INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT), SARANG

Sarang, Dhenkanal-759146

RFP Document for Development & Implementation of Cloud Based Enterprise Resource Planning (ERP) System

Request for Proposal (RFP)
Cloud Based Enterprise Resource Planning (ERP) System

at

IGIT, SARANG

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DISCLAIMER

Indira Gandhi Institute of Technology (IGIT) Sarang, is inviting eligible interested bidders to submit Request for Proposal (RFP) for the Cloud based Academic Enterprise Resource Planning (ERP) System.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT) Sarang and the bidder concerned. Indira Gandhi Institute of Technology (IGIT) Sarang reserves the right not to proceed with the implementation of the project.

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NOTICE INVITING RFP

Indira Gandhi Institute of Technology (IGIT) Sarang
Sarang, Dhenkanal-759146
Odisha

</div>

No.   **Dated: 15.04.2021**

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Request for Proposal (RFP)
Cloud Based Enterprise Resource Planning (ERP) System

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Indira Gandhi Institute of Technology, Sarang invites applications for **Request for Proposal** (RFP) from eligible interested and experienced bidders on Cloud Based Enterprise Resource Planning (ERP) System.

Detailed terms and conditions are prescribed in the RFP document, which can be downloaded from the website: http://www.igitsarang.ac.in .

The last date for submission of completed application, in a sealed cover super scribed "Request for Proposal for Cloud Based Enterprise Resource Planning (ERP) System", is 12.05.2021 upto 10 AM. Applications would be opened on 18.05.2021 at 10 AM. The applications will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist applicants as prescribed in the RFP document.

To
The Director
Indira Gandhi Institute of Technology, Sarang
Sarang, Dhenkanal-759146, Odisha

SCHEDULE FOR SUBMISSION OF RFP

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful bidder.

Event	Date
Availability of RFP Document at IGIT Sarang Website	19.04.2021
Last Date and time for submission of completed RFP Document	12.05.2021
Opening of RFP (Technical Bid Part-I)	18.05.2021
Technical Presentation on approach and methodology	To be notified later
Opening of Financial Bid (Part-II)	To be notified later

The RFP document can be downloaded from the website: **http://www.igitsarang.ac.in.**

The completed application (response document), (printed, signed and bound copy) should be submitted in a sealed cover super scribed with the title "Request For Proposal for Cloud based Academic Enterprise Resource Planning (ERP) System at the address given below.

The Financial bid should be in a sealed cover inside the RFP cover.

Envelope – 1 (super scribing Technical Proposal)

The Technical Proposal should detail the technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the RFP, implementation plan, post implementation warranty and support plan along with the Checklist for Technical Bid Supporting documents such as registration certificates (Income tax PAN no, GST certificate, Certification of Incorporation etc.), bidders profile. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.

Envelope – 2 (super scribing Financial Bid)

The Financial Proposal should give detailed breakup of price of various modules and associated price of implementation in the proforma in Annexure – 1 enclosed.

IGIT will not be liable for any cost incurred by the respondents in preparing

responses to this RFP or negotiations associated with award of a contract.

The bidder must submit both the Technical and Financial Proposals by **12.05.2021, 10 AM**

The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover super-scribed with the title "Request For Proposal for Cloud based Enterprise Resource Planning (ERP) System" at the address given below (by registered/speed post only):

To
The Director
Indira Gandhi Institute of Technology, Sarang
Sarang, Dhenkanal-759146, Odisha, India.

Late Applications: Any application received after the last date and time for submission for the same, i.e., **12.05.2021, 10 AM** shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

Important Details

Last date and time of submission of tender	**12.05.2021 up to 10 AM**
Cost of Tender Documents	**Rs 1,000/- (Rupees one thousand only)**
EMD Cost of the tender	**Rs 60,000/- (Rupees sixty thousands only)**

The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially. The information provided by the bidders in response to this tender document shall become property of IGIT, Sarang and shall not be returned.

