



Awadhesh Pratap Singh University, Rewa (M.P.)

486003

EOI NO. - 67

Date 06-10-18

**EXPRESSION OF INTEREST (EOI)-Second call**

Expression of Interest is invited from MP Govt./Central Govt. PSU's/MP Govt. Joint Venture Companies/Organization working in the field of webbased ERP/Complete Integrated University Management System (IUMS) for the selection of Consultant-Cum-Implementation Partner for the establishment of Complete IUMS in the University. As per the EOI complete proposal in sealed envelope should be sent to the Registrar, APSU University, Rewa, Madhya Pradesh Upto 5:00 pm on or before **20-10-2018** by speed/registered post only. Please visit website [www.apsurewa.ac.in](http://www.apsurewa.ac.in) for details of EOI & terms and conditions/corrigendum/updates occurring from time to time.

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## Eoi (Expression of Interest) CUM RFP (REQUEST FOR PROPOSAL)



Reference Number: -----67-----

Dated : 06/10/2018

Due Date: 20/10/2018

Cost of Form : Rs. 2000/-

## Web based ERP / Integrated University Management System

# FOR

AWADHESH PRATAP SINGH UNIVERSITY  
REWA, MADHYA PRADESH

Website: - <http://apsurewa.ac.in/>  
07662-230050



## DISCLAIMER

All information contained in this Eoi cum Request for Proposal (RFP) provided is in the good interest and faith. This is neither an agreement and nor an offer/ invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this Eoi cum RFP document, the interested eligible bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

**Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** reserves the right to reject any or all of the applications submitted in response to this Eoi cum RFP document at any stage without assigning any reasons whatsoever. Awadhesh Pratap Singh University, Rewa, Madhya Pradesh also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this Eoi cum RFP. Awadhesh Pratap Singh University, Rewa, Madhya Pradesh reserves the right to change/ modify/ amend any or all of the provisions or terms and conditions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the Website of Awadhesh Pratap Singh University, Rewa, Madhya Pradesh.

**Registrar**



## EXPRESSION OF INTEREST (EOI) CUM REQUEST FOR PROPOSAL (RFP)

The RFP includes the following documents:

- ❖ **Chapter 1** - Request for Proposal
- ❖ **Chapter 2** - Information to Bidders
- ❖ **Chapter 3** - Terms of Reference
- ❖ **Chapter 4** - Technical Proposal - Standard Forms
- ❖ **Chapter 5** - Financial Proposal - Standard Forms



## CHAPTER -1: REQUEST FOR PROPOSAL

Selection of System Integrator-cum-Implementation Partner for the establishment of Complete Integrated University Management System in Awadhesh Pratap Singh University, Rewa, Madhya Pradesh  
Expression of Interest are invited from the MP Govt./Central Govt. PSU's/ MP Govt. Joint Venture Companies /Organizations working in the field of web-based ERP/Complete Integrated University Management System (IUMS) for the selection of System Integrator-Cum-Implementation Partner for the establishment of Complete Integrated University Management System in the Awadhesh Pratap Singh University, Rewa, Madhya Pradesh as detailed in the enclosed Terms of Reference.

The Details of the RFP and key calendar events is as follows:

<b>EOI/RFP NO.</b>	24
<b>Tender Inviting Authority</b>	Awadhesh Pratap Singh University, Rewa, Madhya Pradesh
<b>Name of the Work</b>	Selection of System Integrator-cum-Implementation Partner for the design, development, testing, implementation and integration of Complete Integrated University Management System.
<b>The objectives, and description of the assignment</b>	As per ToR in Chapter – 3
<b>The method of selection</b>	Quality and Cost Based Selection (QCBS)
<b>Last date &amp; Time for submission of EOI/bids</b>	20/10/2018
<b>Pre-Bid</b>	Query, if any, can be sent by email only to regapsu@gmail.com
<b>The address to which proposal is to be submitted</b>	The information may be submitted at the following address by speed / registered post only:- REGISTRAR, Awadhesh Pratap Singh University, Rewa, Madhya Pradesh - 486003
<b>Opening of Technical Proposal</b>	22/10/2018
<b>Place of Opening of Technical Proposal</b>	Prof. BRB Mathur Hall, Awadhesh Pratap Singh University, Rewa
<b>Contact Person and Designation</b>	DR (Stores), Awadhesh Pratap Singh University, Rewa, MP
<b>Address for Communication</b>	REGISTRAR, Awadhesh Pratap Singh University, Rewa, MP - 486003 Phone No. : 07662-230050 Email: regapsu@gmail.com



## CHAPTER – 2: INFORMATION TO BIDDERS

(This section provides all the necessary information required for responding to the RFP.)

### 2.1 Introduction

The University has been named after Captain Awadhesh Pratap Singh, a distinguished son of the soil and a freedom fighter. The University was established on the 20th July 1968 and got UGC recognition in February 1972. It has membership of the Association of Indian Universities (AIU) and All Commonwealth Association of Universities (ACAU). The APS University is a teaching-cum-affiliating University with its jurisdiction over 150 colleges situated in the districts of Rewa, Satna, Sidhi, Shahdol, Umariya and Singrauli.

The University visions to be the premier institution that offers teaching and learning programmes of the best quality, graduate students who excel and become leaders in the chosen profession contributing to the community, the nation and the world, and prepares individuals of the highest moral fibre.

Objective of Awadhesh Pratap Singh University, Rewa, Madhya Pradesh is as follows:

- To achieve excellence in teaching and research.
- To preserve and generate knowledge.
- To cultivate resolute moral values
- To develop and enhance human resources.
- To improve the quality of life and contribute to sustainable development of the region and the nation in harmony with our culture, heritage and environment

### 2.2 Need for Complete Integrated University Management System for Awadhesh Pratap Singh University, Rewa

In order to meet the current challenges for sustaining competitiveness in the market as well as to move towards excellence in governance with less paperwork and enhance efficiency of the people and processes, there is a need for **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** to undertake an Complete Integrated University Management System implementation. This exercise will enable **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** to streamline and standardize the processes across the organization and to adopt some of the global best practices being followed in similar organizations.

A study of the organizational activities is required to be taken up by the bidder so as to get an idea/understanding of the customization to be done and complexity involved in the Unit level implementations. Also a study of the departments which already have their own IT solutions shall be required to be taken up by the bidders for suggesting evolving an integrated solution. This study by the bidder is also needed so that the required integration can be addressed suitably in the proposed Complete Integrated University Management System.

