

INVITATION FOR ‘EXPRESSION OF INTEREST (EOI)’

INVITATION FOR SELECTION OF AGENCIES TO CREATE EDUCATIONAL VIDEOS WITH DIFFERENT INTERACTIVE MULTIMEDIA AND OTHER TEACHING AIDS TO MAKE LEARNING MORE ACCESSIBLE FOR DIFFERENT ACADEMIC PROGRAMS OFFERED BY THE UNIVERSITY



Madhya Pradesh Bhoj (Open) University, Bhopal

Issued by

Madhya Pradesh Bhoj (Open) University, Bhopal
Kolar Road, Bhopal-462016, M.P., India

Disclaimer

Subsequently provided and/or clarified, all information in this document is in good interest and faith. It is not an agreement, offer, or an invitation to enter into an agreement of any kind with any party. MPBOU, Bhopal reserves the right to cancel this document and/or invite proposals with or without amendments in this document without liability or any obligation for such document and without assigning any reason afresh. MPBOU, Bhopal reserves the right to take the final decision regarding the award of the contract.

Submission of the proposal under EOI mode does not guarantee evaluation or allocation of work. Under no circumstances will the MPBOU, Bhopal be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting from or arising directly or indirectly by application or non-application to this EOI.

1	Document ID	
2	Release Date	November 1, 2021
3	Selection Method	<p>2 Stage Selection</p> <p>1. Pre-Qualification - Meeting minimum eligibility criteria as per pre-qualification evaluation matrix outlined in the ‘Expression of Interest (EOI)’</p> <p>2. Technical and Financial Evaluation - Tender will be awarded to the pre-qualified Bidder from those shortlisted in the EOI stage through an RFP.</p> <p>The Bidder with the highest composite score based on the QCBS Evaluation Method (70:30) participating in RFP will be awarded the contract.</p>
4	EOI Issued by	Registrar, Madhya Pradesh Bhoj (Open) University, Bhopal
5	Accessibility of EOI	EOI can be downloaded from http://mpbou.edu.in/
6	Last Date for EOI Submission	Proposals must be submitted on or before November 30, 2021 up to 5 PM

Pre-qualification Criteria and Evaluation Matrix

The criteria prescribed in the table below as the Pre-Qualification Criteria/ Evaluation Matrix for bidders interested in undertaking the project shall be applicable. The Bidder shall fulfill all the following preconditions and submit adequate documentary evidence to fulfill these conditions while submitting the EOI response. Claims without documentary evidence will not be considered.

Besides the mandatory criteria, specific evaluative criteria have been defined basis which each Bidder EOI shall be evaluated and ranked in order of highest to lowest. In the case of more than **eight eligible EOI responses**, only the top 6 basis marks obtained in the evaluation matrix shall be shortlisted.

	Requirement	Specifications	Documentary Evidences with EOI	Marks Allocation
1	Legal Entity	<p>The bidder must be an Indian firm/agency/organization and must be legally registered under appropriate authority in India.</p> <p>The firm must be registered under GST Act 2017.</p>	<p>1. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA)</p> <p>2. GST Registration Copy</p> <p>3. PAN Card copy</p>	Mandatory

2	Turnover	The bidder should have minimum annual average turnover of INR Fifty (50) lakhs exclusively from e-learning/digital learning development and related work during the last three financial years (i.e. 2020-21, 2019-20 and 2018-19).	1. Certificate from the CA (refer Section 7, Form- A for submission formats) 2. Copies of audited balance sheet, profit & loss accounts for last three consecutive financial years (i.e. 2020-21, 2019-20 and 2018-19)	Mandatory
3	Financial Strength	Bidder should have positive Net Worth for the last three financial years (i.e. 2020-21, 2019-20 and 2018-19).	Certificate from the Chartered Accountant for Positive Net Worth	Mandatory
4	Infrastructure	The bidder should have registered office in India.	1. Registration Certificate of the registered office from authorities or relevant Govt. department 2. Organizational Contact Details of the applicant	Mandatory
5	Non-Blacklisting	The Bidder should not be blacklisted by any law and order agency, with any of the Government (Central or State), PSU or Public Private Partnership (PPP).	Self-Declaration Letter duly signed by authorized signatory on company letter head and notarized as per format given in this EOI	Mandatory
6	Employees	Bidder should possess the requisite human resource capabilities	Letter from HR head mentioning the total number of employees (Regular/Contractual) along with names of employees	10 Marks (Qualitative Assessment of CV's)
7	Experience Overall	The bidder must have minimum 2 years of experience in making Video, Concept Creation Visual Storyboard, Artwork Voiceover for English, Hindi, Location shoot direction including interviews, DOP, Camera Equipment, Lighting, Motion graphics, VFX Film editing, Free Stock Footage, Images if any.	1. Experience certificate/ letter from engaging body/ Contract Document clearly indicating total experience in years 2. Summary of assignments listed shall be provided in enclosed format along with supporting documents	20 Marks
8	In-house production facilities	The agency must have in-house production facilities for production and editing of contents in all forms including video in high definitions, research based technical content etc.	Sample in CD/DVD/USB Drive of earlier work	5 Marks
9	Experience in development of videos	Bidder should have capabilities to develop any kind of videos (Shoot based,	Sample in CD/DVD/USB Drive of earlier work	5 Marks

		2D animation, 3D animation, stock images/videos based etc.) with voice along with music including but not limited to original music; for various requirements applicable to product ads, tutorials, launch videos, occasion based videos, digital content video, etc. depending on the need and requirement raised by the Bank. Marks will be given on criteria like Storyline Graphics/voice over/Music/Presentation and Overall Impact		
10	Experience of working with government organizations	The bidder should have minimum 2 years of relevant experience with Government organizations.	Declaration by Authorized Signatory along with the Work order showing the date of award along with current contact details of the client	5 Marks
11	Certification	ISO or CMMI Certification relevant to the assignment	Copy of such certificates clearly indicating the validity	5 Marks
<i>It is mandatory for the firm to meets all the pre-qualification criteria as listed above. If any of the criteria is not met, then in that case the applicant firm shall be declared ineligible for the assignment.</i>				