



## VIKRAM UNIVERSITY

( NAAC Accredited 'A' grade State University)  
Madhav Bhavan, Kothi Road, Ujjain-456010, Madhya Pradesh

EOI Notice: 775.....

Date: 08/12/2017

### EXPRESSION OF INTEREST (EOI)

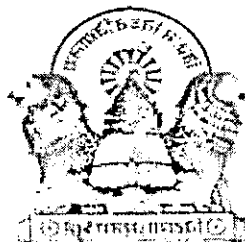
Expression of Interest are invited from only M.P. Govt./Central Govt. PSUs/ M.P. Govt. Joint Venture Companies/ Organizations working in the field of web-based-ERP/ "Complete Integrated University Management System (IUMS)" for the selection of Consultant-Cum-Implementation Partner for the establishment of Complete IUMS in University. As per the EOI your complete proposal should be sent to the **Registrar (Development), Vikram University, Ujjain, Madhya Pradesh up to 5:00 pm on or before 30/12/2017** by speed / registered post only. Please visit website [www.vikramuniv.ac.in](http://www.vikramuniv.ac.in) for detail EOI & terms and conditions/ corrigendum/ updations occurring from time to time.

  
Registrar

**Expression of Interest (EOI)**  
**for**  
**Web based ERP/  
Integrated University Management System**

**Date of Issue of EOI: 09-12-2017**

**Last date of submission of EOI: 30-12-2017 (up to 5:00 pm)**



**VIKRAM UNIVERSITY, UJJAIN (VUU)**  
**( NAAC Accredited 'A' grade State University)**  
**(website: [www.vikramuniv.ac.in](http://www.vikramuniv.ac.in))**  
**Tel: 0734- 2514277, Fax: 0734-2518181**

## 1. Description of the required automation system

### Introduction

The Vikram University, Ujjain – an A graded University accredited by NAAC, is one of the oldest University of Madhya Pradesh has created a special niche for itself in the past almost Six Decades. The vision behind the establishment of the Vikram University was very noble. The founders of this historical University wished the people of this Malwa Region to have an open access to learning, irrespective of caste, color or creed. Pt. Nehru to APJ Abdul Kalam is an academic Visitor of Vikram University. A University, with its inherent futuristic vision is expected to be the think tank of the society, the mentor of industry and pathfinder for overall development and effective utilization of manpower and natural resources. Vikram University has a glorious history, creditable present and visionary future. It has been proving its merit in innovation, implementation and management in various educational disciplines. It has an objective to promote traditional as well as modern educational streams. In this university teaching and research move together, language and literature find a respectable seat; academy and industry interaction is promoted; student-faculty-staff interaction is nurtured and supported; regional and societal issues are deliberated and discussed; eco-friendly activities are pursued vigorously and above all quality is never compromised with quantity.

At present the university offers education in 11 faculties and 28 school of studies and institutes. NSS and NCC Training and Orientation Center and 171 affiliated college spread across Ujjain. Dewas, Shajapur, Ratlam, Agar, Mandsaur and Neemuch districts of Western Madhya Pradesh and around 1.50 lac Students. Vikram University has been proving its merit in innovation, implementation and management of teaching and research in various educational disciplines. The University functions and strives for excellence in teaching by methodical course and curriculum development, continuous improvement in course delivery and setting appropriate learning outcomes. Number of courses is being offered by the University which are aimed at employability, encourages research and innovations and developing competencies, and which develop multidisciplinary studentship. It has an objective to promote traditional as well as modern educational streams like Ancient Indian history & culture, Sanskrit, Vedic Studies, Philosophy & Yoga as well as Engineering, Pharmacy, Micro Biology, Biotechnology, Bio Chemistry & Computer Science. The University offers certificate courses in various foreign languages like Russian, French & German.

Modules / Functionalities required in Web-based ERP/ Integrated University Management System (UMS):

### A. Category – A

S. No.	Activities/Tasks –A	A	N	Remark
1	Pre – Admission Management			
2	Admission & Academics			
3	Attendance Monitoring			
4	Pre Examination Processing			
5	Post Examination Processing			
6	Result Processing			
7	Degree Management			
8	Financial Accounting			

9	Employee Information Management System			
10	Establishment, HRMS & Payroll			
11	College /Institute Management System			
12	College Affiliation Management System			
13	Store & Purchase			
14	Library Management System			
15	Syllabus Management System			
16	Fee Management			
17	Micro Sites for Department			
18	IQAC & NAAC Management System			
19	VC & Administration Offices			
	<b>TOTAL of A</b>			