### 2.3 Bidding Process

The Bidders are invited to submit a Technical Proposal and a Financial Proposal for the establishment of Complete Integrated University Management System in **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh**. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.



The Request for Proposal (RFP) document can be collected from **Deputy Registrar (stores) – Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** or can be downloaded from the website: <http://apsurewa.ac.in/>.

The Technical Proposal and Financial Proposal should be submitted in the manner specified in this Chapter.

The assignment shall be implemented in accordance with the phasing indicated in the Terms of Reference (ToR). However, Awadhesh Pratap Singh University, Rewa, Madhya Pradesh has the right to give the order of different modules in different phases. Awadhesh Pratap Singh University, Rewa, Madhya Pradesh also has the rights not to give the order for any modules. When the assignment includes several phases, the performance of the Vendor in each phase must be to the University satisfaction before work begins on the next phase.

Please note that the costs of preparing the proposal and of negotiating the contract, including a visit or visits to the University are not reimbursable.

Awadhesh Pratap Singh University, Rewa, Madhya Pradesh reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the Bidder or Bidders or any obligation to inform the Bidder or Bidders.

Awadhesh Pratap Singh University, Rewa, Madhya Pradesh requires that Bidders shall provide professional, objective, and impartial advice and at all times holds Awadhesh Pratap Singh University, Rewa, Madhya Pradesh interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

## 2.4 Fraud/Corruption

2.4.1 **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

- ❖ “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or in Contract execution;
- ❖ “fraudulent practice” means a misrepresentation or omission of facts in order to Influence a selection process or the execution of a Contract;
- ❖ “collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of University, designed to establish prices at artificial, noncompetitive levels;
- ❖ “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract. University will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and

2.4.2 **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period of time, to be



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awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.

2.4.3 Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

## 2.5 Only One Proposal

Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

## 2.6 Only One Product

The Bidders are strictly advised to quote the same product which they have been deploying and have gained requisite experience by way of implementing the said product in similar Universities. Non adherence may result in the said proposal being debarred from the evaluation process.

## 2.7 Eligibility Criteria

- ❖ Only MP Govt./Central Govt. PSU's/ MP Govt. Joint Venture Companies /Organizations working in the field of web-based ERP/Complete Integrated University Management System (IUMS) can participate (**Please attach copy of the certificate/document compulsorily**).
- ❖ The Participating bidder should not stand blacklisted or banned by any State or Central Government or by its procurement agencies. (**Please attach a notarized affidavit in this regard compulsorily**).
- ❖ Average annual turnover should be at least **20 Crores** for last three financial years (2014-15, 2015-16, 2016-17). **Copy of the Audited Balance Sheets for Financial Years 2014-15 and 2015-16, unaudited/audited financial statement for Financial Year 2016-17** indicating the turnover are to be enclosed.
- ❖ **Permanent Account Number/TIN/GSTIN** (whichever applicable) and service tax registration photocopy are to be enclosed.
- ❖ Demonstration of the Proof of Concept (**PoC**) of the functionalities is essential.
- ❖ The firm should have been engaged in **IT projects/solutions** business for a period of at least **five years** as on last date of submission of RFP.
- ❖ Firm should have experience of implementing Educational ERP in at least **10** State Government Universities / Central Government Universities/Deemed Universities/Private Institutions, out of which "complete" ERP (Comprising of Minimum 15 Modules bifurcated across various functions of the University) should have been implemented /under Implementation in the said 10 State Government Universities / Central Government Universities/Deemed Universities/Private Institutions. The purchase order and / or satisfactory performance report from the competent authority of the said Universities should be enclosed along with the bid.
- ❖ The firm should have secured 5 single supply orders from a State Government University / Central Government University/Deemed Universities/Private Institutions of a value not less than 1 Crores (Value of the order / Invoice solely comprising of Integrated University Management System Product/Licenses/Services only) in the last three Financial Years: - 2014 - 15, 2015 - 16 and 2016 - 17 from the Universities as stated above.





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## 2.8 Clarification to RFP

Clarification, if any, can be sent by email [regapsu@gmail.com](mailto:regapsu@gmail.com).

## 2.9 Amendment/ Cancellation of RFP

**Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** reserves the right to cancel this RFP at any time without any obligation to the Bidders and without assigning any reason thereof.

**Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** at any time, prior to the deadline for submission of Proposals, may amend the RFP by issuing an addendum in writing or by standard electronic means.

The addendum will be binding on all the Bidders. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals, the Tendering Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.

The Tendering Authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without incurring any liability to the bidders or without any obligation to assign reasons thereof.

## 2.10 Earnest Money Deposit

2.101 The Bidders must submit an Earnest Money deposit of INR 5.0 Lacs (Rs Five Lacs) in the form of a bank draft along with a Technical proposal.

2.102 The EMD shall be in Indian Rupees only. The Bank Draft should be drawn in favor of **Registrar, Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** and payable at **Rewa**.

2.103 Unsuccessful Bidder's EMD will be discharged / refunded as promptly as possible as but not later than 30 days after the final selection.

2.104 The successful Bidder's EMD will be discharged only after the completion of the work.

2.105 The EMD shall be forfeited:

- ❖ If a Bidder withdraws the bid after the final date of during the period of Bid validity specified by the Bidder on the Bid Form.
- ❖ Or in case of a successful Bidder, if the Bidder fails to sign the contract; or
- ❖ If a bidder fails to furnish the Performance Security

2.106 Proposals not accompanied by EMD will not be considered for Technical and Financial evaluation.

## 2.11 Validity of the Proposal

The Proposal and rates shall be valid for 180 days from the last date for submission of the Proposal. A Proposal that is valid for a shorter period shall be rejected as non-responsive.

## 2.12 Language of the Proposal

Proposals shall be submitted in English only.



## 2.13 Proposal Preparation and Submission

- ❖ Bidders are requested to submit proposal written in English only.
- ❖ The Proposal shall be submitted signed by the authorized signatories.
- ❖ The Proposal must be signed and duly sealed in all the pages and any erasures/amendments in the Proposals, duly attested.
- ❖ Bidders may submit only one Proposal. If a Bidder submits or participates in more than one Proposal, such Proposals shall be disqualified.
- ❖ Bidders should familiarize themselves with local conditions and take them into account while preparing their Proposals.
- ❖ Bidders shall bear all costs associated with the preparation and submission of their Proposals, site visits and contract negotiation
- ❖ Any proposal received after the closing time for submission of proposals shall be rejected and returned unopened.

