

# INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT), SARANG

**Sarang, Dhenkanal-759146**



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

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

at

**IGIT, SARANG**

**TABLE OF CONTENTS**

**Description**

Disclaimer	3
Notice Inviting RFP	4-5
Schedule for Submission of RFP	6

**Section I**

1. Introduction & Objective	8
2. Scope of Work	8-13
3. Pre-qualification Criteria	13-16
4. Clarifications to RFP	16
5. Criteria for Evaluation and Award of work	16-18
6. Validity of RFP	18
7. Earnest Money Deposit	18
8. Forfeiture of EMD	19
9. Security Deposit	19
10. Payment Terms	19
11. Other Terms and Conditions	20-24

**Section II**

Instruction for price bid	25
Format for Submission of Financial Bid (Annexure-1)	26

## **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.

## NOTICE INVITING RFP

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

No.

**Dated: 05.01.2019**

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

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.

The sealed cover superscribed 'Request for proposal for Cloud Based Enterprise Resource Planning System' shall be opened on **12.02.19 at 3 PM (IST)**. Sealed cover shall contain two sealed covered envelopes – Part-I-(Technical bid) and Part-II (Financial bid). The Part- I (Technical bid) shall be opened on the same day in presence of attending bidder(s). The Part- I (Technical bid) shall contain Bank draft for earnest money and other documents as required in the herein- under. The Part- I (Technical bid) without bank draft for earnest money shall be rejected outright. The Part-I (Technical bid) shall be evaluated in accordance with qualification and evaluation criteria for short-listing the Bidders as prescribed in the RFP document. The Part- II (financial bid) shall be opened in due course as noted in 'Schedule for submission of RFP'.

#### **Part -I (super scribing Technical bid)**

The Technical bid shall 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 certificate of incorporation, memorandum of Association, copy of PAN, GST certificate, work order copy/ experience certificates, IT returns of last 3 years audited account statements, bidders profile and other requisite documents. Bank Draft for earnest money shall be kept in separate envelope marked as 'EMD' and be placed within this envelope. Any other relevant papers which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the bidder shall form part of this technical bid.

#### **Part -II (super scribing Financial Bid)**

1. The Financial bid shall give detailed breakup of price in INR of various modules, taxes and other work as per the pro-forma in Annexure – 1 enclosed and the financial bid shall also contain the year wise maintenance charges in INR for next three years after free maintenance period .

2. IGIT shall not be liable for any expenses incurred by the bidder in preparing the bid documents for this RFP or for any correspondence or for any negotiations associated with the award of a contract.

**Late Applications:** Any application, received after the last date and time i.e., **12.02.19 at 10 AM** for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

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.**

The RFP document, instruction to bidder, other detailed terms and conditions can be downloaded from the website: <http://www.igitsarang.ac.in>.

### **Important Details**

Last date and time of submission of tender	<b>12.02.2019 up to 10 AM</b>
Cost of Tender Documents	<b>Rs 1,000/- (Rupees one thousand only)</b>
EMD Cost of the tender	<b>Rs 60,000/- ( Rupees sixty thousands only)</b>

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.

## **SCHEDULE FOR SUBMISSION OF RFP**

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Bidder(s)

<b>Event</b>	<b>Date and Time</b>
Availability of RFP Document at IGIT Sarang Website	05.01.2019; 10 AM.
Clarifications regarding RFP, if any	12.01.2019; 10 AM
Last Date and time for submission of completed RFP Document	12.02.2019; 10 AM
Opening of RFP (Technical Bid Part -I)	12.02.2019; 3 PM
Technical Presentation on approach and methodology	27.02.2019; 2.30 PM
Opening of Financial Bids (Part II)	01.03.2019; 10 AM

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

(An Autonomous Institute of Govt. of Odisha)

AT/PO-IGIT SARANG, DIST-DHENKANAL-759146, ODISHA

No. IGIT/

Dt.05/01/2019

**TENDER NOTICE**

Sealed tenders (RFPs) are invited from intending reputed and experienced bidders for development, implementation and maintenance of Cloud based Enterprise Resource Planning (ERP) system. Interested bidders may apply in the prescribed RFP document which can be available from institute website [www.igitsarang.ac.in](http://www.igitsarang.ac.in) along with non-refundable fees of 1,000/- (rupees one thousand) only in shape of account payee demand draft in favour of "PRINCIPAL,INDIRA GANDHI INSTITUTE OF TECHNOLOGY,SARANG" payable at SBI, IGIT, Sarang from any nationalized bank.