### B. Category – B

S. No.	Activities/Tasks –B	A	N	Remark
20	Scholarship Management			
21	Student Management System			
22	Budget Management			
23	Assets & Estate Management			
24	Alumni & Convocation Management			
25	Placement Services			
26	Events & Seminar Management			
27	Committee & Meeting Management			
28	Grievance Management			
29	Research Project Management			
30	Directorate of Distance Education Management			
31	Guest House Management			
32	Industry University Interaction			
33	Knowledge Resource Centre			
34	File Movement and Monitoring System			
35	Letter Movement and Monitoring System			
36	Engineering Section Management			
37	RUSA, AICTE, UGC, PCI, HE related Activities Mngt			
	<b>TOTAL of B</b>			

### C. Category – C

S. No.	Activities/Tasks – C	A	N	Remark
38	Acts, Ordinance, Statutes Management			
39	Hostel & Mess management			
40	Medical Services			
41	E-Tendering Module			

42	Transport Fleet Management			
43	Self Service Portal			
44	Land Management			
45	University Resource Centre			
46	Engineering Section Management			
47	Sports and Yuva Utsav			
48	RTI & Law suit management			
49	Statistical (Cell) Information Mngt. module			
50	Proctorial Board Management			
51	Student Welfare and Enquiry Mngt. system			
52	Planning & Development Management			
	<b>TOTAL of C</b>			

Note: Some modules may be added as per requirement.

( A: Module already available with Vendor and ready for demonstration

N: Module currently not available with Vendor )

Apart from all the above modules in the following paragraphs we describe the extension of activities which directly or indirectly related to the above activities which are also to be automated in our University:

- 1) **Administrative** modules such as finance, accrual based accounting, HR, payroll, income tax, pension and fund, automation of VC office, Registrar office, all dean's offices, facility management, department offices, audit and legal activities, materials management, stores & purchase, asset management, etc.
- 2) **Academic** modules such as complete examination related activities, result processing, online copy checking, online submission of marks etc., online copy persuasion, online internal/external results, student information systems, classroom and learning management systems such as content management systems, course registration and grade submission, class-room management and time tabling, document management systems, examination scheduling, student admissions, scholarships, student hostels, council of wardens (COW), festivals and student related events, convocation, awards & medals, faculty publications, quality improvement program (QIP), related activities, fees related information, etc.
- 3) **Research Project Management** systems for sponsored and institute projects that involve purchases, audit, accrual based accounting, project staff hiring, income tax, payroll, pension, QIP scholarship, fellowship, project management and monitoring, intellectual property rights (IPR), memorandum of understanding (MOU), patents, etc.
- 4) **External connect** systems that provide links to outside the institute including alumni relations, placement, donations, summer internships, etc.
- 5) **Institute services management** systems involving health centre, student facilities, guest house, institute works department (IWD), identity card cell (ID cell), security, attendance system for students and employees, transport, no-dues, smart card based applications, etc. The system should allow online booking, queries, availability of information on mobile and email and complaint management.
- 6) **E-payment** gateways where payment can be made through various modes such as credit/debit cards, University Bankers Connect, Internet banking, etc. to Universities respective bank accounts.

In addition, we are looking for the following features in the automation. Note that some of the features may be optional, and/or they can be taken from other available softwares/applications. The vendors are expected to provide ideas how to achieve these objectives, even if they do not have some of these applications (refer to checklist).

- 1) **Efficient class management:** (a) online examination, (b) mechanized attendance taking using biometrics or similar tools, (c) clicker-like solution for large classes, (d) interfacing with smart classrooms, e.g., saving the blackboard screenshots, (e) online course feedback, (f) classroom booking, (g) timetabling of courses, (h) classroom allocation for courses.
- 2) **Information and discussion portal:** (a) forums for student, faculty, staff, campus community, and alumni; (b) lost-and-found boards; (c) announcements of seminars and major events; (d) online surveys; and other similar tasks.
- 3) **Library automation:** Search and index facilities, books issue/deposit, barcode/RFID features for borrowing books, e-book borrowing, online recommendation and purchases of books by faculty and staff, inter-library loan, stock reconciliation, etc.
- 4) **Easy report generation:** Concerned personnel should be able to generate dynamic reports easily using the database by ticking various fields in different formats such as rich text format, pdf, spreadsheet, comma-separated-value, pdf, text, etc. The data access, however, must be protected, and only the appropriate personnel with authority should be able to access the relevant data.
- 5) **Process engineering:** Minor modification in the processes should be easily implementable.
- 6) **No duplication of data:** data flow from various modules should be seamless and the updated data must be visible to all the concerned personnel.
- 7) **Data security:** only the concerned authority or user should see the relevant data; access permission at all levels; role based authentication and access at various level such as application, module, form and fields.
- 8) The automation system should run **efficiently and seamlessly** on all platforms (Windows, Linux, Mac, etc.). For users, UI should work on common browsers like Internet Explorer, Firefox, Chrome, Safari, etc.
- 9) The number of students, faculty, and staff could double over the years. The software should be **scalable** for such expansion.
- 10) Automation software should provide relevant services on **mobile and handheld devices**.
- 11) The vendor should provide complete database schema and access to raw data, so that in the event VUU decides to change the automation software in part or whole, the existing data can be easily and seamlessly ported to the new software.
- 12) Wherever possible, VUU would encourage the vendor to share the source code of application software.
- 13) Biometrics and smart-id features should be included for the appropriate modules. Digital signatures should also be implemented.
- 14) We should go paperless as much as possible. The document delivery system should include barcode/RFID features to enable tracking.
- 15) We would need to port all our existing digital databases to the new system. This includes student and faculty data, research projects, accounts, etc. The porting to the new system should be smooth and error free. Most of our data is in a digital format.
- 16) Remote access in a secure and authenticated way when the faculty and students are away from the institute.
- 17) Information security and data integrity. If any ready-made software is to be used, then it