## 2.14 Technical Proposal

In preparing the Technical Proposal, Bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal. The Technical Proposal shall provide the following information:-

- ❖ Organizational details including:-
  - Turnover in crores – current and average for the last three years
  - No. of qualified full time technical staff relevant to the current requirements
  - Domain Presence and a focus to serve financial services
- ❖ A detailed description of the methodology and work plan for performing the assignment
- ❖ Project Plan including:-
  - Detailed Project plan with a clear break down of efforts in terms of calendar months & man months.
  - Well defined Communication Strategy comprising project reviews, steering committee presentations, escalation management, Project Management etc.
  - The extent to which the project plan exhaustively covers the functional requirements as stated in the RFP
- ❖ Milestone based deliverables including:-
  - Phase wise breakdown of deliverables with quality checks & stage wise review mechanisms for the given milestones
  - Knowledge transfer methodology between the Bidders and the University during the pre-defined milestones in the proposal
- ❖ Technology base for solution : Technology and environment of the proposed solution
- ❖ Team composition and task assignment, including:-
  - Well defined roles and responsibilities of the project members with relevant experience
  - Well defined Project Governance structure to manage & execute the project (Project Sponsor, Steering Committee, Client Coordination, Project Management, Project Execution team etc.)
- ❖ Relevant experience in creating the RFP document and assist **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** in finalizing and installing the Hardware required for such implementations.
- ❖ Overall time schedule of the project:-



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- (Timelines provided by the Bidders are reasonable and achievable in completing the project (end-to-end) within the time frame
- ❖ A detailed description of the proposed methodology, staffing, and management of training.
- ❖ The Technical Proposal shall not include any financial information.

## 2.15 Financial Proposal

While preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Chapter - 5). It should list all costs associated with the assignment.

The Financial Proposal should clearly estimate, as a separate amount, all taxes, duties, fees, levies, and any other charges imposed under the applicable law. The Taxes will be reimbursed to the Bidders as per the Tax Laws of the country.

The Proposal and rates given by the bidder must remain valid as per the validity mentioned in this RFP. If Awadhesh Pratap Singh University, Rewa, Madhya Pradesh wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.

## 2.16 Submission, Receipt and Opening of Proposals

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the persons or person who sign(s) the proposals.

The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" and the "Financial Proposal" in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."

The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Chapter - 1.

The information may be submitted at the following address by speed / registered post only:-

**REGISTRAR,**  
**Awadhesh Pratap Singh University, Rewa, MP - 486003**

## 2.17 Modification and Withdrawal of Proposal

The Bidder may modify or withdraw their submitted Proposal prior to the prescribed last date and time for submission of Proposal. Such withdrawal/modification should be in writing and in conformance with the terms and conditions specified for submission of the original Proposal.

No Proposal can be modified or withdrawn subsequent to the deadline for submission of Proposals.

## 2.18 Opening of Technical and Financial Proposal

After the deadline for submission of proposals, the Technical Proposal shall be opened as per schedule mentioned in Chapter - 1 by the evaluation committee.

The representatives of Bidders, who are present, shall sign a register evidencing their attendance.



## 2.19 Evaluation of Proposal

From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact Awadhesh Pratap Singh University, Rewa, Madhya Pradesh on any matter related to its Proposal, it should do so in writing at the address indicated in the Chapter - 1. Any effort by the firm to influence Awadhesh Pratap Singh University, Rewa, and Madhya Pradesh in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Bidder's proposal.

A two-stage procedure will be adopted in evaluating the Proposals viz. a technical evaluation and a financial evaluation.

Firms will be ranked using a combined technical cum financial score. Maximum weightage of **70** marks shall be for technical proposal and **30** marks weightage will be for presentation cum Proof of Concept(POC). The bifurcation of the marks is as given in respective heading.

After the evaluation of technical competency is completed, Awadhesh Pratap Singh University, Rewa, Madhya Pradesh shall notify the Bidders that have secured the minimum qualifying mark, calling them for presentation & POC. The notification may be sent by registered letter, facsimile, or electronic mail.

Financial Proposals of only those bidders will be opened who satisfy all the eligibility criteria mentioned and who score **60%** marks or above in the technical evaluation.

Awadhesh Pratap Singh University, Rewa, Madhya Pradesh will select the firm among those that pass the minimum technical score. Financial bid of only those firms shall be opened who obtain the highest total score.

Awadhesh Pratap Singh University, Rewa, Madhya Pradesh has the right to call for presentation/POC and/or open the financial bid of such organization after the presentation/POC who have not fully qualified in the technical bid. However, the decision in this regards whether to call or not shall be solely at the discretion of Awadhesh Pratap Singh University, Rewa, and Madhya Pradesh.

The Scoring methodology is as below:-

- ❖ Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in this RFP.
- ❖ The organization that are called for presentation/POC shall be given marks out of **30**. These presentation score (PS) will be given by the committee depending upon the presentation, POC, or other factors as defined hereunder.
- ❖ Total marks of TS and PS will be calculated.
- ❖ Financial bid of such organization shall be opened as deems fit to the committee after presentation/POC.

The lowest financial Proposal (LF) will be given a financial score (FS) of 100 points. The financial scores of all the Proposals will be computed as follows:  $TS+PS+LF$ .

An organization that scores maximum marks after such evaluation shall be given order.

## 2.20 Evaluation of Technical Proposal

The Tendering Authority will first undertake a preliminary evaluation of the technical Proposals to check compliance with the eligibility criteria and with reference to completeness of the Proposals including if properly signed and whether the Proposals are generally in order.



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Proposals found to be non-responsive for any reason or not meeting the minimum eligibility criteria, as specified in this RFP will be rejected and will not be considered for calling for presentation/POC.

