports/MIS Preparation
 8. Flexible Testing & Assessment
 9. Course Certification
 10. Students Discussion Forum
 11. Dedicated Mobile Application (Android based App)
 12. The web portal must be responsive (For web and mobile device)
 13. Course Editing Tools
 14. Provision of e-commerce (Payment Gateway)
 15. Multilingual Support(preferably English, Hindi and Odia)
 16. Technical Support document (Help file for smooth navigation)

Any queries in this connection may be sent to:

Contact Person:	Registrar, Odisha State Open University, Sambalpur
Email ID:	registrar@osou.ac.in

Last date for submission of Queries on the EOI: Dt.02.02.2019

Last date and time for Submission of proposals: Dt.09.02.2019, 3:00pm

Interested bidders may submit their proposals to:

**The Registrar,
Odisha State Open University, G.M. University Campus,
Budharaja, Sambalpur, 768004**

Documents to be submitted:

Sl. No.	Particulars	Documentary proof details
1	Name and Address of the Company With Telephone Nos., Fax, E-mail and website	
2	Date of Incorporation (with documentary evidence - attach the certificate of incorporation)	Certificate of Incorporation
3	The bidder should not have been blacklisted by any Govt. bodies / PSB / PSU during the last three years	Self-Declaration signed by the authorized signatory
4	Turn over for last three financial years (for information) (Bidders and or Business Partner) for 2015-16, 2016-17, 2017-18	Annual Reports /accounts to be submitted(audited)
5	Net Profit for the last three financial years (for information) (Bidders and or Business Partner) - for 2015-16, 2016-17 and 2017-18	Annual Reports /accounts to be submitted(audited)
6	Bidder's PAN NO (attach documentary evidence)	Attach a copy of the certificate
7	The bidder should have implemented their LMS software in at least 2 (two) institutions during the last two years.	Submit POs and Performance certification by the concerned Institution. Reference for each of the projects has to be given and should contain the following information- Name of institution, individual/s to contact, phone number and address.
8	Experience on creating awareness/training the teachers on Module based LMS.	Submit any invitation/ appreciation letter from Govt. University in reference to conducting a workshop on LMS awareness.
9	Experience on working with Govt. University on the field of eLearning or relevant.	Submit the Work Order for conducting the task from the organization.


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5. General Terms and Conditions:

Following terms are used in the document interchangeably to mean:

Bidder/Respondent - signify those who submit the response to the EOI Proposal/Bid - signify the documents submitted in response to this EOI.

Timely Submission: Bidders are solely responsible for timely delivery of the EOI proposals to the location as mentioned above, set forth herein prior to the stated Proposals Submission due date and are solely responsible for delays in the receipt, including but not limited to third party carriers. Proposals not received on or before the last date and time of submission will not be considered.

Opening of Proposal: Proposals will be opened in front of vendor's representatives (if present). OSOU reserves the right at any time to postpone or cancel a scheduled bid opening. The bids will be opened at the address mentioned above.

Deductions (GST & TDS) and other taxes shall be deducted as per the Government guidelines.

Use & Release of Vendor Submissions: OSOU is not liable for any cost incurred by the Vendor in the preparation and production of any Proposal, the preparation or execution of any benchmark demonstrations, simulation or laboratory service or for any work performed prior to the execution of a formal contract. All materials submitted will become the property of OSOU and may be returned at its sole discretion. The content of each Vendor's Proposal will be held in strict confidence during the evaluation process, and details of any Proposals will not be discussed outside the evaluation process.

OSOU reserves its right to evaluate/shortlist/accept/reject/eliminate any vendor at any stage without assigning any reasons and it is at the sole discretion of the University to provide any reason thereof to the vendor. The Competent Authority shall have the rights to alter, modify or delete any terms or conditions before Finalization of the Proposal.

Validity Period of Proposals: The proposals submitted will be valid for a period of one year from the date of submission. OSOU reserves the right to shorten or extend the validity period.

