



Ref. No. SDCL/NIT/2023-24/29

September 2023

**Expression of Interest (EOI) for Selection of Agency for e-office Implementation  
at Sagarmala Development Company Limited**

<b>Procuring Authority</b>	Sagarmala Development Company Limited (SDCL) Thapar House, Gate No.2, 1 <sup>st</sup> Floor 124, Janpath, New Delhi - 110001
<b>Date of EOI Invitation</b>	6 <sup>th</sup> September 2023
<b>Date and Time of Technical Presentation</b>	13 <sup>th</sup> September 2023, Wednesday 14:00 hours onwards
<b>Venue of Presentation</b>	SDCL Office Thapar House, Gate No.2, 1 <sup>st</sup> Floor 124, Janpath, New Delhi - 110001
<b>Procuring Authority Contact Person</b>	Mr. Maanas Srivastava, Company Secretary Email: <a href="mailto:cs@sdclindia.com">cs@sdclindia.com</a> Tel: 011-21400754

## NOTICE INVITING EOI

### A. BACKGROUND

Sagarmala Development Company Limited (SDCL) is a Central Public Sector Enterprise (CPSE) under the Ministry of Ports, Shipping and Waterways. SDCL intends to implement e-office at its Corporate office at Thapar House, Gate No.2, 1<sup>st</sup> Floor, 124, Janpath, New Delhi-110001. SDCL seeks the services of an Agency with the required expertise and experience of e-office implementation and maintenance. The Agency is expected to provide this service to SDCL, including the entire software and hardware for an initial period of 3 years. The service period can be extended further, depending on the quality of service and the requirement of the SDCL at that point in time. The number of e-office users at SDCL would be thirty (30).

### B. BID PROCESS

This is an invitation for agencies interested in ***“Design, Development, Testing, Implementation and Maintenance of integrated e-office solution and provide requisite training and support to SDCL for a period of 3 years”***.

- Only participants who will be making presentation on 13<sup>th</sup> September 2023 will be allowed to participate in the RFP process.
- The bidders will be subjected to technical qualification as laid down in the RFP, which will be published after evaluating all the presentations of EOI participants.
- This EOI document outlines the broad requirement of office automation. The detailed scope of work will be a part of RFP and will be circulated to all participants of EOI.

### C. PRESENTATION BY PARTICIPANTS


On 13<sup>th</sup> September 2023, participants must make a Technical Presentation to the Procuring Authority.

Technical Presentation shall be of not more than 10 minutes per participant and should cover aspects around:

- a) Participant's experience of implementing e-office solutions. During presentation, (live) demonstration of modules/products/solutions developed by the participant may also be required.
- b) How does the participant propose to implement the e-office solution for the specified number of users at SDCL?
- c) What are the broad-level features of the e-office solution that the participant proposes to implement?

### D. ISSUANCE OF RFP

RFP will be issued to all the participants of EOI, irrespective of their qualification, through email. However, the bidder must fulfill all the criteria laid down in the technical qualification to be able to qualify the RFP process. Other details will be mentioned in the RFP document.

  
(MAANAS SRIVASTAVA)  
CS, SDCL