<div align="center">**Request for Proposal (RFP)**</div>

<div align="center">**Cloud Based Enterprise Resource Planning (ERP) System**</div>

INTRODUCTION & OBJECTIVE

Indira Gandhi Institute of Technology (IGIT), Sarang was established in the year of 1982 and was managed directly by the Govt. of Orissa in the name of Orissa College of Engineering (OCE). Prior to this, since 1981, the institute in the name of Modern Polytechnic (MPT) was offering Diploma Courses in Civil, Electrical, Mechanical, Mining Survey Engineering. In the year 1987, both OCE & MPT were merged and renamed as IGIT, Sarang and the management was transferred to an Autonomous Society. Presently, the Institute is offering nine Under Graduate Engineering courses in Civil, Chemical, Electrical, Mechanical, Metallurgical, Electronics & Telecommunication, Computer Science Engg., Production Engg., Architecture; & two part-time Post Graduate Engg courses in Industrial Power Control & Drives, Environmental Sc. &Engg.; nine full time Post Graduate Engg courses / Master course, Computer Sc. Engg., Electronics and Telecom. Engg, Geotech Engg., Mechanical System Design, Mett. & Materials Engg., Power Electronics & Drives, Power System Engg., Production Engg., Structural Engg., Master in Computer Application; besides five Diploma Courses in Civil, Electrical, Electronics & Telecommunication, Mechanical & Metallurgical Engineering.

IGIT Sarang requests proposals for installation and commissioning of a Cloud based SAAS Mode ERP solution described in the attached specifications by interested parties (hereinafter known as "the Bidder"). Prices quoted shall be all-inclusive and represent complete implementation at the site given in the attached specifications. The bidder shall be responsible for all parts, labor, and all other associated apparatus necessary to completely develop, test, install and turnover for acceptance to **IGIT Sarang**, the software systems detailed herein.

SCOPE OF WORK

This section details the requirement specifications for different modules of ERP package.

1. Admission Management

This module should cover management of entire admission process starting from the admission offer announcement / advertisements to the final admission, in between including issue of offline application forms / online processing of application forms, admitting students to various courses through the process of selection (Online Entrance exam, GD, Personal Interviews or Counseling.

Main features of the Academic Management would be:-

Course can be defined by entering the following details

(a) Course Code
(b) Course Name
(c) Course Credit
(d) Description
(e) Books
(f) References
(g) Suggested Reading
(h) Pre Registration of Courses
(i) Final registration

It facilitates the capturing, management, and presentation of data pertaining to Academics. The core responsibility of this module is to keep track of all the information related the courses/programs offered by the University/Institute/College

Manages complete details of the syllabus for each course offered for each school.

Syllabus can be defined by entering the following details

(a) Term for which syllabus is defined - Selection from list. List shows all terms defined through "Term System".

(b) Specialization – Selection from list. List shows all specialization defined through "Offered Specialization"

(c) Name for the syllabus

2. **Attendance & Time Table Management**

(a) Built-in timetable creation solution for all academic courses, complete with period-wise breakup.

(b) Scheduling of classes, assignments, room/seat allocation, and even faculty allocation.

(c) Handles Class room management (attendance, Batch allocations, batch

(d) Transfers, etc*)*

(e) Maintains attendance of students & faculty (Contactless attendance shall be preferred).

(f) Manages complete details of the classrooms such as no of rooms & the available facilities.

3. Examination Management

This module should cover all activities in conducting examinations - Scheduling, Allocation, Evaluation & Reporting. This includes generating and publishing grade sheets / mark sheets, promotion list based on the given parameters.

Pre Exams

(a) Preparation of mark registers

(b) Issue of circular regarding attendances

(c) Issue of circular for examination application

(d) Consolidating attendance reports and shortage of attendance report generation

(e) Issue of hall tickets

(f) Printing dispatch list

Post Exams

(a) Receiving the marks from colleges/ depts. /centers

(b) Processing and generation of results

(c) Preparing mark sheets

(d) Preparing failure list

(e) Consolidation of marks of all semesters wherever required.