Last date of receipt of application: **12/02/2019 up to 10.00 am**

**R E G I S T R A R**

Memo.No.IGIT/

Dt.05/01/2019

Copy to:-

- 1) **M/s. Akar Advertising & Marketing Pvt. Ltd.**, Plot No.M-5/7, Acharya Vihar, Bhubaneswar - 751013 (Odisha), Telefax : 0674 – 2540137, Mob. : 9437190384 with a request to publish in daily News paper SAMAJ / SAMBAD/ TOI in one issue.
- 2) Dr.S.Sethi, Associate Prof. & Prof.in-charge Institute website for kind information. He is requested to make it to display in the institute website along with the details of tender documents.
- 3) Accounts officer for information and necessary action.

**R E G I S T R A R**

Section -I of  
**Request for Proposal (RFP)**  
**Cloud Based Enterprise Resource Planning (ERP) System**

**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 Chemical, Civil, Electrical, Mechanical, Metallurgical and Material Sciences, 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 in 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 from interested parties (herein after 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 deals with the requisite specifications for different modules of ERP package.

**1. Academics Module**

**1.1. Admission Management**

This module shall 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 such as JEE Main/OJEE/PGAT/DTET etc. , GD, Personal Interviews or Counseling).



Main features of the Admission Management would be as follows:-

Courses 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
- (j) Others as per the requirement of AICTE/UGC/NBA or any such accreditation bodies.

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.

**It shall manage complete details of the syllabus for each course offered by each department.**

Syllabus can be defined by entering the following details

- (a) Semester for which syllabus is defined - Selection from list. List shows all terms defined through “Semester System”.
- (b) Specialization – Selection from list. List shows all specialization defined through “Offered Specialization”
- (c) Name for the syllabus

## **1.2. 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, branch change etc.)
- (d) Maintains attendance of students, faculties and staffs.
- (e) Manages complete details of the classrooms/Laboratories such as no of rooms & the available facilities.

## **2. Examination Module**

### **2.1. 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.

## **2.2. 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
- (g) Online feedback otherwise admit cards may not be issued.

## **2.3. Post Exams**

- (a) Receiving the marks from 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/ rechecking.

## **3. Administrative Module**

### **3.1. Administration & Establishment (Human Resource Management)**

This module shall take 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 shall 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 and loans if any.

- 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
- Explanation letter format
- Any type of action against or in favour of staffs.
- Service Book.

### **3.2. Payroll System**

This module shall 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.
- (f) Attendance of staffs should be directly linked to this module.

#### **4. Accounts Module**

##### **4.1. 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 shall handle multi-currency and different types of vouchers such as:- Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc. It shall also generate accounts statements such as payment & receipt reports, trial balances, profit and loss statements, and balance sheet periodically.

Main features of financial management –

- (a) Budget – allocation, reallocation
- (b) Accounts – balance sheet, profit and loss, income and expenditure, cash flow, Funds flow and trial balances.
- (c) General ledger
- (d) Accounts payables and receivables
- (e) Depreciation
- (f) Fixed Asset, Cash Management, Material management
- (g) Bank Reconciliation Statement (BRS)
- (h) Income Tax
- (i) CPF Statement
- (j) Temporary Loan

##### **4.2. 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 shall 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/ drafts and credit cards (fee collection linking with e banking through different banks. The college can also collect advance fees from parents which shall 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 collection and waivers, fee refund, caution money refund etc.

## **5. Other Modules**

### **5.1. 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.

### **5.2. Purchase & Inventory Management**

This module 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, store receipt vouchers, issue vouchers, stock at any period end.

### **5.3. 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.

### **5.4. 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.

### **5.5. Faculty / Employee Self-Service Portal**

This module may be customized as per requirements.

## **5.6. Student Self-Service Portal**

This module may be customized as per requirements.

### **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 shall 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 shall 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 users, 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.

### **PART –I - TECHNICAL BID SHALL CONTAIN THE FOLLOWING PRE-QUALIFICATION CRITERIA**

#### **Bidder's profile and other eligibility (All the relevant Certificates must be attached)**

- (a) Bidder must be of national standing and repute that shall have experience of implementing similar system(s) in at least 5 Indian state/ central Universities of higher education.
- (b) Bidder must be a product vendor and shall be one-stop solution for the development, implementation and maintenance of the product.
- (c) Bidder shall be able to develop and implement the solution directly without any third party (s) intervention/involvement.