Award of Work: Proposal submission does not guarantee any commitment by OSOU to award work.

Note:

Any Addenda / Corrigenda / Extension of dates / Clarifications / Responses to bidders' queries in respect of this EOI shall only be posted on our website <http://osou.ac.in> and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep them updated in this connection.

Submission of Proposal: The bidder will be allowed to bid in Indian Rupees only. The quoted amount should include GST and other charges if any. No additional cost will be entertained at later on stage.

Documents: The bidder must have valid **GST Registration Certificate, Latest GST Return, PAN and Latest Income Tax Return Certificate (ITR).**


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EMD: The bidder has to submit an EMD (Earnest Money Deposit) amounting to **Rs.50,000/-** (Rupees Fifty Thousand only) (Refundable) in shape of Demand Draft from a scheduled bank drawn in favour of **Odisha State Open University, Payable at Sambalpur** failing which the Tender shall be summarily rejected.

EMD: The EMD will be returned without any interest to the unsuccessful bidders within 30 days from the date of evaluation of Tender. EMD for successful bidder shall be returned without any interest after submission of Performance Security. If any firm withdraws/alters his submitted Tender after Due Date, the EMD shall be forfeited.

****The bidder may please note that the tender once submitted will not be altered after the expiry of the deadline for receipt of tender till the date of validity of proposals and if they do so, their EMD will be forfeited.**

Cost of Tender: A sum of **Rs.1000/- (Rupees One thousand only)** shall be deposited by the intending bidders in the shape of Demand Draft from a scheduled bank in favour of **Odisha State Open University, payable at Sambalpur** as the cost of tender paper which is non-refundable.

Performance Security: Security deposit of **5%** (Refundable) of the successful bidder to be deposited in shape of Bank draft from a scheduled bank within 30 days of placement of supply order which should be valid up to one year. The security deposit amount will be forfeited if the work is not satisfactory during the period. The Performance Security shall be refunded to the supplier without any interest.

****If a firm which is awarded the contract violates any of the terms and conditions, it shall be blacklisted and its EMD shall be forfeited.**

Resolution of Dispute: Any dispute arising out of transaction shall be subject to the jurisdiction of Sambalpur Court.

Submission of Proposal: The Proposal shall be submitted by hand/Post addressed to **“The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur - 768004”**.

Bid Documents: The bidder should sign each page of bid document with the seal as a token of acceptance of all terms & conditions of the bid documents.


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FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To
The Registrar,
Odisha State Open University, Sambalpur

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

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

FORMAT – 2

Sl. no.	Organizational Contact Details	
1	Name of Organization	
2	Main areas of business	
3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/2013, the Partnership Act, 1932	
4	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5	Address of registered office with telephone no. & fax, Email ID	
6	Address of offices in Odisha, All other State/UT's	
7	Contact Person with telephone no. & e-mail ID	
<p>Signature of the applicant/Authorized Signatory Full name of the applicant Stamp & Date</p>		

Format 3:

Experience in related fields				
Sl. No.	Particulars	Number of assignments during the last financial year	Order Value of each assignment in Lakhs of Rs. (Enclose a copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)
1	Experience of deploying LMS			
2	Experience in carrying out awareness/training Programmes on a module			
3	Experience in working with Govt. Universities in similar fields			

The decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Signature of the applicant
Full name of applicant
Stamp & Date

Format 4:

Financial strength of the organization					
Sl. No.	Financial Year	Whether profitable (Yes or No)	Annual net profit (in Rs.)	Overall annual turnover (in Rs.)	Tangible net worth
1	2015-16				
2	2016-17				
3	2017-18				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant / Authorized Signatory
Full name of applicant
Stamp & Date

Format 5:

Declaration

We hereby confirm that we are interested in competing for the proposal for providing a readymade LMS platform and to undertake the task to provide training to the officers of Odisha State Open University for effective use of the LMS platform.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature
Name and Designation
Date of Signature
Stamp & Date

Note: The declaration is to be furnished on the letterhead of the organization.