(f) Processing the requests for repeat / recourse examination

4. Fees Management

This module lets users setup and define fee structure. No hard coded values, allow users to setup the any complicated fee structure. Fee collection, exemption, fine or refund activities should be part of this module.

(a) Maintains personalized, updated fee details with alert mechanisms built-in for dues tracking

(b) Automatically generates fee payment alerts to students and student services division before the due dates

(c) The penalty fees in case of late payment of fees, and an alert in case of same after an approved duration

(d) Provides for all common modes of payment - cash, cheques and credit cards. The college can also collect advance fees from parents which will be adjusted

to the students' fee account at regular fee due intervals.

(e) The various e-forms can be designed, executed, easily customized according to changes.

(f) Handles scholarships, Fees, Waivers, Sponsorships and other adjustments.

(g) Handles hostel fee waivers, fee refund, caution money refund etc.

5. Administration & Establishment (Human Resource Management)

This module should takes care of the online recruitment process that involves online application submission, screening and short listing, interview and appointment letter generation. It also takes care of generating employee id numbers and id cards. All the personnel data such as qualification, experience, address, medical history, contact information, training programs is maintained securely here.

This module should offer a complete, staff information management system. The personnel management modules acts as a repository for all staff details such as current job and profile, contact details, family background, transfer, promotion details, qualification and other training details.

- Competencies can then be mapped to roles and employees as per organizational hierarchy. This enables the software to produce the seniority list.
- Leave management with request / approval work flow

6. Payroll System

This module should offer recruitment to retirement life cycle management of employees.

(a) Leave management with request / approval work flow along with type of leave.

(b) Staff benefits and performance appraisals

(c) In payroll module:

(d) Leave, salary and arrears, pension contribution computed instantly with the click of a mouse

(e) Configurable salary structures that can handle a fair degree of complexity.

7. Finance & Accounts

Accurate and timely information is critical in assisting your financial activities to achieve its strategic goals - with a growing trend towards users reviewing key information daily rather than monthly;

Budgeting and Planning - With budgets becoming tighter financial accounting becomes an important part of any University ERP Solution.

The solution should handle multi-currency and different types of vouchers such as:-
Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc.
It should also generates accounts statements such as payment & receipt reports, trial balances, profit and loss statements, and balance sheets periodically.

Main features of financial management –

(a) Budget – allocation, reallocation

(b) Accounts – balance sheet, profit and loss, cash flow

(c) General ledger

(d) Accounts payables and receivables

(e) Depreciation

8. Budgeting

Budgeting and Planning - With budgets becoming tighter financial accounting becomes an important part of any University Solution. The solution handles multi-currency and different types of vouchers such as:- Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc

9. Purchase & Inventory Management

This module shall support complete procure to pay cycle and also helps in managing and monitoring inventory across the organization. This shall provide support for managing bidder quotations, automatic generation of purchase request when item inventory goes below the minimum stock.

This shall support
• Procurement: Work-flow based Raising purchase requisition, Quotation creation and approval. Purchase Order creation and approval.
• Inventory – Support for automated inventory management. Goods Receipt Note (GRN), unplanned/cash purchases, indent raising, dispatch of items, stock adjustments.

10. Hostel Management

This module shall support in managing hostel resources, processing hostel requests

for students and faculties, tracking student activity, managing resources and rooms within the hostel block(s), management of fees and various charges/fines incurred by students, marking hostel attendance, and maintaining a gate register. Students complaints & resolution with tracking.

11. Student Feedback Management

This module shall provide a configurable capability to custom create student feedback templates. It shall help in configuring and capturing responses of students, faculty, employees and other stakeholders of the Institutes. It should have support for analyzing feedback responses.

12. Faculty / Employee Self-Service Portal
This module shall be user friendly and to be customized as per requirement from time to time.

13. Student Self-Service Portal
This module shall be user friendly and to be customized as per requirement from time to time.

14. Website Re-design

This module shall enable to link all the ERP data to the institute website and shall be upgraded from time to time.