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are as follows:

S.No.	Technical Evaluation Parameters		Max
1	Financial Capability: Average annual turnover for last three years FY 2014-15,15-16,16-17 = 20 Crores	2	10
	INR > 21-50 Crores	7	
	INR > 50 Crores	10	
2	ERP implemented in a State Government University / Central Government University/Private Institution/ deemed University with no Affiliated Colleges	4	10
	ERP implemented in One State Government University / Central Government University with Affiliated Colleges	6	
	ERP implemented in Two State Government Universities / Central Government Universities with Affiliated Colleges	8	
	ERP implemented in more than two State Government Universities / Central Government Universities with Affiliated Colleges	10	
3	CBCS (Choice Based Credit/Grade System) implemented in any One State Government University / Central Government University/Private Institution/ deemed University.	10	10
4	Examination Result Processing of Students in one State Government University / Central Government University/Private Institution/ deemed University in one year for 10000 to 50000 Students	2	
	Examination Result Processing of Students in one State Government University / Central Government University/Private Institution/ deemed University in one year for 50001 to 100000 Students	3	
	Examination Result Processing of Students in one State Government University / Central Government University in one year for 100001 to 200000 Students	5	
	Examination Result Processing of Students in one State Government University / Central Government University/Private Institution/ deemed University in one year for more than 200000 Students	10	10
5	Project completed involving design and development of application in any State Government University / Central Government University/Private Institution/ deemed University in last 3 years, having a value of more than 1 Crore INR will be considered =1 project	2	10
	2 - 3 projects	5	
	>3 projects	10	
6	Applications run on all three environments (Desktop, Mobile, Tablet)	10	10
7	Employee strength		
	Employees employed in Software design, development, implementation,		



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	Procurement, installation, testing, services and support up to 50	2	
	50 -100	3	
	> 100	10	<b>10</b>
8	Presentation & Proof of Concept	30	<b>30</b>
		<b>Total</b>	<b>100</b>

## 2.21 Bid Evaluation

The Bidder(s) will be evaluated on a scale of 100. The technical offer (TS) will have a maximum score of 70 (70% of above stated QCBS (Quality cum Cost Basis Selection) System) and financial offer a maximum score of 30. The minimum cut off score of the Technical Bid is 50 out of 70. Bidder(s) whose score is above 60% will be shortlisted, and only their financial offers will be opened.

The financial score (FS) of proposals will be determined using the formula:  $FS = 30 \times LB/PB$ , where LB is the lowest financial bid & PB is the financial bid of the particular bidder. Scores obtained on the financial score (FS) will be added to the scores obtained on technical offer (TS) to get a consolidated score (CS). The bidder with the highest Consolidated Score (CS) will be selected. If there is a tie in the CS, the vendor with a higher score on the technical offer (TS) will be selected.

## 2.22 Opening and Evaluation of Financial Proposal

After the technical evaluation is completed the Tendering Authority will invite those System Integrators, who have qualified in the technical evaluation to make their presentation/POC and to attend the opening of Financial Proposals.

The Bidder's name, the total amount of Financial Proposal and such other details as considered appropriate by the Tendering Authority shall be read out at the opening of Financial Proposal. The System Integrator's representatives shall sign a register in evidence of their attendance.

During evaluation, the Tendering Authority will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.

## 2.23 Disqualification of Proposal

The Tendering Authority may at its sole discretion, and at any time during the processing of the Proposal, disqualify any Bidder from the Bidding process if the Bidder has:-

- ❖ Submitted the Proposal after the date and time of submission of Proposals.
- ❖ Made misleading or false representations.
- ❖ Violated any of the terms
- ❖ If found to have a record of poor performance.
- ❖ Submitted Proposal document which is nonresponsive or not accompanied by required documentation as specified in this RFP.
- ❖ Failed to provide clarification, when sought.
- ❖ Submitted more than one Proposal
- ❖ Failed to submit a proposal in accordance with the terms and conditions of this RFP.
- ❖ Failed to submit a Proposal not valid for at least 365 days.
- ❖ Any other reasons, as deemed fit to the Tendering Authority.



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## **2.24 Award of Contract**

After computing the marks, the Tendering Authority shall award the Contract to the selected Bidder who is expected to commence the assignment within 300 days of the signing of the Contract.

After Contract signature, the Tendering Authority shall return the unopened Financial Proposals to the unsuccessful Bidders.

Decision of the Tendering Authority shall be final and binding.

## **2.25 Payment Terms**

All the bidders should submit their payment terms along with the financial bid. Awadhesh Pratap Singh University, Rewa, Madhya Pradesh shall discuss in detail about the payment terms and amend the payment terms as deems fit to it after it is agreed upon by the selected bidder.

## **2.26 Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to any other person even under RTI also or to other persons not officially concerned with the process, until the winning firm has been notified.



## CHAPTER – 3: TERMS OF REFERENCE

Selection of System Integrator-cum-Implementation Partner for the design, development, testing, implementation and integration of Complete Integrated University Management System on Software as service SaaS. By SaaS, it is meant that the selected vendor shall customize, deploy and maintain the University Automation infrastructure and provide the required manpower for smooth and effective running of the system for 5 years from the successful implementation of the system.

### 3.1 Background

**Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** is pursuing wide ranging governance reforms to bring about effective and sustained governance. As a part of its multi-pronged reform approach, **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** is addressing challenges with regard to implementation of e-governance by many departments.

It is in this context that **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** desires to undertake a design, development, testing, implementation and integration of Complete Integrated University Management System on Software as a Service (SaaS) Model to improve its operational performance, monitoring and evaluation capability, and to achieve responsive, effective, and accountable governance.

### 3.2 Scope of Work – Key Tasks

The scope of work for the assignment is as given below: The scope mentioned is not intended to be exhaustive but indicative. Any other additional activity which APS University deems to be beneficial, will be added to the scope of activities at a later time.

#### 3.2.1. ADMISSION & ENROLLMENT SYSTEM

University gives advertisements in News Paper. Candidates should fill form online along with details of entrance examination centres, city information and submit fee online or by bank. Scrutiny of application done based on the eligibility criteria defined in the rules. In case of entrance test, Centre should be created and Centres must be allocated to the candidates. Admit cards must be created and its information must be sent to candidates for downloading of their admit cards. It should send score sheets to concerned department. Department must generate the Weightage on the basis of score sheet. The MP Govt. rules related to admission shall be applied.

The students will seek admission in the University based on the Cut-off list generated in the Pre-Admission Process. Once their admission is confirmed by the University based on the cut-off list, the status of the particular student should be upgraded to “Approved” in the Universities Database with the relevant details of the Degree Programs. After approval student deposits requisite fee on the portal under finance system.

After the admission, the University would enroll the students in their respective courses and University shall issue them enrolment numbers. At this stage, the students must also be provided with their Syllabus, Student ID Cards and Library Cards by University. The students of affiliated colleges also be enrolled based on e-pravesh data of higher education department, Govt. of MP.

