



## Meghalaya Information Technology Society

NIC Building, Secretariat Hill, Shillong 793 001.

### Request For Quotation (RFQ)

No.MITS.6/2008/241

Dated: 05<sup>th</sup> September 2014

The Meghalaya Information Technology Society (MITS), a society under Information Technology Department (IT), Government of Meghalaya (GoM), invites quotes from Firms/Organizations/Institutes accredited to APMG International, for conducting PRINCE2 Foundation and Practitioner Trainings at Information Technology Department, Shillong.

#### PART A: Schedule of Events

Sr no.	Event	Timeline
1	Availability of RFQ Document at IT Department web-site	5-Sep-2014 to 12-Sep-2014 upto 3:00pm
2	Last Date & Time of Submission of RFQ response & documents	12-Sep-2014 upto 3:00pm
3	Submission of Quotes	By Post to: Nodal Officer, Meghalaya Information Technology Society (MITS), Information Technology Department, NIC Building, Secretariat Hills, Shillong-793001, Meghalaya.
4	Opening of Quotes	On 12-Sep-2014 at 3:30pm. The quotes will be opened in presence of the Nodal officer, MITS, IT Department, Govt of Meghalaya.
5	Tentative date of Finalization of Firm/ Organization /Institute by MITS	15-Sep-2014
6	Issuance of Purchase Order (PO) by MITS to selected Firm/ Organization /Institute	To be finalized
7	Providing final names of participants by MITS to selected Firm/ Organization /Institute	At least 1 week before commencement of the training

The RFQ document can be downloaded from website : <http://www.ditmeghalaya.gov.in>

Member Secretary,  
Meghalaya Information Technology Society (MITS)  
Information Technology Department  
Government of Meghalaya

# Request for Quotation for PRINCE2 Foundation & Practitioner Training

## **PART-B: Details**

### **1. Scope of services**

**1.1** The Training is required to be conducted by the selected Firm/ Organization /Institute as per following details:

1	Tentative Training schedule	14-Oct-2014 to 15-Oct-2014 (PRINCE2 Foundation) 16-Oct-2014 to 17-Oct-2014 (PRINCE2 Practitioner)
2	Tentative number of participants for each Batch	25 participants in each batch (Foundation & Practitioner)
3	Training Duration in Hrs per day (excluding exam durations)	Minimum 8 hrs
4	Indicative Timings for training (excluding exam durations)	1 <sup>st</sup> session: 9am to 1pm, Lunch: 1pm-2pm, 2 <sup>nd</sup> session: 2pm to 6pm

**1.2** The Training hall would be arranged by MITS and the trainings would be conducted at the Training Hall of Information Technology Department, Secretariat Hills, Shillong-793001, Meghalaya. The same venue would be used for the conduct of the Prince2 Foundation and Practitioner exams.

**1.3** The refreshments (including food, tea, snacks etc), and training equipments viz. projector, white-board, markers, flip-charts, etc would be provided by MITS.

### **2. Quote by interested Firm / Organization /Institute**

The quote and details to be provided by prospective Firm/ Organization /Institute should be as per details / format given in this RFQ.

**2.1** The quote should be sent in a sealed envelope containing all documents and details as per this RFQ, and should be clearly marked as below:

**“Response to RFQ for PRINCE2 Trainings for MITS, IT Department, Govt. of Meghalaya, RFQ No : \_\_\_\_\_, Dated \_\_\_\_\_.”**

**DO NOT OPEN BEFORE 12-Sep-2014 3.30 pm”**

## Request for Quotation for PRINCE2 Foundation & Practitioner Training

### 2.2 Quote template

Sr	Item	Unit	Nos.	Item description	Quoted Amount per Unit (in Rs)*	Total Quote
1	Training cost for participants	Per day	4	Should include Training cost only	A	A x 4
2	Travel & related costs	Lump-sum	1	Should include Travel (viz. Air-fare, excess baggage, Airport transfer), Hotel, local conveyance expenses of the Trainer	B	B x 1
3	Certification fee (Prince2 Foundation)	Per Participant	25	Should include exam fees and related costs	C	C x 25
4	Certification fee (Prince2 Practitioner)	Per Participant	25	Should include exam fees and related costs	D	D x 25
5	Prince2 Manual cost	Per Participant	25	Should include manual cost and courier charges, if any	E	E x 25
<b>Total Quoted Value</b>						_____

**\* Note:**

- (i) The quoted amounts should be inclusive of all taxes.
- (ii) The selection of the final Firm/ Organization /Institute would be based on L1 criteria for 25 participants as detailed in this RFQ.
- (iii) MITS reserves the right to confirm  $\pm 5$  participants over and above the targeted 25 participants (ref. sr 7 of Part-A of this RFQ). However, for the purpose of quote and its evaluation, 25 number of participants per batch (Foundation & Practitioner) would be considered).

**2.3** The Firm/ Organization /Institute should provide the below details /documents in following format along-with the quote:

Sr	Items	Details
1	Name of Firm	
2	Address of the Firm	
3	Name of Proprietor/Authorized signatory	
4	Designation	
5	Email id	
6	Contact number	
7	Validity of Accreditation with APMG Intl.	<copy of accreditation certificate to be attached>
8	Profile of proposed Trainer(s)	<Copy of proposed trainer's profiles to be attached>

**2.4** The quote submitted by the interested Firm/ Organization /Institute should be valid for minimum period of **30** days from the date of submission of Quote.

**2.5** Any deficiency with respect to any document, details, and requirements to be provided and fulfilled by interested Firm/ Organization /Institute as specified in this RFQ may result in rejection of the quote.

### 3. Invoicing & Payment

**3.1 Invoicing:** After successful completion of trainings by the selected Firm/ Organization /Institute as per the Purchase Order (PO), which would be issued as per schedule of events mentioned in Part-A of this RFQ, the said Firm/ Organization /Institute would raise Invoice addressed to:

“The Member Secretary, Meghalaya Information Technology Society (MITS),  
Information Technology Department, Secretariat Hills, NIC Building, Shillong-793001,  
Meghalaya”

### 3.2 Payment:

Sr	Deliverables	Timelines (in weeks)	Criteria for Payment
1	Successful completion of Prince2 Foundation & Practitioner Training (Items 1, 2 & 5 of section 2.2 of this RFQ)	4 weeks from date of submission of invoice	Training Completion Certificate from MITS
2	Prince 2 Certification of all participants (Items 3 & 4 of section 2.2 of this RFQ)	4 weeks from date of submission of Invoice	Training Completion Certificate from MITS

### 4. Evaluation Criteria

Pursuant to the provisions laid out in this RFQ, the evaluation would be as per below criteria:

#### 4.1 Compliance

S. No.	Specific Requirements	Documents Required	Compliance
1	Accreditation certificate	Copy of accreditation certificate of the Firm/ Organization /Institute for PRINCE2 with APMG International	Yes / No
2	Trainer(s) Profiles	Copy of proposed trainer's profile(s)	Yes / No

#### 4.2 Selection Criteria

The Institute/Firm/Organization will be selected based on the lowest total quoted amount as per section 2.2 of this RFQ.