should have proper certification about the quality. The passwords and valuable data should be encrypted.

- 18) Feedback/acknowledgments through email/sms/mobile app.
- 19) Regular backup and recovery of the complete database and application software. Complete protection against data losses.
- 20) The system should be available 24x7.

We are open about the platforms on which the software is to be written. However, we have the following requirements:

- 1) The integration among various modules must be clean and seamless.
- 2) The software should be written in a generic platform so that its life and continuity is guaranteed. Even though we do not specify the platforms at present, the committee reserves its rights to reject very specific platforms.
- 3) For cost effectiveness, the vendors are encouraged to use available open source softwares (e.g., accounting, class management system, and library). However, the responsibility of integration with our aforementioned features lies with the vendor.

The above scope is not intended to be exhaustive but indicative. Any other additional activity, which VUU deems to be beneficial, can be added to the scope of activities at a later time.

## **2. Model of engagement**

VUU would need the vendor to use a managed services model for the above systems for a period of five years from date of go-live. 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 go-live by a dedicated onsite team. Bug fixing, feature enhancement and higher-level support may be provided through offsite backend. VUU expects the complete automation to go live in 3 months after the order has been awarded.

Managed services will also include providing software licenses, hardware, bug fixing, enhancements, upgrades, functional and technical training of VUU personnel, and other related activities. The vendor will take the end-to-end ownership as a single point contact to ensure smooth functioning of the IT operations by providing requisite resources.

## **3. Eligibility criteria for pre-bid**

The eligibility criteria for pre-bid EOI process are as follows:

- 1) Only M.P.Govt./Central Govt. PSUs/ M.P.Govt. Joint Venture Company/Organizations can participate. (Please attach copy of the certificate/document compulsorily.)
- 2) The Participating PSUs do 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.)
- 3) Average annual turnover should be at least 20 crores for last three financial years. Copy of the Audited Balance Sheet of the firms for last three financial years indicating the turnover along with the Income Tax Returns for the last three years are to be enclosed.
- 4) Permanent Account Number/ TIN (whichever applicable) and service tax registration photocopy are to be enclosed.
- 5) Demonstration of the Proof of Concept (PoC) of the functionalities is essential.
- 6) The firms should have been engaged in IT projects/solutions business for a period of at least five years as on last date of submission of EOI.



- 7) Firms should have experience of implementing Integrated University Management System (IUMS) in at least 5 State Government Universities/Central Government Universities out of which “complete” Integrated University Management System should have been implemented in at least 3 such (State Govt./ Central Govt.) Universities. The purchase order copy & satisfactory performance from the competent authority of the Universities in which it is running should be enclosed along with the bid.

The vendors should satisfy the above criteria.

#### 4. Tendering and selection process

To select a vendor for the development, roll--out, and maintenance of the automation system, we have two-phases of tendering process. In the first phase (pre-bid), we invite vendors for the Expression of Interest (EOI) to showcase their likely solutions for our automation requirements; vendors should also present their past experiences and technical capabilities. An empowered committee will select a set of suitable vendors for the next phase based on their technical solution, experiences, and financial stability. The selected set of vendors would then be invited to participate in technical and financial bids for the next phase. We will provide our detailed requirements to this set of vendors. Final selection among these vendors will be based on cost evaluation under Quality Cum Cost Based System (QCBS). Technical bid of those bidders will only be opened for Technical Evaluation whose tender has been received within the due date of submission of the EOI to the office of the Registrar, Vikram University, Ujjain.