Before the commencement of the course, as per the students’ enrolment in various courses, Universities should issue the Course Timetables to Campus Students. Further, students should be allocated with their Student Advisor and will be given access to their own Student Webpage. Attendance of students will be





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monitored. Academic Evaluation should be done by Internal Marks Feeding by respective Course coordinator and Internal Marks Locking by HOD/College Principal/ Equivalent Designated Authority.

### 3.2.2 EXAMINATION SYSTEM

The Students should be able to access and fill up the examination forms (Regular, Private, Distance Mode & Late Exam forms) online and University would be able to maintain a central database for the same. Based on this database, University should generate the Roll List in pre-defined formats. These Processes must be aided by practical Marks feeding cum locking by Practical Examiner and HOD or similar authority.

The database should also enable the University to estimate the actual number of Question Papers & Answer Sheets required and to procure the same. Further, the University should be able to dispatch these Question Papers & Answer Sheets to the Colleges based on their requirement. The examination process should be further streamlined with the Dynamic Exam Centre Allocation, Examination Schedule generation, Student Exam Centre allocation, Admit card/Attestation sheet printing-college/centre wise etc.

For UTD/Colleges, there should be an Examination Superintendent appointed for monitoring of exams at the UTD/colleges. Information should be sent to the Confidential Section/Department for question paper setting & printing and to Stores Department/Exam Section for the procurement of answer sheets.

The Confidential Section/ department on receiving the request for question paper setting should create a paper settler pool from faculty within University's campus, colleges & external Experts depending upon the degree/program course to finalize one/two/three sets of Question papers so as to decide which question paper is to be sent for a particular course/ exam. The Confidential Section/department should also send information to Accounts department for release of Payment to the paper setter from pool of examiners.

The Confidential department should store the printed Question papers as per the date sheet and should send these papers to colleges (code-wise) on the basis of student roll list, courses, electives etc.

The system should further enable the University to dispatch the admit cards to the students and attestation sheets to exam centres. There should also be automatic generation of rule based seating arrangements for University campus exams and for affiliated colleges separately. Various examination conduction related formats will be prepared through the system including dispatch of Answer sheets.

The System should ascertain Faculty Flying Squads for random University visits. There should be online entry of daily Student Attendance at the exam centers.

During the Internal Examinations, Universities should feed the Internal Examination marks after approval of competent authority. These marks once fed, should be locked by the University officials and then, would be made available for the University result preparation.

Following features should be incorporated in result processing:-

- ❖ Practical and Internal Marks entry directly from the Departments/Colleges, G2G logins will be created for this purpose.
- ❖ Compilation of Internal/External/Practical Marks.
- ❖ Result processing on the basis of rules and regulations of the University/Institution.
- ❖ Rollback of result process if any problem arises at runtime.
- ❖ Locking marks once it is finalized, so that it cannot be changed.
- ❖ Printing of Roll list, Tabulation Chart, Mark Sheets and Provisional Degree Certificate (to final year students) with security features (QR code etc.).
- ❖ Online publication of results.
- ❖ Grievance redressal mechanism related to results.



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- ❖ Graphical representation and statistical report of the results (in the form of graphs, charts etc.).
- ❖ Short-listing of students for next semester, back log students, year back students etc.
- ❖ Various MIS reports like Department/college-wise result report, Branch-wise result report, Subject-wise result report.
- ❖ Facility for students to view their previous semester results, grades and marks obtained on student self-service portal.

### 3.2.3 UNIVERSITY PORTAL

The content management system(CMS) of university will be integrated updated and maintained with students and employees information system.

Student information system must provide a platform for University to get, share and disseminate the required & relevant information through discussion forums, chat rooms, mail, document sharing, SMS alerts etc. The complete Student Information System (SIS) will be implemented to display students transaction, time table, syllabus, academic performance etc.

All the users must be allocated with adequate space on the portal to manage the information, events, mails, documents etc. for the self-use and can be shared among the group members created by the user.

The users will be assigned a user ID & password to logon to the portal for availing such services.

Employee Information System will integrated with portal for employee allowing them to complete various tasks such as apply for leave, generate salary slips, pension and GPF related information, apply for loans, and buy insurance.

### 3.2.4 FINANCE SYSTEM

The modules should be capable of allowing users to setup and define fee structure of any complexity with creation of different fee heads. Fee collection, exemption, Scholarship, adjustments, fine or refund activities should be taken care of. This includes generation of various management reports, fee slips and automatically generated fee payment alerts to students/colleges before the due dates.

The Financial Accounting should take care of all financial issues of the University including incomes, expenses, revenue generation, cash and bank related transactions/reconciliation. This module must be linked to all the other modules in order to get the best outputs.

In the budget management module, the University should be able to identify the underlying values and factors that affect the spending. Tracking spending and identifying savings, should be the ultimate goal and important part of the module as well as the development of a spending plan.

Bill tracking module should allow bills from all departments to be submitted online and presented for approval. Check the status of each bill, (approved, pending or cancelled). Employee should be able to request for advances, and plan their travel schedule once approved, and submit bills for reimbursements.

**Payroll:** Entire payroll process and other HR activities must be managed. Creating any number of salary heads, dynamic salary formulas, generating salary slips, crediting salary to bank, calculate arrears, salary increments and computing tax should be made possible. Salaries must be processed after considering factors such as attendance, leave, loans, PF deductions etc. Customized MIS reports must be generated at any stage. Arrears, Pension and GPF calculations will be implemented.



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TAX Management: The module must provide following functionalities –

- ❖ Auto Tax Calculation
- ❖ Tax Challan
- ❖ Quarterly Income Tax Details
- ❖ Form -16 and other Tax related forms

### **3.2.5 HRMS & ESTABLISHMENT**

**HRMS:** The module must take care of the entire HR practices like the recruitment process, employee personal & professional details, employee appraisal, payroll process, salary slip generation, PF, loan, ESI and conveyance. It must also take care of the documentation involved in appointment letters, creation of masters, maintenance of increments, other allowances pertaining to the employees of the Association. Leave management system will also be managed.

Establishment module to maintain past employment history of new employee who join. Store their demographic details, educational qualifications, family and emergency contact details and nominee details in a completely secure environment. It must maintain a detailed service book with information related to increments, promotions, transfers, superannuation and benefits.

### **3.2.6 ADMINISTRATION SYSTEM**

#### **VC OR DIRECTOR ADMINISTRATION OFFICE MANAGEMENT**

This module must help the administrative officers to co-ordinate and integrates the University day-to-day business, providing advice and support to the administrative officers on the full-range of strategic, policy and management matters. It should also act as a link between the administrative officers and the staff of the University as well as outside agencies/organizations. It keeps the record of all documents needing supervision of administrative officers.

