



BARKATULLAH UNIVERSITY, BHOPAL

Tender No 49/Store/2018

Bhopal, Date: 13-9-2018

Barkatullah University, Bhopal Integrated University Management System Expression of Interest Third Call- 2018

Offers are invited from M.P.Govt. Organizations, Central Government Public Sector Undertaking (PSUs), and Madhya Pradesh Government Joint Venture Companies working in the field of Web-based-ERP for the selection of System Interator Consultant for the establishment of BUB-IUMS in the Barkatullah University, Bhopal, M.P.

The Consultancy firm/organization who wishes to participate can access/download EOI document from the Govt. Portal <https://www.mpeproc.gov.in>, fill it and submit the complete EOI into electronic form only on the website itself.

The cost of EOI document is Rs. 5,000/- (Non-Refundable) and EMD is Rs. 5,00,000/- (Rs. Five LaKhs only) to be submitted online.

Corrigendum/Addendum/Correction if any will be published on the Govt. Portal <https://www.mpeproc.gov.in> and www.bubhopal.ac.in

Date Sheet:

Sr. No	Description	Date	Time
01	Date of uploading EOI form	13-9-2018	22-30
02	Last Date for Downloading EOI form	27-9-2018	15-00
03	Last Date for Submission of EOI on line	27-9-2018	17-00
04	EOI Opening Date of Cost of document and EMD	28-9-2018	15-30
05	EOI Opening Date for Technical	28-9-2018	16-00

General information related to EOI also available on website: www.bubhopal.ac.in
For any query consultancy firm/organisation should e-mail Registrar, Barkatullah University, Bhopal at E-mail address registrar@bubhopal.nic.in withing 7 days of publish of this document. Those who have already uploaded this EOI in second call need not to apply again.


Registrar

Barkatullah University, Bhopal


संयोजक अधिकारी (अण्डर)
बarkatullah विश्वविद्यालय, भोपाल



BARKATULLAH UNIVERSITY BHOPAL M.P.

BUBIUMS

**Barkatullah University, Bhopal
Integrated University Management System**

Expression of Interest (EOI) Third Call (As on Sept 2018)

Date of Issue: 13-9-2018

Last Date of Submission: 27-9-2018

**By
Registrar
Barkatullah University Bhopal M.P.**

BARKATULLAH UNIVERSITY BHOPAL
(E-Mail registrar@bubhopal.nic.in Web Site: www.bubhopal.ac.in)
Tel: 0755-2517011, Fax 0755-2517012


अनुभाषण अधिकारी (रजिस्ट्रार)
बarkatullah विश्वविद्यालय, भोपाल

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बार्कतुल्ला विश्वविद्यालय, भोपाल

Chapter 1 Disclaimer:

All information contained in this Expression Of Interest (EOI) provided is in the good interest and faith. This is neither an agreement nor an offer/invitation to enter into an agreement of any kind with any party.

Adequate care has been taken in the presentation of this EOI document; the interested eligible consultant shall satisfy themselves that the document is complete in all respects. The information published in this document is not very exhaustive. Interested Consultants are required to make their own enquiries and assumptions wherever required.

Any type of query, if any, should be given to the registrar within 7 days of publish of the EOI by E-Mail (registrar@bubhopal.nic.in) only. If no query is received by registrar within 7 days of publish of the EOI by E-Mail, it shall be deemed that the EOI document is complete in all respects and firms submitting their EOI are satisfied that the EOI document is complete in all respects. In the whole process the Manual of Policies and Procedure of Employment of Consultants is followed. (this document also available on <http://sites.google.com/site/buiums> to see)

Barkatullah University, Bhopal, Madhya Pradesh reserves the right to,

- Reject any or all proposals submitted in response to this EOI document at any stage without assigning any reasons whatsoever.
- Withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this EOI.
- To change/ modify/ amend any or all of the provisions or terms and conditions of this EOI document without assigning any reason. Any such change would be communicated to the consultants by posting it on the Website of **Barkatullah University, Bhopal, Madhya Pradesh** (www.bubhopal.ac.in).

REGISTRAR


अनुमान अधिकारी (अपलरर)
इरकतुल्ला विश्वविद्यालय, भोपाल

Chapter 2: Invitation to Expression of Interest (EOI):

This Chapter includes the advertisement whereby consultants are invited to submit their Expression of Interest.

Expression of Interest is invited from Organizations for the establishment of Web Based Integrated University Management System of Barkatullah University Bhopal Madhya Pradesh (BUB-IUMS) from the following type of firms / Organisations

- I. The Madhya Pradesh Government Organizations,
- II. Central Government Public Sector Undertakings (PSUs),
- III. Madhya Pradesh Government Joint Venture Company.