Bid Evaluation: Financial bid of those bidders shall only be opened whose proposal has been selected in Technical bid evaluation. Final evaluation will be on QCBS (Quality Cum Cost Based System).

Technical Evaluation will be on the basis of following Technical Evaluation Chart:

S.No.	Technical Evaluation Parameters	Pts	Max
1	Financial Capability: Average annual turnover for last three years FY 2014-15,15-16,16-17 INR >20 <=50 Crores	2	5
	INR 51 to 75 Crores	3	
	INR >75 Crores	5	
2	ERP/Web Portal implemented in University with no Affiliated Colleges in India	4	10
	ERP/Web Portal implemented in One Indian State Govt. University/ Central University with Affiliated Colleges	6	
	ERP/Web Portal implemented in more than One Indian State Govt. University/ Central University with Affiliated Colleges	8	
	ERP/Web Portal implemented in more than two Indian State Govt. University/ Central University with Affiliated Colleges	10	
3	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are > 10 & < 25	2	
	ERP/Web Portal implemented in any one University with which Max. Affiliated		



	colleges are $\geq 25$ & $< 50$	3	
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are $\geq 50$ & $< 100$	5	
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are $\geq 100$ & $< 150$	7	
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are $\geq 150$ & $< 200$	8	
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are $\geq 200$	10	10
4	CBCS(Choice Based Credit/Grade System) in Examination implemented	10	10
5	Examination Result Processing of Students in one University in one year $> 10k < 50k$	2	
	Examination Result Processing of Students in one University in one year $\geq 50k < 1$ lakh	3	
	Examination Result Processing of Students in one University in one year $\geq 1$ lakh $< 2$ lakh	5	
	Examination Result Processing of Students in one University in one year $\geq 2$ Lakh	10	10
6	Project completed involving design, development, maintenance and hosting of application in any University in last 3 years having value of more than 1 Crore INR will be considered =1 project	2	
	2 - 3 projects	3	
	>3 projects	5	5
7	APPs run on all three environment (Desktop, Mobile, Tablet)	5	5
8	Employee strength Employees employed in Software design, development, implementation, Procurement, installation, testing, services and support Up to 50	2	
	50-100	3	
	> 100	5	5
9	Presentation & Proof of Concept	40	40
	Total		100

Final Evaluation of the bids:

The final selection of the bidder will be based on QCBS (Quality Cum Cost Based System). There will be 70% weightage for Technical Evaluation and 30% for Financial Evaluation.

The EOI process will have the following detailed steps and tentative timeline.

Activity	Date of completion
Release of EOI	09/12/2017
Submission of EOI response	30/12/2017
Inform Vendors shortlisted for pre bid presentation through e-mail/mobile/Phone only	05/01/2018
Pre bid presentations	16/01/2018

VUU reserves the right to make any changes deemed suitable in the above process depending on the need. While VUU will attempt to follow the above timeline, it reserves the rights to change the dates if required; the changed schedule will be posted in the website. Vikram University, Ujjain reserves all the rights to change the dates or terms and conditions without any reasons. In case of any conflict arising during the operation, the decision of the Vikram University will be mandatory.

The vendors are requested to send their detailed EOI response alongwith the required information in **prescribed Forms A to J with all the supporting certificates and documents** (Kindly also see section "Submission of EOI" on page no. 13 of this document for further instructions) to the following address:

**The Registrar (Development)**  
**Vikram University**  
**Madhav Bhavan**  
**UJJAIN (MP)- 456010**

The vendors must focus on the solution to our automation requirements. In particular, they must provide the following information:

- 1) Solutions to the major tasks described in Sec. 1.
- 2) Address the desired features of Sec. 1.
- 3) Automation platforms developed by the vendor.
- 4) Usage of existing open source software, if any.
- 5) Solutions to integrate the required modules seamlessly.

The vendors must also present their past work on automation to academic institutions like other Universities (see Forms B and C). The companies that are selected for the pre-bid presentations should present their previous experiences, solution for our requirements, and implementation and integration approach. We will specify the duration of presentation in a later communication to the vendors.

The selections at the pre-bid stage for the next stage would be based on the feedback provided by the vendor, and on the pre-bid presentations. The selected vendors would be invited to bid for the final technical and financial tender.

## 5. Selection criteria for pre-bid

The pre-bid selection would be based on:

Fulfillment of all the eligibility criteria and as per technical evaluation chart described in section 4 and as per following:

- 1) Technical competence of the company.
- 2) Experience in writing automation software for post-graduate institutions/universities comparable to Central or State Universities in stature, system requirements, etc., in India or abroad.
- 3) Experience in integration of various modules mentioned in Section 1 and other relevant legacy and third-party modules.
- 4) Track record of the company.
- 5) Financial and operational stability of the company.
- 6) Innovative solutions proposed by the vendor.
- 7) Ability to showcase existing or potential capabilities during the pre-bid presentation.