#### **FILE/ LETTER MOVEMENT SYSTEM**

File/ Letter Movement module must automate file/ letter movement within the different departments of a University, thus introducing a transparency in a system where volume of files generated is very high. This system must provide instant tracking of any new file/ letter generated on the basis of date, subject, file number, section, location etc., and it should also generate a single register for the reference of the individual section. Agenda and minutes management system for the meetings of various authorities/ bodies and committees of University. The file movement/tracking system will include Note Sheet Movement, Letters Movement (Govt. Letters/Reply Movement, Reply of Assembly Qns.), Lokseva/Lokpal/RTI/CM Helpline Reply System, VC/Registrar Orders Movement System and Committees & Meeting Letters, Agenda, Minutes Proceedings, Report Movement System.

#### **LEGAL CELL MANAGEMENT**

Any information related to any legal case needs to be easily accessible, which can be tedious at times and difficult if the proper procedures for handling all the relevant information are not in place. Even the most efficient manual legal case management procedure take a great administrative effort to maintain and support, costing the firm valuable time and money. Using this system, all case information should become available to all authorized users at any time. The instant access to information is expected to help the University to work more proactively and as a unified and well-informed team.



## CONVOCAATION MANAGEMENT

A grand annual convocation is ought to get arranged to award the pass outs of the year. All parents of graduating students must also be invited to attend the convocation. A leading, learned and eminent personality is invited as the chief guest of the function and he addresses the convocation. This module will cover all the functionalities related to convocation.

### 3.2.7 AFFILIATION/COLLEGE MANAGEMENT SYSTEM

This module should be used to record the details of those colleges who request for online affiliation for degree/program. University officials should update the status of the affiliation file and their approval status so that colleges can check their affiliation status online. The College management system will include Fee deposit, dues & fee adjustments, College Inspection, College Course/seats/faculty/infrastructure information etc.

Dean College Development Council module includes college code 28 system and college management and development system.

### 3.2.8 LIBRARY MANAGEMENT SYSTEM

The functionalities of Library Management system will include books inventory system, books cataloguing system, bar coding, online issue/receipt of books, book tracking system, online Recommendation of books, online sharing of libraries, online paper request system, RFID /smart card security system, online library books inventory verification system, online PhD thesis system.

### 3.2.9 HOSTEL AND GUEST HOUSE MANAGEMENT

Hostel management should be linked with the accounting module of the system as the hostel fee deposited by the student is ought to be reflected therein. The module should automate all the procedures related to hostel building information, property information, room's information, asset inventory, student information, consumables, accounts, mess bills, mess bills payment tracking, a list of hostlers and day-scholars must be generated at any moment of time. Their permanent address, local guardian address, emergency contact numbers etc. should also be maintained. The outstanding dues may also be maintained. Monitoring of the duration of stay in the hostel and candidate vacating the hostel should be made transparent through the module. Behavior statistics of student in the hostel and punishments availed, Generation of reports that will be sent to parents, local guardian, officials etc. must be taken care of.

Guest house module is expected to help University in managing all types of Guest House accommodation establishments. This module should have the flowing features:-

- ❖ Room & bed Management
- ❖ Online reservation and room status
- ❖ Billing of bookings for guests
- ❖ Statistics on occupancy, guests
- ❖ Reservations Calendar

### 3.2.10 Other Section, Cell, Amenities System

The following functionalities are to be implemented under this

(a) Dean Student Welfare (DSW)

student Enquiry module, online student information module, website module, SMS, email, social media, student information system, Youth Festival/students related event system,



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scholarship/fellowship management system, fund system, colleges information system, student union election system, counseling, student complaint system, anti ragging and Mahila utpidan Nivaran System

- (b) Engineering module which includes new construction system, funds system, SOR management system, e-Procurement/Tendering system, statutory approval system, utilisation system, regular maintenance system, Asset Management System, master plan/landscaping system, engineering compliance system, engineering information providing system
- (c) House Keeping and maintenance module is required for efficient working.
- (d) Transport management module : tracking of vehicles, vehicle usage record, vehicle drivers duty record, Petrol/ diesel record, outside hire Payment Record
- (e) University guidelines module : act, statute, ordinance, regulations
- (f) Research module :
  - Pre research* (PhD, MPhil DLit, DSc, LLD) entrance examination system, departmental research committee, Course work system,
  - Regular research* : Research Degree committee, research progress monitoring system, pre submission presentation system, Plagiarism verification system, final thesis submission system, thesis evaluation system - thesis Viva voce system; thesis Viva recording system; degree award / notification system.
  - Post research* : thesis inventory system - online thesis inventory system, offline thesis inventory system, uploading to Inflibnet shodhganga system, Research certificate system.
- (g) Research and development module - research paper publication system, conferences conduction/attended system, seminar/workshop/symposium conduction/attended system, researchers database management system
- (h) Directorate of Self Supporting Programme (SSP) : Functionalities of SSP including recruitment/payment of guest / contract faculty, purchase and budget system.
- (i) Directorate of Distance Education (DDE) – Functionalities of DDE includes registration of distance mode students, preparation/distribution of course material, conduction of Personal contact program/Exam.
- (j) Alumni management system is expected to promote interaction among alumni and to provide newcomers with valuable social and professional contacts. The module must also provide a way for alumni to help each other as well as prospective students, current students, and young alumni, who seek guidance in pursuing their education and starting their careers. Alumni Interaction with, University on various requirements of alumni should also be part of the module.
- (k) Placement services module should manage all the activities related to Employer, Student & University. It must keep track of the Employer visits to the University, their recruitment process, previous recruitment, employer's expectations etc. On student part, it should enroll the students for screening, participating in the recruitment process of the company, resume management, list of students previously selected by the employer, employer's recruitment parameters etc.
- (l) Stores & purchase module must automate the procurement and inventory part of the University. Once the purchase order is generated, the material should be taken in after the physical inspection. Once the material has been taken in then it should be issued either on the production floor or department or even to individuals. The application is ought to have a three level of categorization of each item so that it can be distinguished well. The system will include purchase and purchase committee management.