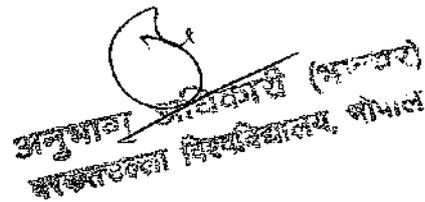
working in the field of Web-based-ERP for the selection of System Integrator for the establishment of BUB-IUMS in the Barkatullah University, Bhopal.

(Please attach copy of the certificate/document compulsorily as proof of you belongs to above category).

To participate in EOI all the forms, documents, Terms & Condition and other information are available on the Online Govt. Tender portal <http://mpeproc.gov.in> and also on University Web Site www.bubhopal.ac.in

Interested organizations should participate ONLINE with following

1. Name of the University where consultant firms / Organisations have established Web based Integrated University Management System with modules.
2. Which Technology consultant firms / Organisations used in the above System
3. All documents related to Eligibility and Supporting Documents
4. Completely filled Form-A to Form-J properly numbered.
All Papers should be numbered as per Form (Eg. If Documents of A then number A1, A2... if Form H then number as H1, H2....)
5. All forms should be on the letter Pad of the Consultant Firm/ Organisation or on top of each page there should be name and full address of the consultant firm / organization should be typed.
6. **Please note carefully that all the documents should be uploaded online.**
7. During uploading of files on line, please make the File Names According to the Form Name (Eg. For FORM A file name Should be FORM-A, for form B file name Should be FORM-B and so on) and file name of all the documents according to that document.


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BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

Important Information related to EOI:

- Name of the Organisation inviting EOI : BARKATULLAH UNIVESITY, BHOPAL M.P.
Address : REGISTRAR
Address : Barkatullah University
Hoshangabad Road, NH12
BHOPAL M.P. PIN 462026
University Web Site : www.bubhopal.ac.in
Registrar E-Mail : registrar@bubhopal.nic.in
- Name of the Work : Web Based Integrated University Management System
Work : To Analyse, Design, Develop, Test, Implement maintain and Handover Complete Web Based Integrated University Management System of University
- Process of Selecting the Consultant Firm : Quality and Cost Based Selection (QCBS0029
/Organisation
Pre Bid Query : Firm / Organisation can raise their query within 7 days of publishing this EOI, through Registrar E-Mail (registrar@bubhopal.nic.in) only
- Cost of EOI Document : Online Rs. 5000/- (Rs. Five Thousand Only)
Security Deposit : Online Rs.5,00,000 (Rs. Five Lakhs Only) (fresh security deposit is to be paid. If paid in previous call apply for refund and you will get back the same)
- Amendment in EOI after Publishing : After Publishing EOI all the amendments in EOI will be Notified on Website.
- Intimation of Short Listed Firms : Will be given to Consultant Firms / Organisations which are shortlisted by Phone / Mobile / E-Mail By Pre Bid process
- Submission Method : Online Tender portal <http://mpeproc.gov.in>
- Details of EOI Opening Dates :

01	Date of Uploading EOI Form	13-9-2018	22-30
02	Last date for Downloading EOI Form	27-9-2018	15-00
03	Last date for Online Application	27-9-2018	17-00
04	Date of Opening EOI	28-9-2018	15-30

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बर्कतुल्ला विश्वविद्यालय, भोपाल

Chapter 3 Preamble:

This Chapter Provides Brief Introduction about Barkatullah University.

INTRODUCTION:

Barkatullah University: A brief Profile

The Barkatullah University formerly known as Bhopal University was established in 1970 in the capital city of Madhya Pradesh. With a view to perpetuate the name of a learned scholar and the revolutionary son of the soil, Bhopal university was rechristened as Barkatullah University in 1988, in the living memory of Prof. Maulana Barkatullah Bhopali, the great freedom fighter.

The territorial jurisdiction of the university extends to the eight districts: Bhopal, Sehore, Vidisha, Raisen, Hoshangabad, Harda, Betul, and Rajgarh. There are around three hundred sixty five colleges affiliated to the University with enrollment of around 1.50 lacs students.

The Campus

The jurisdiction of the University is spread around approx. 360 acres. The University campus includes Administrative Block, Library Block, Life sciences Block, Law Block, Humanities Block, Social science Block, Physics Block, Applied Geology Block, Microbiology Block, Yoga Block, Computer Science and Computer Center Block, Hostel Buildings, Guest House, Institute of Open and Distance Education, Printing press, and buildings of Institute of Management, Pharmacy, Physical Education & Gymnasium and University Institute of Technology. The University covers almost a total spectrum of higher education, offering courses in its affiliated colleges and the teaching departments in the faculties of Arts, Social Science, Science, Life Science, Home Science, Medicine, Dentistry, Commerce, Business Management, Law, Engineering, Education and Technical Education.