Throughout the entire vendor selection process, the following will apply:

- 1) Even though a vendor/applicant may satisfy the specified requirements, bids/applications shall be liable to disqualification if:
  - a. Misleading or false representations have been made or information deliberately suppressed in the forms and enclosures required in the pre-qualification document.
  - b. The party has a record of poor performance such as abandoning work, not completing the contract, etc.
- 2) VUU reserves the right to accept or reject any application and to annul the entire vendor selection process, as well as reject all applications at any time, without assigning any reason or incurring any liability to the applicants.
- 3) Any effort, on the part of the vendor/applicant or his agent, to influence or to pressurize VUU shall result in rejection of the application. Canvassing of any kind is strictly prohibited.

While the above criteria are indicative, VUU may choose to change criteria if needed based on additional information obtained from the vendors or otherwise. VUU also reserves the right to restrict the short-listing of firms to any number deemed suitable by it.

Through the above process, a set of vendors will be selected for the next tendering phase where we request for technical and financial bids.

Note the following:

- (1) To safeguard against a bidder's withdrawing or altering its bid during the financial and technical bidding, an Earnest money/Bid Security has to be paid to the institute by the bidder.
- (2) To ensure due performance of the contract, a performance security is to be obtained from the bidder who has been awarded the contract.

**6. Contact person from Vikram University, Ujjain:**

The following will be the contact person for the vendors for this EO1 :

**Mr. V.K. Saxena  
Coordinator (IUMS)  
Computer Centre  
Vikram University, Ujjain (MP) - 456010  
Email: vksaxena2002@yahoo.co.in  
Contact: 9617629850**

## Detailed information and instructions for bidders

### 1. DEFINITIONS

In this document the following words and expressions have the meaning hereby assigned to them.

- a) Employer: Means Vikram University, Ujjain (VUU) acting through its Registrar
- b) Bidder: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- c) "VUU" means Vikram University, Ujjain.
- d) "Year" means "Financial Year" unless stated otherwise.

### 2. INSTRUCTIONS

- a) All information called for, in the enclosed forms, must be furnished. If for any reason, information is furnished on a separate sheet, it must be mentioned in the relevant column of the forms. For forms A to F, even if no information is to be provided in a column, a "nil" or "no such case" entry must be made in that column. If any particulars/queries are not applicable in case of the bidder, it must be stated as "not applicable". The bidders are cautioned that by not providing complete information called for in the application forms, or not giving it in clear terms, or making any change in the prescribed forms, or deliberately suppressing the information may result in the bidder being summarily disqualified.

Applications made by email, telegram or telex and those received late will not be entertained. However, one soft copy in CD/DVD of the entire application in PDF format must be provided in addition to the typed application.

- b) The application should be in a typed form. The bidder should sign each page of the application.
- c) Any information attached in A4 size sheets must be endorsed with the seal and signature of the bidder(s) along with the date of submission.
- d) Overwriting should be avoided. Corrections, if any, must be made by neatly crossing out, initialing, dating, and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if added by the bidder, must also be numbered by the bidder. The complete application must be submitted as a package with a signed letter of transmittal.
- e) The entire application must be answered in MS Word, and then ported to PDF format. No additional presentation (e.g. .ppt) or spreadsheet (e.g., .xls) must be embedded in the documents. Pasted pictures not preferred. However, if pasted pictures are provided, they should be of readable font size.
- f) References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the bidder must be signed by the authorized person or equivalent.
- g) The bidder may furnish any additional information, which the bidder thinks is necessary to establish its capabilities to successfully complete the envisaged work. The bidder is, however, advised not to furnish superfluous information. No information shall be entertained after submission of EOI document unless VUU calls for it.

Any information furnished by the bidder found to be incorrect, either immediately or at a later date, shall render the bidder liable to be debarred from participation in this work as well as in future works.

## Submission of EOI

Interest firms which are meeting above eligibility qualifications should submit their Expressions of Interest (EOI) along with-

- i. Names of the University where they have installed web-based ERP/Integrated UMS (with modules/functionalities installed)
- ii. Technology used in such installation to implement the for Web-based ERP/Integrated UMS for University.
- iii. All eligibility documents & supporting documents.
- iv. Kindly write name and address of the company at the top of each form attached A to J and submit completely filled forms A to J in separate envelope mentioning “ **Company Profile at a Glance**”. Forms must be arranged in sequence from A to J and kindly attach relevant certificates and documents after last form as annexure A1, A2.... To J1,J2....so on. It means annexure related to form A should be numbered as A1, A2,.... Similarly annexure related to form B should be numbered as B1, B2 and so on. Kindly keep this envelope in main envelope only.