Other Technical Requirements

(a) Must work with public domain RDBMS

(b) Backup and restore. Must be there – should be able to take a complete offline as well as online backup and incremental- TAB drive/hard disk,

(c) Security and access control- It will be good if there are different administrators who can access different types of records –

- Student record by Student Services,
- Fee record by Accounts Section
- Academic records by Student Services

(d) There should be one super administrator who can control other user and give administrator privileges according to the department module

(e) Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user.

(f) There should be adequate provision for security in the system so that it is not

vulnerable to hacking from outside.

(g) All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible.

(h) IP address based protection shall be given. Transactions can be entered through specific IP addresses only.

PRE-QUALIFICATION CRITERIA

Bidder Qualifications

Bidder's profile: (All the relevant Certificates must be attached)

(a) Bidder must be of national standing and repute that should have experience of implementing similar system(s) in Indian state or central Universities of higher education developed for around 5000 user capacity.

(b) Bidder should provide copies of PAN no, GST certificate, Certification of Incorporation, last 3 years income tax return statement.

(c) Bidder must be a product bidder and should be one-stop solution for the development, implementation and maintenance of the product.

(d) ISO certified companies for software development and bidders having security certificates like cert-in, CMMi etc will be preferred.

Application Requirements

(a) Application must be ready to use and bidder must be able to demonstrate functionality of modules with valid data.

(b) Application must be completely web-based, and must not require any client software other than a web-browser to use it.

(c) Application should be completely free from any proprietary software and must use only open standard components in its architecture.

Codes, Standards, and Ordinances

Software related to Accounting work if any shall conform to the latest rules, regulations, procedures and standards declared by the Central Auditor General, and all local codes and ordinances, as applicable. All software functions must conform to the IT Act, wherever applicable. The software design should be such

that it is given acceptance by the MP/Central Audit.

References

IGIT may, with full cooperation of the bidders, visit client installations to observe operations and consult with references. Specified visits and discussion shall be arranged through the bidders; however, the bidder personnel shall not be present during discussions with references. The bidder must provide a reference accounts at which similar work, both in scope and design along with their contact details, have been completed by the bidder previously.

CLARIFICATIONS TO RFP

The bidders may seek clarifications in writing regarding the RFP document within one week of issue of RFP. IGIT Sarang shall respond in writing to any such request for the clarifications and all such clarifications shall be posted on IGIT Sarang website (www.igitsarang.ac.in).

Financial Bid

This section should contain responses to each of the line items mentioned in Annexure-1. In case cost is not recommended for a particular item clearly mention 0 (zero) in the corresponding row under the column "Cost (in INR)".

CRITERIA FOR EVALUATION

The technical bids of the participating bidders will be scrutinized as per standard pre-eligibility norms. Selected bidders will be called for presentation which will be of 10-15 minutes. The applicants have to present a pilot demo version of a module as per the modules mentioned under the scope of work. The presentation must include the understanding and compliance with requirements, design templates and proof of concept, experience, ease of management etc. The institute reserves the right to a make an evaluation based on the pre-eligibility criteria of the bidders with standard norms and performance of the demonstration. After that the financial bids will be opened for selected bidders and institute will take appropriate decision at its end.

ADDITIONAL INFORMATION

VALIDITY

The RFP response submitted by the applicants shall remain valid for a period of 90 (ninety) days after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as nonresponsive.

EARNEST MONEY DEPOSIT (EMD)

(a) An EMD of Rs 60,000/- (INR) (Rupees Sixty Thousands only) in the form of a Demand Draft drawn in favour of Principal, IGIT Sarang and payable at IGIT Sarang (SBI IGIT, Sarang Branch Code 10246) must be submitted along with the Proposal.

(b) Proposals not accompanied by EMD shall be rejected as non-responsive.

(c) No interest shall be payable by the Institute for the sum deposited as EMD.

(d) The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.

(e) No bank guarantee will be accepted in lieu of the EMD.

FORFEITURE OF EMD

The EMD shall be forfeited by the **IGIT Sarang** in the following events:

(a) If the proposal is withdrawn during the validity period or any extension agreed by respondent bidder thereof.