### 3.3 Implementation/Terms of Reference expected from Vendor

- ❖ To implement the solution at locations - as required by the Universities in the first phase.
- ❖ University may decide the selected implementation of modules in phased manner.
- ❖ To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures and disaster recovery.
- ❖ The Bidder is expected to incorporate all changes in business requirement in the application during the term of the project if any such changes arise. The bidders are expected to capture all the business requirements at the time of SRS study.
- ❖ Implementation and roll out of the solution at all the implementation locations.
- ❖ It is mandatory for all the vendors to share source code of application software with APS University, Rewa.
- ❖ The system should run efficiently and seamlessly on all common platforms(Windows, Linux, Mac etc).For users, UI should work on common browsers.
- ❖ The implemented system should be scalable and provide relevant services on mobile and hand held devices.
- ❖ Biometrics and smart-id feature should be included for the appropriate modules. Digital signatures features should also be implemented.
- ❖ Vendor will handover System, Technical, User & Training manual to university when it desires.
- ❖ One master file for university like staff, student, asset, account master etc. and the same should be integrated with all subsystems. Hence no duplication of data. Data flow from various modules should be seamless and the updated data must be visible to all the concerned system.
- ❖ Access of data and particularly amendment access should be to only the concerned authority or user with different level user ID password based system which means access permission at all levels, role based, at various level such as application, module, form and fields. Proper logs will be maintained.
- ❖ The Vendor will provide complete database schema and access to read data so that in the event APS University decides to change the automation software in part or whole the existing data can be easily and seamlessly ported to the new software.
- ❖ Remote access in a secure and authenticated way when the faculty and students are away from the university.
- ❖ Tenure of work at APS University, Rewa : vendor to use and managed Service model for the above systems are a period of five years from date of successful implementation. In particular the vendor must provide automation software installation, commissioning, hardware and software maintenance, regular backup module and complete support for the five years after successful implementation by a dedicated onsite team. Bug fixing, feature enhancement and higher level support may be provided through offsite backend. APS University Rewa expects the complete automation to be implemented in 12 months after the order has been issued.
- ❖ Vendor is required to depute adequate number of Technical personnel at the user sites for minimum 6 months or as deemed fit to the university and mutually agreed by the University and vendor and have to train the complete user staff.
- ❖ Earnest money for bidding and security deposit upto completion of 5 years shall be retained by the university.



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- ❖ Managed services will also includes providing software licenses, hardware, bug fixing, enhancements, upgrades, functional and Technical training of APS University personnel and other related activities.
- ❖ The vendor have to maintain complete confidentiality of system/ data/ process and have to generate user credentials to give the permission to the extent as decided by the APS University administration.
- ❖ The vendor has to ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity backup measures and disaster recovery.
- ❖ The vendor is expected to incorporate all changes in University requirements in the application during the term of the project if any such changes arises.

### **3.4 Helpdesk Services**

Helpdesk will serve as a single point of contact for all incidents and service requests for the users. This will work as a single point of contact for closure / escalation of incidents. The activities shall include:

3.4.1 The System Provider has to ensure that the system is available as per prescribed SLA. The System Provider shall install/develop his/her own tools for monitoring the SLA, at no additional costs to University.

3.4.2 The physical space (room etc.) will be provided by the University, in the campus of University.

3.4.3 University will provide the seating infrastructure, desks, chairs, Personal Computers, Printers, Internet connectivity, Phone Line power supply and connectivity for the helpdesk.

3.4.4 Helpdesk shall operate from 10:30 AM till 05:30 PM (IST) on all working days.

3.4.5 Provide support through necessary channels for reporting incidents to the helpdesk. The incident reporting channels shall be the following:

- ❖ Email support
- ❖ Telephone support
- ❖ Online Incident Management

### **3.5 Training**

- ❖ To impart training to the stakeholders as per the Training plan prepared by the System Integrator in the Phase I and duly approved by the Universities.
- ❖ To train the designated technical and end user staff to enable them to effectively operate the system
- ❖ To prepare training manuals

### **3.6 General Methodology for Consultancy**

- ❖ Review of existing processes, procedures, and systems for the Department concerned whose modules are to be prepared
- ❖ Consultative meetings with the stakeholders.
- ❖ Review of extant rules, procedures, legislative documents and program related documentation.
- ❖ Consultation and collaboration with other ongoing and relevant consultancies (if any).
- ❖ Verification and validation workshops.
- ❖ Review of best practices.



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The above methodology is a generic outline and the System Integrator is free to suggest approaches and methodologies based on their own experience and expertise.

### **3.7 Governance Structure and Ownership**

The APS University will constitute a System Monitoring Committee(SMC) for periodical monitoring of the assignment and for providing the necessary guidance and coordination from time to time. The vendor have to make periodic presentation and liaisoning with the SMC and payment will be made only on the recommendation of SMC. Vendor have to abide with the suggestion / changes suggested by SMC.

### **3.8 Dispute Resolution**

In case of any dispute the matter will be placed before the vice-chancellor and his decision shall be final. In case matter is not resolved and requires legal intervention in that case territorial jurisdiction would be Rewa.





## CHAPTER – 4: TECHNICAL PROPOSAL (STANDARD FORMS)

**(Comments in brackets [ ] provide guidance to the Bidders for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted)**

The following standard forms are enclosed here:-

- ❖ Form TECH 1: Cover letter for submission of Technical Proposal
- ❖ Form TECH 2: Bidder's Organization and Experience
  - (Part A - Organization details of the Bidder)
  - (Part B- Compliance with Eligibility Criteria)
  - (Part C- Bidder's experience in similar projects, specifically for State/Central governments)
- ❖ Form TECH 3: Description of Approach, Methodology and Work Plan for performing the Assignment
- ❖ Form TECH 4: Work Schedule



#### 4.1 Tech - 1 | **Cover Letter for Submission of Technical Proposal**

(On company Letterhead of the Bidder)

Reference: - [Bidder to input reference]

Date:

To,  
The Registrar,  
Awadhesh Pratap Singh University,  
Rewa, Madhya Pradesh - 486003

Subject: Technical Proposal in response to Request for Proposal for the design, development, testing, implementation and integration of Complete Integrated University Management System

Dear Sir,

We, the undersigned, offer to provide the consulting services for the design, development, testing, implementation and integration of Complete Integrated University Management System\_ in accordance with your Request for Proposal dated **[Insert Ref No. Date]** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive and you reserve the right to reject any proposal without assigning any reason thereof.

It is hereby affirmed that I/We are duly authorized to act on behalf of our organization and empowered to sign this document as well as such other documents that bind our organization into legal agreements with **Awadhesh Pratap Singh University, Rewa, Madhya Pradesh** as may be required with reference to the subject mentioned above.