EOI must be sent in sealed cover envelope by speed post/ registered post only (please mention **EOI for IUMS** ref. no.- EOI..... on the top of envelope) to the undersigned by **30/12/2017 by 5:00 PM** positively:

**The Registrar (Development)  
Vikram University  
Madhav Bhavan  
UJJAIN (MP)- 456010**

Note: University reserves the right to accept /reject any or all EOIs in part or full without assigning any reason thereof.

### 4. FINANCIAL INFORMATION

Bidder must furnish the annual financial statements for the last five years in Form A.

### 5. EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

- a) Bidder must furnish the following:
  - i. List of all works of similar class successfully completed during the last five years (Form B).
  - ii. List of all the projects under execution or awarded (Form C).
- b) Particulars of completed works and performance of the bidder duly authenticated/certified by an authorized officer or equivalent should be furnished separately for each work completed or in progress (Form D).



## 6. ORGANIZATIONAL INFORMATION (Forms 'E' and 'G')

Bidder is required to submit the following information in respect of its organization (Form E):

- a) Name and postal address including email, telephone, fax & telex numbers etc.
- b) Copies of original documents defining the legal status, place of registration and principal places of business.
- c) Names and title of Directors and Officers who shall be concerned with the work, with designation of individuals authorized to act for the organization.
- d) Information on any litigation in which the bidder was involved during the last five years, including any current litigation.
- e) Authorization for employer to seek detailed references.
- f) Number of technical and administrative employees in parent company and/or subsidiary company and how these employees will be involved in this work (Form F).
- g) Check list

## 7. FORMAT OF RESPONSE

- a) Each plan must start from a fresh page and each page must be numbered.
- b) The plans must be written in font size of 10pt on separate A4 single spaced pages, with all margins equal to 25 mm.
- c) Each page must be signed and endorsed with the seal and signature of the bidder(s) along with the date of submission.

*Applicant must furnish annual financial statements for the last five years in Form A.*

**FORM 'A' FINANCIAL**

**INFORMATION**

I. **Financial Analysis** – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial year				
	12-13	13-14	14-15	15-16	16-17
(i) Gross Annual					
(ii) Profit/Loss					

a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)



**F O R M 'B'**

**DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENT  
COMPLETED DURING THE LAST FIVE YEARS ENDING 31.03.17**

<b>SIMILAR NATURE OF ASSIGNMENT COMPLETED 1</b>		
<b>Sr. No.</b>	<b>Description</b>	<b>Project Detail</b>
1.	Name of work/project and Location	
2.	Mention the project objectives, details of solution implemented and benefits accrued to the customer organization	
3.	Name & Address of Employer/organization	
4.	Cost of work in Rs.	
5.	Complexity of the task (modules, etc.)	
6.	Complexity of the database (size, etc.)	
7.	Date of commencement as per contract	
8.	Stipulated date of Completion	
9.	Actual date of completion	
10.	Litigation/arbitration pending/in progress with details*	
11.	Name and address/email and telephone number of officer to whom reference may be made.	
12.	Remarks	

\* Indicate gross amount claimed and amount awarded by the Arbitrator

\* For each work separate sheet be prepared as per Performa given in form B.

Signature of Applicant(s) with date & seal

**FORM 'C'****ASSIGNMENT / PROJECTS UNDER EXECUTION OR AWARDED**

<b>Sr. No.</b>	<b>Description</b>	<b>Project Detail</b>
1.	Name of work/project and Location	
2.	Mention the project objectives, details of solution being implemented and benefits likely to accrue to the customer organization	
3.	Name & Address of Employer/organization	
4.	Cost of work in Rs.	
5.	Complexity of the task (modules, etc.)	
6.	Complexity of the database (size, etc.)	
7.	Date of commencement as per contract	
8.	Stipulated date of Completion	
9.	Up to date percentage progress of work	
10.	Slow progress if any and reasons thereof	
11.	Name and address/email and telephone number of officer to whom reference may be made.	
12.	Remarks	

\* For each work separate sheet be prepared as per Performa given in form C

Signature of Applicant(s) with date & seal

**FORM 'D'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM 'B' & 'C'**

- 1) Name of work/Project & Location
- 2) Agreement No.
- 3) Estimated Cost
- 4) Tendered Cost
- 5) Date of start
- 6) Date of completion
  - i. Stipulated date of completion
  - ii. Actual date of completion
- 7) Amount of compensation levied for delayed completion, if any.
- 8) Performance Report

1. Quality of work	Very Good/Good/Fair/Poor
2. Financial soundness	Very Good/Good/Fair/Poor
3. Technical Proficiency	Very Good/Good/Fair/Poor
4. Resourcefulness	Very Good/Good/Fair/Poor
5. General Behavior	Very Good/Good/Fair/Poor

Date:

Authorized Signature

**Note:** - Certificate for each project completed/under execution shall be obtained as per "FORM D" and given in separate sheets. At this location, images of these certificates can be scanned and pasted in the softcopy of this document.