Sr. No.	Eligibility	Documentary to be Submitted
<b>A. Criteria Related to Incorporation :</b>		
1	The Bidder shall be a company licensed to provide services tendered for and shall be in existence for a minimum period of 5 years as a registered company	Copy of Certificate of Incorporation and Memorandum of Association – object clause.
2	The Bidder shall be a company registered under Indian Companies Act 1956	The copy of incorporation Certificate issued by Registrar of companies.
3	The Bidder shall be established IT Company/IT System Integrator and should have been engaged in similar IT projects/solutions business for a period of at least 5 years as on the date of publication of the tender	Proof of this compliance in support thereof.
<b>B. Criteria relating to Government Regulation</b>		
4	Bidder shall have valid GST number, and valid PAN (not individual) in the name of the company.	Documentary proof of GST Number and copy of PAN.
5	Bidder shall have valid Income Tax returns for the last three financial years.	Documentary proof of income Tax returns submission for the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Provide copy of PAN Card.
<b>C. Criteria Related to other eligibility</b>		
6	The Bidder shall have a valid minimum CMMi level 3 certification or above. The bidder shall also have ISO 9001:2015 for providing software development and its related consultancy services & ISO 27001:2013 for integrating IT solution including hardware, Software and services.	Copy of valid certificate must be attached.

7	The bidder shall be in a position to station adequate manpower to complete the entire implementation in a time period of less than 18 months from the placement of the order.	CV's of proposed Project Managers along with details of specialist engaged, for the respective areas of installation and implementation of the system.
8	The successful Bidder shall not outsource the work or any part there of required to be performed under the contract to a third party under any circumstances. This violation may attract cancellation of the contract and forfeiture of all the guarantees. In such a situation, the cost differential shall also be recovered from the successful Bidder.	Undertaking by bidder to this effect.
9	Average Annual Turnover of the Bidder during the last three (3) financial years (FY 2015 – 2016, 2016-17 & 2017-18) shall be more than 10 crores in INR.	Audited financial statements of Accounts for the financial years from 2015-16, 2016-17 & 2017-18.
10	The value of work done by the Bidder in implementation of education process/ automation projects in Government Departments/ PSUs/ Educational Institutions in India during last 3 Financial Years (FY 15-16 onwards) shall be 10 crores or more in INR .(Cumulative value of top three qualifying projects shall be taken into consideration)	A certificate by a Chartered Accountant in practice to this effect.
11	The bidder shall have experience in implementation of education automation solutions in 5 or more State/ Central Education boards /universities/ Autonomous Institutes in India.	Work order/ completion certificate.

12	Total number of student users, in one University/Institute (State/Central Government Institutes), where proposed solution has been implemented by the bidder shall be 3000 or more.	Documentary evidence to this effect or self declaration to this effect by the bidder.
13	Cert-In certification for both (Primary and Secondary) Data Centres available.	A self declaration to the effect.
<b>D. Technical criteria</b>		
14	Bidder shall have experience of Developing, implementing & maintaining ERP/UMS for at least 5 State/Central Government Institutes continuously for a period of 2 years.	Work order/ experience certificate
15	The software solution shall be completely web enabled (client server based), user friendly and modular in design.	Self-Attestation Letter from the Bidder on company letter head with seal

#### **CLARIFICATIONS TO RFP**

The bidder may seek clarifications in writing regarding the RFP document within one week from the date of issue of Notice for 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](http://www.igitsarang.ac.in)). The bidder shall submit signed copies of all such clarifications furnished and posted by IGIT in the Part -1 (Technical Bid) as a token acknowledgement of perusal of such clarifications by the bidder.

#### **CRITERIA FOR EVALUATION AND AWARD OF WORK**

1. The bidders shall be asked to make presentation as per IGIT requirement based on their understanding of the Request for Proposal (RFP) document. The presentation shall be followed by a 05-10 minutes discussion. The Part –II (financial bids) shall be opened only for those bidders who shall qualify technically (i.e those who have submitted Tender fees and valid earnest money, those who have submitted valid documents as per eligibility criteria narrated hereinabove and those who have scored 50 marks and above out of 100 marks as per technical parameters Sl. no 1 to 7 as mentioned in section-4 below). The RFP responses shall be evaluated on the basis of the criteria indicated in the format below in section-4.

2. The Part –II (financial bids) shall be opened in presence of duly authorized representatives of technically eligible Bidders, who may like to be present.



### 3. Final Proposal shall be given scoring as below

The Part –I (Technical Bids) shall be assigned a Technical score (Ts) out of a maximum of 100 points. As per the technical evaluation criteria as mentioned in this RFP.