(b) If the proposal is varied or modified in a manner not acceptable to the **IGIT Sarang** after opening of proposal during the validity period or any extension thereof.

(c) If the respondent bidder tries to influence the evaluation process.

(d) If the First ranked bidder withdraws its proposal during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

SECURITY DEPOSIT

The selected bank shall be required to furnish a Security Deposit of 10 (ten) per cent of the total cost of the contract in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of **IGIT Sarang** for the period of contract with 90 days claim period. The bank guarantee must be submitted after award of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to RFP for the Project contract including extension period, if any. Security Deposit would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. On submission of Security Deposit and after signing of the contract, bank guarantee submitted towards EMD would be returned in original.

Payment terms, other terms and conditions

1. Payment terms -Total payment will be divided into five phases:

Phases	Payment Milestone	Payment (% of one time implementation/Setup charge as given in Table A)
Phase 1	Completion of Task 1 (Installation and operational of Academics module)	15%
Phase 2	Completion of Task 2 (Installation and operational of Examination module)	15%
Phase 3	Completion of Task 3 (Installation and operational of Administration module)	15%
Phase 4	Completion of Task 4 (Installation and operational of Accounts and other modules)	15%
Phase 5	After total completion of one year of stable system implementation and hand over of complete system	40%

The bidder shall execute a contract for three years for maintenance of the Cloud based ERP system and quote for the annual subscription charges in Table B. The payment of annual subscription fees shall be made after successful implementation/ set up of all the modules and the same shall be made on quarterly basis thereafter (i.e. at the end of successful performance in each quarter) based on actual number of users. (Refer annexure-1 for Table-A and Table-B)

2. OTHER TERMS & CONDITIONS
2.1 General Terms
(a) The conditional/ incomplete bids or those who received after due date will be summarily rejected.
(b) The award/ cancellation of work will be decided at the sole description of **IGIT Sarang**. Invitation of Tenders/ quotations is not a commitment.
(c) **IGIT Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT Sarang** in this regard will be final and binding on the bidder.
(d) The bidder shall abide by all labour laws such as payment of wages Act 1936 with upto date amendments, minimum wages Act 1948 with amendments etc and other laws as applicable during the execution of work.
(e) The institute shall make all payments through account payee cheque drawn on SBI, **IGIT Sarang** in Indian rupees. Necessary bank mandate detailing bank account number etc shall be submitted after execution of agreement.
(f) The successful bidder should establish a technical control centre at **IGIT, Sarang** for a period of three years or more from the date of completion

(g) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from the Force Majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.

(h) The bidder should develop and implement the ERP successfully within 500 working days from receiving the work order.

(i) In case of any dispute arising out of or in connection with the contract either during the tenure of the contract or thereafter, the Director of the institute is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences still persist after arbitration and there are compelling reasons to go to court, it will be decided in the court of Kamakhyanagar/Dhenkanal.

(j) Proposal Binding Period
Prices quoted in the bidder's response for all labour and materials will remain in effect for a period of at least One year from last date of the bid submission

2.2 Omissions

Omission in the proposal of any provision herein described shall not be construed as to relieve the Bidder of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

2.3 Price Stability

Contract prices and discounts as offered in the bid and accepted by IGIT shall remain fixed during the contract period. In the event of price changes, replacement equipment shall be purchased at the lower of quoted value or then current market price. In no case shall a price higher than contract price be paid for equipment proposed. In the event that **IGIT Sarang** desires to purchase equipment or services not contained in the contract, future purchases will be determined using the bidder-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order.

In no case shall the price exceed the favored bidder prices.

2.4 Right to Reject

IGIT Sarang reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Bidder can propose.

2.5 Standards

IGIT Sarang expects that the bidder will use standards, especially for configuration and user-interface, which will be used throughout. Checklists for reviewing user interfaces must be developed and used by the Bidder.

2.6 Integration Issues

The bidder will identify and provide integration of new software with existing software or system, if any, wherever required. Information regarding existing

software will be provided to the bidder by **IGIT Sarang** when requested by the bidder or otherwise.