**FORM 'E'**  
**STRUCTURE & ORGANIZATION**

1.	Name & Address of the applicant:		
2.	Telephone NO. Telex No. Fax No.		
3.	Legal status of the applicant (attach copies of original document defining the legal status)  i. An individual ii. A proprietary firm iii. A firm in partnership		
4.	Particulars of registration with various Government bodies (attach attested photocopy)	Organization/Place of registration	Registration No.
5.	Name and Titles of Director & Officers with designation to be concerned with this work:		
6.	Designation of individuals authorized to act for the Organization		
7.	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the		

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	project and reasons for abandonment.	
9.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
10.	Has the applicant or any firm's partner in case of partnership firm, ever been convicted by a court of law? If so, give details	
11.	Any other information considered necessary but not included above.	

Signature of Applicant(s) with date & seal

**FORM 'F'**

**DETAILS OF PROPOSED ASSOCIATE SERVICE**

<b>Sr. No.</b>	<b>Proposed Associate For</b>	<b>Name &amp; Address Of Associate Proposed</b>	<b>Years of Experience</b>	<b>Years of Associate With The Prime Firms</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Signature of Applicant(s) with date & seal

## FORM -G

### Modules Information

#### Category-A

S. No.	Activities/Tasks –A	As-Is Deployment	Customized Deployment	New Deployment
1	Pre – Admission Management			
2	Admission & Academics			
3	Attendance Monitoring			
4	Pre Examination Processing			
5	Post Examination Processing			
6	Result Processing			
7	Degree Management			
8	Financial Accounting			
9	Employee Information Management System			
10	Establishment, HRMS & Payroll			
11	College /Institute Management System			
12	College Affiliation Management System			
13	Store & Purchase			
14	Library Management System			
15	Syllabus Management System			
16	Fee Management			
17	Micro Sites for Department			
18	IQAC & NAAC Management System			
19	VC & Administration Offices			
	<b>TOTAL of A</b>			

#### Category – B

S. No.	Activities/Tasks –B	As-Is Deployment	Customized Deployment	New Deployment
20	Scholarship Management			
21	Student Management System			
22	Budget Management			
23	Assets & Estate Management			
24	Alumni & Convocation Management			
25	Placement Services			
26	Events & Seminar Management			
27	Committee & Meeting Management			
28	Grievance Management			
29	Research Project Management			
30	Directorate of Distance Education Management			
31	Guest House Management			
32	Industry University Interaction			
33	Knowledge Resource Centre			

34	File Movement and Monitoring System			
35	Letter Movement and Monitoring System			
36	Engineering Section Management			
37	RUSA, AICTE, UGC, PCI, HE related Activities Mngt			
	<b>TOTAL of B</b>			

**Category - C**

S. No.	Activities/Tasks - C	As-Is Deployment	Customized Deployment	New Deployment
38	Acts, Ordinance, Statutes Management			
39	Hostel & Mess management			
40	Medical Services			
41	E-Tendering Module			
42	Transport Fleet Management			
43	Self Service Portal			
44	Land Management			
45	University Resource Centre			
46	Engineering Section Management			
47	Sports and Yuva Utsav			
48	RTI & Law suit management			
49	Statistical (Cell) Information Mngt. module			
50	Proctorial Board Management			
51	Student Welfare and Enquiry Mngt. system			
52	Planning & Development Management			
	<b>TOTAL of C</b>			

Signature of Applicant(s) with date & seal



## FORM - H

### Self Technical Evaluation Chart

S.No.	Technical Evaluation Parameters	Pts	SE*	CE*	Remark
1	Financial Capability: Average annual turnover for last three years FY 2014-15,15-16,16-17 INR >20 <=50 Crores	2			
	INR 51 to 75 Crores	3			
	INR >75 Crores	5			
2	ERP/Web Portal implemented in University with no Affiliated Colleges in India	4			
	ERP/Web Portal implemented in One Indian State Govt. University/ Central University with Affiliated Colleges	6			
	ERP/Web Portal implemented in more than One Indian State Govt. University/ Central University with Affiliated Colleges	8			
	ERP/Web Portal implemented in more than two Indian State Govt. University/ Central University with Affiliated Colleges	10			
3	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are > 10 &< 25	2			
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are >= 25 &< 50	3			
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are >= 50 &< 100	5			
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are >= 100 &< 150	7			
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are >= 150 &< 200	8			
	ERP/Web Portal implemented in any one University with which Max. Affiliated colleges are >= 200	10			
4	CBCS(Choice Based Credit/Grade System) in Examination implemented	10			
5	Examination Result Processing of Students in one University in one year > 10k < 50k	2			
	Examination Result Processing of Students in one University in one year >= 50k < 1 lakh	3			
	Examination Result Processing of Students				