Yours sincerely,

Authorized Signature [In full and initials]:



## 4.2 Tech - 2| Bidder's Organization and Experience

### 4.2.1 Part - A| Organization Details of the System Integrator

(All Contact information should be complete and include telephone, fax and email details and duly signed and sealed)

Name of the Organization									
Registered Office Address									
Year of Establishment in India									
Year of Establishment									
Core Business of the Organization									
Name, Title & Contacts of the Head of the Organization in India.									
Name, Title and Contacts of the Authorized Signatory									
Name, Title and Contacts of the Person to whom all Communication is to be addressed.									
Total Annual Turnover (Enclose audited annual financial statements)	<table border="1"> <thead> <tr> <th>Year</th> <th>Audited (Y/N)</th> </tr> </thead> <tbody> <tr> <td>2016 - 17</td> <td></td> </tr> <tr> <td>2015 - 16</td> <td></td> </tr> <tr> <td>2014 - 15</td> <td></td> </tr> </tbody> </table>	Year	Audited (Y/N)	2016 - 17		2015 - 16		2014 - 15	
Year	Audited (Y/N)								
2016 - 17									
2015 - 16									
2014 - 15									
Total number of permanent employees in the Organization in India.									



#### 4.2.2 Part - B | Compliance with Eligibility Criteria

(This form is to be filled up for each of the Eligibility Criteria. Fill in the conformance details in the respective columns of the table)

RFP Reference Number: - [Bidder to input reference]

Name of the Organization: - [To be Filled]

S.No	Criteria	Meets (Y/N)	Supporting Details with Reference to Annexure/ Page numbers in the Technical Proposal
1	Whether it is a Madhya Pradesh Government Organization or Central Government Public Sector Undertaking or Private organization working in the field of web based ERP/IUMAS		
2	Our organization has not been blacklisted or banned by any state or central		
3	Annual turnover of is Rs 20 crores or above in the last three financial years as revealed from the Audited Annual Financial Statements.		
4	Permanent Account Number Attached		
5	GST Number		
6	Demonstration of the Proof of Concept (PoC) of the functionalities		
7	Organization has been engaged in IT projects/solutions business for a period of at least three years as on last date of submission of this EOI		
8	Organization has experience of implementing ERP in at least 10 reputed State Government Universities / Central Government Universities/Private Institutions / Deemed Universities		
9	Purchase order copy & satisfactory performance from the competent authority of the University in which it is running are enclosed along with the bid.		



#### **4.2.3 Part - C| (Bidder's experience in similar projects, specifically for State/Central government Universities/Deemed University)**

The bidder should provide details of the organization where they have provided such services earlier with the name of the project, period, the organization where services provided and other details as necessary. Name, address, contact detail of such organization should also be provided where the firm has provided such services earlier.



### **4.3 Tech - 3 | Description of Approach, Methodology and Work Plan for performing the Assignment**

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (inclusive of charts and diagrams wherever necessary) divided into the following three chapters:-

- ❖ Technical Approach and Methodology,
- ❖ Work Plan, and
- ❖ Organization and Staffing,

#### **4.3.1 TECHNICAL APPROACH AND METHODOLOGY**

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

#### **4.3.2 WORK PLAN**

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

#### **4.3.3 ORGANIZATION AND STAFFING**

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.



#### 4.4 Tech - 4 | **Work Schedule**

(For each phase of work as mentioned in the ToR, please provide breakdown of work schedule. The Reports mentioned should be in conformance with the Deliverables mentioned in Chapter – 3: Terms of Reference)

S.No	Activity/ Submission of Reports	Months									
		1	2	3	4	5	6	7	8	9	n

- ❖ Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. Indicate activities, delivery of reports, and benchmarks separately for each phase.
- ❖ Duration of activities shall be indicated in the form of a bar chart.



## CHAPTER – 5: FINANCIAL PROPOSAL (STANDARD FORMS)

(Comments in brackets [ ] provide guidance to the Bidders for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted)

The standard forms include:-

- ❖ Form Fin – 1: Cover Letter for Submission of Financial Proposal
- ❖ Form Fin – 2: Financial Proposal





## 5.1 Fin - 1 | **Cover Letter for Submission of Financial Proposal**

(On company Letterhead of the Bidder)

Reference No: -

Dated: -

To,  
The Registrar,  
Awadhesh Pratap Singh University,  
Rewa, Madhya Pradesh - 486003

Subject: Financial Proposal based on Software as a Service (SaaS) Model in response to Request for Proposal for the design, development, testing, implementation and integration of Complete Integrated University Management System

Dear Sir,

We, the undersigned, offer to provide the consulting services for the design, development, testing, implementation and integration of Software as a Service (SaaS) Model Complete Integrated University Management System in accordance with your Request for Proposal dated [Insert Ref No. Date] and our Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period as specified in the RFP.

We understand you are not bound to accept any Proposal you receive and reserves the right to reject any proposal without assigning any reason thereof.

Yours sincerely,

Authorized Signature



## 5.2 Fin - 2 | Financial Proposal

Name of the Bidder:

Address:

Item/ Description	Price	Taxes as applicable	Total Price Inclusive of All Taxes
Annual price/cost/Fee per student per year for following : <ul style="list-style-type: none"> <li>❖ Complete Integrated University Management System (IUMS) along-with</li> <li>❖ Solution Hosting</li> <li>❖ Helpdesk Services</li> <li>❖ Manpower Resources</li> <li>❖ Training &amp; Capacity Building</li> </ul>			
<b>TOTAL</b>			



Module wise Description	Price	Taxes as applicable	Total Price Inclusive of All Taxes
I. Admission & Enrollment System II. Examination System III. University Portal IV. Finance System V. HRMS & Establishment VI. Administration System VII. Affiliation/College Management System VIII. Library Management System IX. Hostel & Guest House Management X. Other Section, Cell, Amenities System  ❖ Complete Integration of IUMS ❖ Helpdesk Services ❖ Manpower Resources ❖ Training & Capacity Building			
<b>TOTAL</b>			

Place:

Bidder's signature with seal:

Date:

- ❖ Indicate the total costs, including deployment and testing cost, excluding taxes to be paid by Tendering Authority. Such total costs must be comprehensive and inclusive of all services to be provided as per the scope of work mentioned in the ToR. The Costs quoted above shall be inclusive of costs pertaining to travel/stay, per diem and any other allowances payable to the staff deployed by the bidder for the assignment.