The university runs various conventional and non conventional courses at Post Graduate level like Arabic, Sanskrit, Linguistics, Persian, English, Urdu, Hindi, Psychology, Commerce, Geography, Economics, Sociology, Social Work, Law, Aquaculture, Zoology, Microbiology, Biotechnology, Genetics, Bio-chemistry, Bioscience, Limnology, Electronics, Physics, Computer Science, Applied Geology, Management, Education, Physical Education, Yoga, Pharmacy, and Engineering through its teaching departments. Some courses like Engineering, Pharmacy, Law, Education and Physical Education are also run at Under Graduate levels. Most of the subjects like Linguistics, Regional Planning and Economic Growth (RPEG), Bioscience, Limnology, Applied Geology etc. are interdisciplinary in nature and conducted only in the University teaching departments. Research facilities are also available in these subjects. The University also runs Institute of Open and Distance Education, through which variety of traditional and professional courses at graduation and post graduation level are conducted. The university generally follows the semester system of teaching and examination.

Besides teaching departments, the university also runs some study centers to promote teaching, research, and extension programmes in their respective fields. For instance, the Bio-


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informatics Centre provides computational facilities and basic training in Bioinformatics for analyzing data and interpreting results to students, researchers, scholars and faculties in the field of Life Science. It organizes frequent workshops which provide opportunity for advance training in the concerned subject. Besides this some other prominent centers which are effectively functioning are Women Studies Center, Buddhist Studies Center. The MITRA (Help Centre for the Students) is a multipurpose help centre for the students. The purpose of this center is to assist students and provide them information regarding prospectus, syllabus, admission forms, results etc. The students get all the requisite information under one roof. The University Computer Center is equipped with AST Manhattan Server, IBM RS6000 Unix Server, Motorola 68030 machines and a number of intelligent nodes under LAN environment. The center is providing facility for computation and data processing to the students and teachers of the University.

The university has enriched library having around 72000 books, 6000 thesis and 60 Manuscripts. It has a collection of rare reference books on various subjects. The Library has an Inter Library Loan Facility which enables borrowing and lending books/thesis to and from other university libraries.

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Chapter 4: Brief About Objectives and Scope of Work:

This Chapter includes brief description about objective of carrying out the work, broad scope of work and place of execution.

Need of BUB-IUMS:

In order to meet the current challenges for sustaining competitiveness in the market as well as to move towards excellence in governance with less paperwork and enhance efficiency of the people and processes, there is a need for **Barkatullah University, Bhopal M.P.** to undertake an INTEGRATED University Management System implementation. This exercise will enable **Barkatullah University, Bhopal M.P.** to streamline and standardize the processes across the university and to adopt some of the global best practices being followed in similar Universities.

A study of the university activities is required to be taken up by the consultant so as to get an idea / understanding of the customization to be done and complexity involved in the Unit level implementations. Also a study of the departments which already have their own IT solutions shall be required to be taken up by the consultants for suggesting evolving an integrated solution. This study by the consultant is also needed so that the required integration can be addressed suitably in the proposed BUB-IUMS

Objective & Vision

The objective of Barkatullah University, Bhopal Madhya Pradesh is to automate and integrate all the activities being run by the University. In addition to this, the office of the University also upholds the main role in the implementation of progressive policies in the State Universities.

Vision of the BARKATULLAH VISHWAVIDYALAYA, Bhopal is as follows:

- To make a knowledge-based community by fueling its University Management landscape to respond to both local and global challenges.
- To create a culture of quality and excellence at an individual and university level in all aspects of University Management.
- To incentivise teaching and make teachers accountable.
- To establish shared governance structure, facilitative and trustful external governance and efficient and effective internal governance structure.

Objective of the Work is to Develop and Design the Web based Integrated University Management System so that all the activities of the University could be integrated in such a manner that from a single System, required application, by the authorized user (including Student, Teachers, staff etc.) will be accessible instantly. The Broad Systems / Modules which covers the University in total are Finance, Administration, Academic, Examination, Stores & Purchase, Engineering, Library Management, File Movement / Tracking, & Other Sections, Cell, Amenities.

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All the Systems should be designed in such a manner that the work of respective department / section should be done at the place where the department / section exists. Means the documents / information generated in the department / section should be entered, viewed, processed in the same place using web / cloud and not by moving the documents to the computer center, or any other center far from the respective department / section with a proper training to the user.