2.7 Data Migration and Retrospective Conversion

The bidder will be responsible for migrating all required data from databases of legacy software, if any, to the database for new software. The migration shall be done through scripts and should be a repeatable exercise, as it may be carried out for acceptance testing and later again for final implementation. The new software and legacy software will run in parallel for a period of time before use of legacy software is stopped completely. For modules where no legacy software is available, need for retrospective conversion of information has to be identified by the bidder. The bidder must include any special programs or screen interfaces that may be required for entry of retrospective data, in the software design. **IGIT Sarang** will be responsible for any data entry required for retrospective conversion. The database maintained by Bidder in the new software should be easily accessible either through freeware or standard software. There should be personnel deputed by the Bidder to oversee conversion of the legacy data and or retrospective data.

Legacy valid data portability between bidder and new software (possibly in-premises), if such a situation arises in future, shall be the responsibility of the Bidder without extra cost. To this extent every month data shall be provided.

2.8 IGIT Sarang Involvement

Director, IGIT sarang will be the single-point contact for the project. **IGIT Sarang** will also assign a tester.

All major decisions must be made with the involvement and agreement of the **IGIT Sarang** project team. At no time must the Bidder hold back any information related to the **IGIT Sarang** project and system, which is requested for by the **IGIT Sarang** project team. It is the responsibility of the Bidder to ensure that the **IGIT Sarang** project team has complete information on the software and system so that, after the warranty period, the **IGIT Sarang** project team is fully capable of maintaining and enhancing the software system. The **IGIT Sarang** Project team will participate in reviews of all documents and will have approval authority.

2.9 Requirements Gathering Period
The **IGIT Sarang** project team will fully participate in all activities of the requirements study and configuration period. The **IGIT Sarang** team will be responsible for validating the outcome of the requirements study done by the Bidder. **IGIT Sarang** will fully participate in the configuration of the system and the database creation, and review and approve the outcome of the design.

2.9 Configuration and Implementation Period

The Bidder must keep the **IGIT Sarang** project team fully informed and involved during configuration and implementation period of all technical details on the software, including information on configuration, software structure, techniques used, and any major or minor decisions made regarding the software configuration and implementation.

2.10 System Testing

In case resources are available, **IGIT Sarang** may like to run a system test cycle after the Bidder has performed system testing. The Bidder has to make the System Test Plan and Cases used by it for system testing available to **IGIT Sarang**. Any defects found by the **IGIT Sarang** project team during system testing must be removed by the Bidder in maximum two days time.

2.11 Acceptance and User Training Period

IGIT Sarang project team would like to run at least two cycles of acceptance testing and will fully participate in implementation efforts by the Bidder. It will aid the Bidder in ensuring that the software developed by the Bidder is tested and the end-users are trained to use it effectively and efficiently within 15 days of acceptance of work order without any extra payment without any extra cost.

2.12 Training

The firm/agency shall conduct a training need assessment of **IGIT Sarang**'s core team members as well as administrative users/ faculty/ students/ staff/ etc. as a component of the process improvement and change management process. Training needs should be continuously refined and frequently reconfirmed with the end-user community & the core team as the project progresses. Even after acceptance and user training period is complete it would be good if the Bidder deputes personnel to oversee customization and other problems that may arise subsequently without any extra cost.

Format for giving details on the architecture of the ERP system operation and services in the network environment

(a) Bidder may give a graphic outline of the architecture of the application being offered.
(b) Bidder may also specify its segments, the relationships between the segments, and functionalities offered by each.

2.13 Data Security

The Bidder should provide the following facilities for the Data Security
(a) VLAN based network segmentation; restricted inter LAN routing
(b) Data Backups can be performed on Dedicated tapes with dedicated private keys
(c) Stringent access control policies for tapes
(d) Fire proof storage vault
(e) Off-Site Tape Vaulting

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2.14 MANPOWER REQUIREMENT/QUALIFICATIONS

There shall be one year free up-gradation/maintenance service to be provided by the bidder for successful deployment of the ERP Package. After development and implementation of the package by the personnel's deputed to IGIT, Sarang, atleast one software engineer must be provide at the station for day to day activities for a period of 3 years.