	in one University in one year $\geq 1$ lakh < 2 lakh	5			
	Examination Result Processing of Students				
	in one University in one year $\geq 2$ Lakh	10			
6	Project completed involving design, development, maintenance and hosting of application in any University in last 3 years having value of more than 1 Crore INR will be considered				
	=1 project	2			
	2 - 3 projects	3			
	>3 projects				
7	APPs run on all three environment (Desktop, Mobile, Tablet)	5			
8	Employee strength	5			
	Employees employed in Software design, development, implementation, Procurement, installation, testing, services and support				
	Up to 50				
	50-100	2			
	> 100	3			
9	Presentation & Proof of Concept	5			
		40			
	Total				

\* SE = Self Evaluation by the Company  
 CE = Committee Evaluation (Evaluation by the Committee of University)

Note: Kindly submit documents related to the proof for each technical criteria as supporting documents. Points will not be given in case of non-submission of documents related to the any of the above technical criteria.

Signature of Applicant(s) with date & seal

**FORM - I**  
**Proof of Criteria Fulfillment**

Criteria No.	Criteria	Whether Company is fulfilling criteria or not? (Yes/No)	Whether Certificate is attached? (Yes/No)	Remark
1	Only M.P. Govt./ Central Govt. PSUs/ M.P. Govt. Joint Venture Company/ Organizations can participate.	(Kindly also mention the name of the category in this block)		Proof is attached as Annexure- 11
2	The Participating PSUs do not stand blacklisted or banned by any state or central Government or by its procurement agencies.	(Kindly give affidavit on stamp paper in this regard and mention the attachment no.)		Proof is attached as Annexure- 12
3	Average annual turnover should be at least 20 crores for last three financial years	(Kindly also mention the amount in this block)		Proof is attached as Annexure- 13
4	Permanent Account Number/ TIN / GST No. (Whichever applicable) and service tax registration photocopy are to be enclosed.			Proof is attached as Annexure- 14
5	Demonstration of the Proof of Concept (PoC) of the functionalities is essential.			Proof is attached as Annexure- 15, 15.1, 15.2.....
6	The firms should have been engaged in IT projects/solutions business for a period of at least five years as on last date of submission of EOI.			Proof is attached as Annexure- 16
7	Firms should have experience of implementing University Management System (UMS) in at least 5 State Government Universities/Central Government Universities out of which "complete" Integrated University Management System should have been implemented in at least 3 such (State Govt./ Central Govt.) Universities. The purchase order copy & satisfactory performance from the competent authority of the Universities in which it is running should be enclosed along with the bid.			Proof is attached as Annexure- 17

Note: Kindly attach proof for all the criteria as annexure-11, 12,..... as mentioned in remark column in above table compulsorily. Proof must be attached with the table itself without referring to any other place for such documents/certificates.

Signature of Applicant(s) with date & seal

**FORM - J**

**CHECKLIST**

<b>Checklist – General</b>		
1.	Your proposal for implementation of our automation requirements	<input type="checkbox"/>
2.	Forms A to I in given format and completely filled and kept in separate envelope “ Company profile at a glance” as per instructions in page 13	<input type="checkbox"/>
3.	Attached all supporting certificates/documents along-with forms A to I as per instructions in page 13	<input type="checkbox"/>
4.	Document is in pdf only	<input type="checkbox"/>
5.	If any other information (not called for in Form A-I) is furnished, it is in A4 size sheets, endorsed with seal and signature of the bidder along with date of submission on every page	<input type="checkbox"/>
6.	All corrections are neatly crossed out, rewritten, initialed and dated	<input type="checkbox"/>
7.	Pages of the documents are numbered	<input type="checkbox"/>
8.	CD/DVD of the entire application	<input type="checkbox"/>
9.	Each page of the application is signed	<input type="checkbox"/>
10.	There are no .ppt or .xls files embedded or attached.	<input type="checkbox"/>
11.	References, information & certificates from clients are signed by authorized person or equivalent. (if available)	<input type="checkbox"/>