The bidder who has quoted the lowest price shall be assigned a score of 100 in the financial bid. The other bidders shall be allotted score relative to the score of bidder with the lowest quote as below:

$$F_s = 100 * F_l / F$$

Where:

F<sub>s</sub> = The financial score of the Financial bid being evaluated

F<sub>l</sub> = The price of lowest priced Financial bid

F = The quoted price of Financial bid under consideration

### QCBS EVALUATION (QUALITY AND COST BASED SELECTION)

The score of the Part –I (Technical bid) including presentation would be given 70% weightage, and the Part –II (Financial bid) would be given 30% weightage. The weighted combined score of the Technical bid including presentation (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Final Score} = 70 \% \text{ of } T_s + 30 \% \text{ of } F_s$$

Bidder with highest combined final Score shall be declared selected Bidder.

**P.S.: In the event Two or more Bidders come up with same Combined Final Score, the Bidder with more marks in technical evaluation shall be selected.**

### 4. Technical Evaluation Criteria

In the below table, technical parameters for technical evaluation are mentioned:

S. No.	Technical Parameters	Maximum Marks
1	Average Annual Turnover of the Bidder during the last three (3) financial years (FY 2015 – 2016, 2016-17 & 2017-18) >= INR 100 Crores : 10 (marks) >= INR 50 Crores and < INR 100 Crores : 07 (marks) >= INR 10 Crores and < INR 50 Crores : 04 (marks) < INR 10 Crores : 0 (marks)	10
2	The value of work done by the bidder in implementation of education process/ automation projects in Government Departments/ PSUs/ Educational Institutions in India during last 3 Financial Years (FY 15-16 onwards). (Cumulative value of top three qualifying projects Shall be taken into consideration) >= INR 50 Crores : 10 (marks) >= INR 30 Crores and < INR 50 Crores : 07 (marks) >= INR 10 Crores and < INR 30 Crores : 04 (marks) < INR 10 Crores : 0 (Marks)	10

3	CMMi Certification of the Bidder Level 5 : 10(marks) Level 4/3 : 07 (marks) <Level 3 : 0 (marks)	10
4	Bidder's experience in implementation of education automation solutions in State/Central Education boards/universities/Autonomous Institutes in India >= 10 nos. : 20 (marks) >=7 and <10 nos. : 14(marks) >=5 and <7 nos. : 08(marks) <5 nos. : 0 (marks)	20
5	Total number of student users, in one University/Institute (State/Central Government Institutes), where proposed solution has been implemented. >= 10,000 student Users : 20 (marks) >= 5,000 student Users and <10,000 student Users : 14 (marks) >= 3,000 student Users and < 5,000 student Users : 08 (marks) < 3000 student Users : 0 (Marks)	20
6	Cert-In certification for both (Primary and Secondary) Data Centres available: Yes : 10 (marks) No : 0 (marks)	10
7	Technical Presentation on approach and methodology, Demonstration of firm's own developed software solution (currently in use by some clients) having functions as per the requirements in the RFP.	20
	<b>Total</b>	<b>100</b>

### 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 which is 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 Part –I Technical Bid in separate envelope. The Bids not accompanied by EMD shall be rejected as non-responsive.
- (b) No interest shall be payable by the Institute for the sum deposited as EMD.
- (c) The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.
- (d) No bank guarantee shall be accepted in lieu of the EMD.

## **FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)**

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

- (a) If the bid is withdrawn during the validity period or any extension agreed by respondent Bidder thereof.
- (b) If the bid is varied or modified in a manner not acceptable to the **IGIT, Sarang** after opening of bids 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 bid 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 bidder shall be required to furnish a Security Deposit of Rs.1,35,000/- (INR) (Rupees One Lakh Thirty Five Thousands only) in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of **Principal, IGIT, Sarang** for the period of contract with 90 days claim period. The bank guarantee shall be submitted within one month after award of work. 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 shall 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, if the bidder fails to perform as per the terms and conditions, the Security Deposit shall be forfeited wholly.

### **Payment terms:**

The total payment shall be divided into five stages:

Phases	Payment Milestone	Payment (% of contract value)
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 all other modules)	15%
Phase 5	Total completion (Review and successful installation)	40%

## **2. OTHER TERMS & CONDITIONS**

### **2.1 General Terms**

- (a) The conditional/ incomplete bids or those who received after due date shall be summarily rejected.
- (b) The award/ cancellation of work shall be decided at the sole discretion 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 shall 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) 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 shall be decided in the court of Kamakhyanagar/Dhenkanal.
- (i) Proposal Binding Period  
Prices quoted in the bidder's response for all labour and materials shall 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 shall 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 would use standards, especially for configuration and user-interface, which shall be used throughout. Checklists for reviewing user interfaces must be developed and used by the Bidder.

