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
1. This Request for Quotations (RfQ) document is neither an agreement nor an offer by Invest India (hereinafter referred to as INVEST INDIA) to the prospective Applicants or any other person. The purpose of this RfQ is to provide information to the interested parties that may be useful to them in the formulation of their proposal to this RfQ.

2. INVEST INDIA does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RfQ document and it is not possible for INVEST INDIA to consider particular needs of each party who reads or uses this document. RfQ includes statements which reflect various assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RfQ document and obtain independent advice from appropriate sources.

3. INVEST INDIA will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RfQ document, any matter deemed to form part of this RfQ document, the award of the Assignment, the information and any other information supplied by or on behalf of INVEST INDIA or their employees, any Consulting Agency or otherwise arising in any way from the selection process for the Assignment. INVEST INDIA will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon any statements contained in this RfQ.

4. INVEST INDIA will not be responsible for any delay in receiving the proposals. The issue of this RfQ does not imply that INVEST INDIA is bound to select an Applicant or to appoint Selected Applicant, as the case may be, for the services and INVEST INDIA reserves the right to accept/reject any or all of proposals submitted in response to RfQ document at any stage without assigning any reasons whatsoever. INVEST INDIA also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted RfQ Application.

5. The information given is not exhaustive on account of statutory requirements and should not be regarded as complete or authoritative statement of law. INVEST INDIA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

6. INVEST INDIA reserves the right to change/ modify/ amend/ cancel any or all provisions of this RfQ document. Such revisions to the RfQ / amended RfQ will be made available on the website of INVEST INDIA or Startup India website.
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.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Documentary evidence</th>
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</table>
| 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. | 1. Certificate of Incorporation/Registration  
2. Pan Card  
3. Service Tax Registration  
4. 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)

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

Authorized Signature

Name & Title of Signatory
Name of the Firm:
Address:
E-mail
Telephone
Fax
(Name and seal of the Applicant/Member in Charge)

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.