



**MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY (MSSDS)  
SHILLONG**

**INVITATION FOR  
EXPRESSION OF INTEREST (EOI)  
FOR THE PROCUREMENT OF  
SOFTWARE DEVELOPMENT AND DATA MANAGEMENT CONSULTANT**

**Purchaser/Client :** *Meghalaya State Skill Development Society (MSSDS)*

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

**EOI Ref No :** MSSDS/367/VIRTUAL-T/A/2021.

<b>Activity</b>	<b>Schedule</b>
Publishing of EOI on the portal	<b>May 26<sup>th</sup>, 2021</b> <a href="https://mssds.nic.in">https://mssds.nic.in</a>
Last date of receiving EOI	<b>4:00 PM, June 15<sup>th</sup>, 2021</b>
Queries can be emailed citing the EOI Ref No as subject	<b>ceomssds21@gmail.com</b>
Address for communication and submission of EOI	<b>CEO, MSSDS, Room 329, Planning Department, Main Building Secretariat, Shillong - 793001 Meghalaya, India</b>

**EXPRESSION OF INTEREST (EOI)  
FOR THE PROCUREMENT OF  
SOFTWARE DEVELOPMENT AND DATA MANAGEMENT CONSULTANT**

Meghalaya State Skills Development Society (MSSDS), the Nodal Agency of Government of Meghalaya for implementing PMKVY 3.0 and OSOT in the State of Meghalaya, invites Expression of Interest (EOI) from Software Consultancy Organizations with expertise in Software Development, Dashboard, Online-registry of skilling initiatives and Customization of the curriculum, Maintenance and User support as per the details given below:

<b>Title of the service</b>	<b>Delivery period</b>	<b>Minimum no. of Users</b>	<b>Place of delivery</b>
Virtual Training Application (VTA) with Data Management Services	Within 15 Days	10,000	MSSDS, Shillong

*Note: Detailed Specifications given at Section 2. Scope of work*

**1. TERMS & CONDITIONS:**

**1.1 Eligibility:** MSSDS shall short-list only those organizations which fulfil the following criteria:

- a) 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.
- b) The organization must be registered in India with appropriate tax and other administrative authorities.
- c) The organization should have successfully rolled-out at least two similar projects in the last 2 or 3 years.
- d) The organization should have the authority to provide valid license to its users as and when required.
- e) Should have technically qualified and well-experienced strong in-house resource base on company role.
- f) The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.
- g) Documentary Support for all the above, with copies of documents or purchase orders & letter of contract/agreement from customers for projects in the similar field rolled-out in the last 2 to 3 years.

**1.2** MSSDS 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.

**1.3 Scope of Work:**

<b>Description</b>	<b>Requirements</b>
<b>1. Participant/User requirement</b>	<ol style="list-style-type: none"> <li>a) Digitally record their participation in the training sessions conducted</li> <li>b) Track their own participation</li> <li>c) Receive certification for sessions attended</li> <li>d) Access (view and/or download) content associated with each session.</li> <li>e) Ability to self-register and profile management</li> <li>f) Use services even when offline</li> </ol>

<b>2. Admin requirements</b>	<ul style="list-style-type: none"> <li>a) View, manage and organize Training content setup the Training Sessions</li> <li>b) Provide certification to trainers for each training conducted</li> <li>c) Access and monitor data using visual</li> <li>d) representations</li> <li>e) Access and download session participation and content usage data</li> <li>f) Authorise and revoke rights to specific individuals for administrative or training tasks</li> </ul>
<b>3. General requirements</b>	<ul style="list-style-type: none"> <li>a) Allow participants and administrators to sign up and use the service without having to maintain the software or infrastructure.</li> <li>b) Provide access to participants from other</li> <li>c) organizations and line department</li> <li>d) Provide admin and/or trainer rights to participants from other organizations and line department</li> <li>e) Support 10,000 or more users simultaneously</li> <li>f) Flexibility to purchase additional licenses as needed based on the requirement</li> <li>g) Application should be accessible both via Mobile phone and Laptop/Desktop</li> <li>h) Application should be user friendly</li> </ul>
<b>4. Service requirements</b>	<ul style="list-style-type: none"> <li>a) Access to Software as a Service</li> <li>b) Bug-Fixes and Software related Problem Resolution</li> <li>c) New Development and Enhancements if required</li> <li>d) Training &amp; Technical Support for Program Administration Team.</li> </ul>

**3. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this EOI Document, the response with any amendment to this document shall be posted on the website <https://mssds.nic.in> for information of all Applicants. Applicants should visit the website, for any amendments to the Terms and Conditions and for Award of Shortlisted Applications.

**4. Sealing of Envelopes & Submission:**

- a) EOI should be submitted (duly signed on all the pages) to  
**CEO, MSSDS, Room 329, Planning Department, Main Building  
Secretariat, Shillong – 793001, Meghalaya, India**  
with the subject: EOI\_VTA\_MSSDS\_2021.
- b) EOI should be submitted on or before **June 15<sup>th</sup>, 2021 by 4:00 PM.**
- c) MSSDS 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:

- a) Letter of Authorization for Authorized Representative.
- b) Each page of the EOI document duly seal and signed by the authorized person.
- c) Expression of Interest in Form - I (Annexure - 1)
- d) Details of experience in development and implementation of Applications in Form-II (Annexure - 2)
- e) Self-declaration in Form – III (Annexure – 3)
- f) Pre-qualification eligibility criteria form along with supporting documents.
- g) In addition, the applicant, 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 and budget proposal.

**6. Validity of EOI:** EOI shall remain valid for a period not less than 30 days after the deadline date specified for submission.

**7. Evaluation of EOI**

- a) MSSDS shall short list only the eligible consultants who meet the minimum requirement as specified in this document.
- 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:**

MSSDS reserves the right:

- a) To reject any or all applications without assigning any reasons thereof.
- b) 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.
- c) To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

**Sd/-**

Dr. D. Vijay Kumar, IAS  
CEO, MSSDS

**(ANNEXURE – 1)**

**FORM - I**

**EOI Letter:**

To,

**CEO, MSSDS,  
Room 329, Planning Department,  
Main Building Secretariat,  
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.

<b>Sl. No</b>	<b>Description</b>	<b>Response</b>
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,

Witness by – Signature:

(Signature of the Applicant)

Name:

Designation: Name :

Seal: Address:

Date : \_\_\_\_\_

Date: \_\_\_\_\_

Place \_\_\_\_\_

**(ANNEXURE – 2)**

**FORM - II**

**DETAILS OF EXPERIENCE:**

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

Sl. No	Name & Address of The client	Date of commencing of the work	Date of Completion	Website	Value of the Project (In Rs)
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.*

**(ANNEXURE – 3)**

**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)