Software Engineer qualifications:

(a) He should possess B. Tech/B.E. in CSE/IT with 2 to 5 years of experience in maintaining and upgrading ERP package.

(b) He should have the ability to customize as per the requirements of the institute, diagnose & detect the technical troubleshooting and configuring the package from time to time.

The bidder shall be directly responsible for payment of salary, P.F, accommodation and other benefits to its engineer residing engaged at **IGIT, Sarang. The bidder has to arrange for the accommodation of the soft engineer. The bidder shall quote ther rate for software engineer yearwise. The rate shall include the cost of accommodation. The institute shall arrange for his sitting arrangement at the institute at no extra cost.**

Check List (Should be Part of Technical Bid)

1. Name, address, setup and status of the organization. Contact person with telephone number.

2. The bidder shall be a company registered with the Registrar of Companies and registered with GST. *Document in support of registration with the Registrar of companies and with the Tax Department for Works Contract Tax.*

3. The agency having **ISO 9001:2015 and ISO 27001:2013 Certifications will be given a preference**.

4. Tender Fees of Rs.1000/- (INR) and EMD of Rs. 60,000/- (INR) in form of DD/pay in favour of **Principal, IGIT, Sarang** and payable at IGIT, Sarang (SBI IGIT, Sarang Branch Code 10246)

5. List of at least **5** qualified services engineers with details of qualification and having more than 5 years of experience in the relevant field as per the performa enclosed. *The qualification and experience of resident engineers deputed to* **IGIT Sarang** *will be verified. Copies of qualification and experience certificates to be enclosed.*

Sl. No.	Name	Technical qualifications	Area of specialization	No. of years of experience	Area of Experience	Date of joining the firm

6. List of clients with name, complete address and contact person with telephone number where the company is currently maintaining (Atleast one location should be in Odisha) as per the performa enclosed. C*opies of work order or any other documentary evidence from Govt. Departments/Public Sector Undertakings should be attached.*

Sl. No.	Name of the Organization/Govt. dept/PSU with Contact person with tel. No.	Details of the project	No. of resident engineers provided	Period of contract	Contract value (Rs. in lakhs)

Performa for Financial/ Price Bid

Indira Gandhi Institute of Technology (IGIT) Sarang
Sarang, Dhenkanal-759146
Odisha

Financial Bid for Cloud Based ERP System

Sealed Financial Bids are invited from the reputed companies dealing in the cloud Based ERP System by the **IGIT Sarang** as per the university's functional requirements. Bidders are requested to provide their commercials in the following format only:

Table A: One time Implementation/Setup charge

Sl. No.	Component	Cost (in INR)	Tax (if applicable)	Total Cost (in INR)
1	One time implementation / Setup charge including testing, training and Customization charges			
			Grand total	

Table B: Annual Subscription charges

Sl.No.	Description	Unit	Unit Price (a) (in INR)	Number of users (b)	Total Price for 1 year (a*b) (in INR)	Total Price for 3 years (Period of contract) (3*a*b) (in INR)
I	Academics module	Per enrolled student per annum				

II	Examination module	Per enrolled student per annum			
III	Administration module	Per enrolled user per annum			
IV	Accounts Module	Per enrolled user per annum			
V	Other Modules	Per enrolled user per annum			
	Taxes (if applicable)				
	Grand total (I+II+III+IV+V)				

N.B: The approximate number of users including students, teaching and non-teaching staffs is around 5000. The number of student users is 4500 (approx.), teaching staff is 215 (approx) and non-teaching is 200 (approx). These user data may vary from year to year.

Table C: Total Cost for Financial Bid

Sl.No.	Item	Cost (in INR)
1	One time Implementation/Setup charge	
2	Annual Subscription charges	
	Grand Total	

Certified that the items for which rates have been quoted meet the specifications prescribed by the institute.

Name and Signature of authorized person of the Company/Firm with Company seal