#### **2.6 Integration Issues**

The bidder shall identify and provide integration of new software with existing software or system, if any, wherever required. Information regarding existing software shall be provided to the bidder by **IGIT, Sarang** when requested by the bidder or otherwise.

#### **2.7 Data Migration and Retrospective Conversion**

The bidder shall 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 shall 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** shall 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** shall be the single-point contact for the project. **IGIT Sarang** shall 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 shall participate in reviews of all documents and shall have approval

authority.

### **2.9 Requirements Gathering Period**

The IGIT, Sarang project team shall fully participate in all activities of the requirements study and configuration period. The IGIT, Sarang team shall be responsible for validating the outcome of the requirements study done by the Bidder. IGIT, Sarang shall 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 shall fully participate in implementation efforts by the Bidder. It shall 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 deposes 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 disks with dedicated private keys
- (c) Stringent access control policies for tapes
- (d) Fire proof storage vault
- (e) Off-Site disk Vaulting

#### **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 deputed to **IGIT, Sarang**, at least one software engineer must be provided 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 software engineer. The bidder shall quote their rate for software engineer year-wise. The rate shall include the cost of accommodation. The institute shall arrange for his sitting arrangement at the institute at no extra cost.**

#### **2.15 Check List (a Part of Technical Bid)**

1. Name, address, setup and status of the organization. Contact person with telephone number.
2. The bidder shall be an Indian company registered with the Registrar of Companies and registered with GST. *Document in support of registration with the Registrar of companies and with the concerned Department for goods and services tax.*
3. The agency having **ISO 9001:2015 and ISO 27001:2013 Certifications shall be given 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 proforma enclosed. *The qualification and experience of resident engineers deputed to **IGIT, Sarang** shall be verified. Copies of qualification and experience certificates to be enclosed.*

<b>Sl. No.</b>	<b>Name</b>	<b>Technical qualifications</b>	<b>Area of specialization</b>	<b>No. of years of experience</b>	<b>Area of Experience</b>	<b>Date of joining the bidder</b>

6. List of 5 clients with name, complete address and contact person with telephone number where the company is currently maintaining as at the date of submission of the bid as per the proforma enclosed. *Copies of such work order or any other documentary evidence from Govt. Departments/Public Sector Undertakings/boards/university should be attached.*

<b>Sl. No</b>	<b>Name of the Organization/G ovt. dept/PSU/Board/university with Contact person with tel. No.</b>	<b>Details of the project</b>	<b>No. of resident engineers provided</b>	<b>Period of contract</b>	<b>Contract value (INR in lakhs)</b>



**Section -II**  
**Part –II (Price Bid)**  
**Instruction for Price Bid**

**Price Bid submission- Reverse Auction**

1. The price bid submitted by the bidder shall be inclusive of all elements of costs and shall ensure that the followings are also included therein:-

- The cost of movement of its people from its office to the project sites.
- All the expenses like cost of local travel, boarding and lodging during the stay of the project team of the bidder etc at IGIT site.
- All expenses incurred during project phases as mentioned above and in System Integration services and solution scope of the RPF.
- Expenses for the senior executives to attend the review meetings or meeting of the steering committee.
- All the communication costs associated with the project.
- The costs incurred by the project team of the bidder for travel to the other offices and project sites of IGIT, or its customers, partners etc. for the purpose of the project.
- Expenses if any to be incurred in any change in Business Blueprint design at any stage after sign off involving up to 5 competent man-days of efforts for each such change.
- Expenses if any to be incurred in any change in functional design document relating to interfaces, modifications, custom developments, enhancements or similar changes including personalizations at any stage after signing off the functional design documents involving up to 5 competent man-days of efforts for each such change.
- Expenses if any to be incurred in any change required as result of integration and system tests by IGIT users in relation to form, feel, look, color etc. for successfully tested test scenarios involving up to 5 competent man-days of efforts for each such change.

2. The section shall 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)”.

## Annexure-1

### Proforma for Financial/ Price Bid

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

#### Financial Bid for SAAS 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 institute's functional requirements.

**Date and time of opening of Financial Bid: 01.03.2019, 10 AM.**

#### TERMS AND CONDITIONS FOR FINANCIAL BID

Bidders are requested to provide their commercial financial bid in the following format only:

Sr. No.	Component	Cost (in INR)
1	One time implementation / Setup charge	
2	Customization Charges	
3	Software usage charges on monthly basis for unlimited number of users.	
4	Taxes	
5	Warranty & Maintenance Charges	
6	Any other Charge (to be specified)	

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 with Company seal**