



MAHATMA GANDHI UNIVERSITY, KERALA

No.175080/COE 1-1/2022/COE 1

Dated: 01.12.2022

**NOTIFICATION**

**CENTRE FOR ONLINE EDUCATION**

Priyadarsini Hills P.O., Kottayam-686560 website - [www.mguonline.ac](http://www.mguonline.ac)

Email - [mguonline@mgu.ac.in](mailto:mguonline@mgu.ac.in), Phone: 9778429536, 9778429538

**INVITATION FOR EXPRESSION OF INTEREST FROM ELIGIBLE SERVICE PROVIDERS/FIRMS  
FOR E-LEARNING CONTENTS**

Mahatma Gandhi University – Kottayam invites proposals from experienced and eligible entities (hereinafter referred to as "Bidder" ) to participate in the competitive bidding for providing **e-content** to Centre for Online Education. The "**Expression of Interest**" document is now being issued to enable bidders to submit their responses to the University. The Bidder who is interested in participating in this **Expression of Interest** must fulfill the eligibility criteria mentioned in the document, please visit University's website [www.mgu.ac.in](http://www.mgu.ac.in) , and should also be in a position to comply the technical specification. The Expression of Interest document is neither an offer letter nor a legal contract but an invitation for offers / responses. No contractual obligation on the part of the University whatsoever shall arise from the Expression of Interest process unless and until a formal contract is signed and executed by duly authorised officers of the University and the bidder. Apart from the above, the bidder must also agree to all our terms and conditions mentioned in the **Expression of Interest**. The University may not accept any deviations from the terms and conditions specified in the tender. Deviations could result in disqualification of the offer made by the vendor at the discretion of the University. Further, the University reserves the right to cancel the Expression of Interest at any point of time. All responses to this Expression of Interest will become the property of the University. **Expression of interest in the prescribed format, visit [www.mgu.ac.in](http://www.mgu.ac.in) ,should reach the office of the u/s within 5 days from the date of publication of this notice.**

The University further reserves the right to accept or reject the total proposal or part thereof based on its own evaluation of the offers received, or on the basis of stability, capabilities, track records, reputation among users and other similar credentials of the bidder. When the university makes any such rejection, the university will not be bound to give any reason and /or justification in this regard to the bidder. All offers of the bidders shall be unconditional and once accepted whether with or without modifications by the University shall be binding between the University and such Bidder. The section headings or any other headings do not have any contractual sequence and the submission of responses to Expression of Interest should be based on total understanding of the document.

## **Scope of the Work**

### **1. For Self Learning Material/ E-Learning Material**

- i) Development of Content in Printable and Digitized mode for PG program for the Centre for Online Education, Mahatma Gandhi University. The content should be in a licensed format and accessed through E – reader Software.
- ii) University invites proposals only from experienced bidders who have handled such projects earlier and have the necessary content and other components ready.
- iii) The content shall be in English.
- iv) Content shall be unit based, each unit will comprise of approximately 20,000 words and will have approximately 40-50 pages.
- v) Each unit should have Objectives, Introduction, Chapter wise content, Check your progress, Critic, Let us sum up, Key words, Questions for Review and suggested reading/s, etc., as desired for Self Learning Material.
- vi) The complete unit wise syllabus shall be provided to the eligible bidder post signing of the contract.

### **Implementation Schedule**

The project must be implemented and launched in 8 weeks time from the date of signing the contract ensuring that the system will be operational before the next admission cycle commences. Consequently, the University invites proposals only from experienced bidders who have implemented such projects earlier and have the necessary software, content and other components ready.

### **Terms and Conditions**

#### **A. General Terms and Conditions**

1. The bidder must be a registered company under the company act with a turn over of Rs. 200 crores . The firm should have acquired ISO : 27001 certification as per Information Security Management Systems (ISMS) standards.
2. The Bidder should have acquired ISO : 9001 : 2015 Certificate that specifies the international standards and requirements for a quality management system (QMS).
3. The bidder must have valid GST Registration Certificate, PAN and latest Income Tax return certificate
4. The bidder will be allowed to bid in Indian rupees only. The quoted amount should include GST and no additional cost will be entertained at later stage. The price and tax should be mentioned separately.
5. The EMD is currently exempted from the bidders. However, the bid security declaration must be submitted mentioning that 2 % of total project value submitted within 15 days of awarding the work order to the selected bidder.
6. The bidder must submit the Documents supporting eligibility criteria and financial information in separate envelopes with the main envelope.
7. The payment terms have to be clearly mentioned in the proposal by the service provider. The University does not have a policy to issue any advance against its agreements.

8. The University at its sole discretion will decide on the rollout of the services covered under this Expression of Interest, both in respect of the courses and also the batch of students from which the coverage will commence. However, once the coverage for a particular course commences, it will continue till the expiry of the contract. The University may also at its discretion, offer some of the services covered under this contract to its regular students and other students, if needed.
9. The University will continue to hold sole /jointly with service provider the copyright of any content and material provided to the service provider.
10. The contract will be valid for the duration of 03(three) years from the date of agreement
11. If any bidder which is awarded the contract violates any terms and contracts, it shall be black listed and EMD shall be forfeited.
12. The University reserves the right to sue the bidder/the awardee for liquidated damages to the extent of actual loss if any suffered by the University on account of any illegal/unlawful act of the bidder/the awardee.
13. The University shall have the rights to alter, modify or delete any terms and condition at any stage.
14. The University authority reserves the right to cancel the tender without assigning any reason thereof.

#### **Resolution of Disputes**

1. All disputes or differences, whatsoever, arising between the parties out of or relating to the interpretation, meaning and operation or effect of this contract or the breach thereof, shall be resolved through mutual consultation and negotiation.
2. Arbitration cost will be borne jointly by both the parties to the Contract.

#### **B. Eligibility Criteria**

1. The bidder should not have been black listed by any State/Central Govt. Organizations/ PSU. The bidder must submit a declaration in this regard. Self-attested on company letter head stating that The Service Provider/Bidder/Vendor has not been blacklisted by any Central Government/ State Government/ PSU/ Government Bodies/Autonomous Bodies/Private Sector nor should have any litigation enquiry pending with regards to the works executed by it as of date of bid submission
2. The bidder should have minimum of 8 years experience in creating high quality academic content as on November 2022 and in executing the Scope of Work of this tender document in State and Central Govt. University.
3. Publishers who meet the pre-qualification criteria may furnish their Expression of Interest with all the necessary documents, proof of experience in the said field, cost of preparation of e-materials or question bank in a sealed cover along with the covering letter duly signed by an authorized signatory.

**Dr.Robinet Jacob**

Director in charge , Centre for Online  
Education

മാതൃകാശാസ്ത്ര സർവ്വകലാശാല, കേരളം

**APPLICATION FORM FOR EOI**

**Name of Firm :** .....

**Name of Owner :** .....

**Date of Establishment of Firm :** .....

**PAN/TAN No.:** .....

**(Encl. Self Attested Documentary proof)**

**Address:** .....

.....

**Contact Number.:** .....

**E-mail :**.....

**Website (if any) :**.....

**List of Reputed Clients among Institutions of Higher Learning :**

**1**.....

**2**.....

**3**.....

**Declaration :**

***I/We do hereby declare that the entries made in this application form are true to the best of My/our knowledge and belief. Further, the terms and conditions as laid down in the “Expression of Interest” invited by the University are acceptable to me or us in letter and spirit.***

**NAME**..... **PLACE**.....

**SIGNATURE**..... **DATE**.....