The project should adopt the sequence as

- Analyse each the System & Sub System
- Design the System
- Get Final Approval from the authorized User of the System
- Develop the System
- Test and Implement the System User wise
- Integrate total System
- Prepare User Manual for each System
- Provide training to each authorised user of the System / Sub System
- Develop Periodic Feedback System
- Make implementation of all the Feedback after correcting
- Maintain the System for 5 years
- Run the System for 5 Years after the total Implementation
- Handover the System to Barkatullah University authority with complete documents including codes.


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Chapter 5: Instructions to the Consultant:

This Chapter includes instructions regarding eligibility criteria, conditions, submission requirement, nature of Job (Modules to be developed), requirement of bid processing fee, last date of submission, place of submission and related instructions.

A: Eligibility Criteria for Consultant for Pre BID:

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

1. Only

- I. Madhya Pradesh Government Organisations,
- II. Central Government Public Sector Undertakings (PSUs),
- III. Madhya Pradesh Government Joint Venture Company

working in the field of Web-based-ERP for the selection of System Integrator for the establishment of BUB-IUMS in the Barkatullah University, Bhopal as detailed in the enclosed Terms Of Reference(TOR). (Please attach copy of the certificate/document compulsorily).

2. The Participating organization should not be blacklisted or banned by any state or central Government or by its procurement agencies. (Please attach a notarized affidavit in this regard compulsorily.
3. Annual turnover should be at least 20 crores for last three financial years. (Please Attach Copy of the Audited Balance Sheet of the firms for last three financial years indicating, the turnover along with the Income Tax Returns.)
4. Permanent Account Number/ TIN (whichever applicable) and service tax registration (Please Attach copy for the same.)
5. Demonstration of the Proof of Concept (PoC) of the functionalities is essential.
6. The Organization 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. Organization 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.(Please enclose the purchase order copy & satisfactory performance from the competent authority of the Universities in which it is running or Agreement Copy with the University where IUMS is implemented.)

The consultant should satisfy the above criteria.

Cost of EOI Document	: Online Rs. 5000/- (Rs. Five Thousand Only)
Security Deposit	: Online Rs.5,00,000 (Rs. Five Lakhs Only) (fresh fee is to be paid. If paid in previous call apply for refund and you will get back the same)
Amendment in EOI after Publishing	: After Publishing EOI all the amendments in EOI will be Notified on our University Website.
Intimation of Short Listed Firms	: Will be given to Firms / Organisations by Phone / Mobile / E-Mail By Pre Bid


अनुभावा जाधवारी (अध्यक्ष)
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BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

Submission Method : Online Tender govt portal <http://mpeproc.gov.in>

B: Other Conditions for Consultant:

I. Clarification to EOI

Clarification, if any, can be sent by email on Registrar's E-mail(registrar@bubhopal.nic.in) within 7 days of Publishing the EOI.

II. Amendment/ Cancellation of EOI

Barkatullah University, Bhopal, Madhya Pradesh reserves the right to

- cancel this EOI at any time without any obligation to the Consultants and without assigning any reason thereof.
- amend the EOI by issuing an addendum in writing or by standard electronic means. The addendum will be binding on all the Consultants. Consultants shall acknowledge receipt of all amendments prior to the deadline for submission of Proposals. To give Consultants reasonable time in which to take an amendment into account in their Proposals, Barkatullah University, Bhopal may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- reject any or all of the applications submitted in response to this EOI cum RFP document at any stage without assigning any reasons whatsoever.
- withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this EOI
- to change/ modify/ amend any or all of the provisions or terms and conditions of this EOI document without assigning any reason. Any such change would be communicated to the consultants by posting it on the Website of Barkatullah University, Bhopal, Madhya Pradesh.
- to annul the bidding process and reject all bids at any time prior to award of contract, without incurring any liability to the consultants or without any obligation to assign reasons thereof.

III. Earnest Money Deposit

The Consultants must submit an Earnest Money deposit of Rs. 5,00,000=00 Rs (Five Laks) on line along with a Technical proposal. The EMD shall be in Indian Rupees only.

Unsuccessful Consultant's EMD will be discharged / refunded.

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

The EMD shall be forfeited:

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

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


अनुष्ठापक प्रमुख (समय) (समय)
बarkatullah विश्वविद्यालय, भोपाल

IV. Validity of the Proposal

The proposal and rates shall be valid for 1 Year from the last date for submission of the Proposal. A Proposal that is valid for a shorter period shall be rejected as non-responsive.

V. Disqualification of the Proposal

Barkatullah Administration may at its sole discretion, and at any time during the processing of the Proposal, disqualify any Consultant from the Bidding process if the Consultant has:-

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

VI. Fraud / Corruption

Barkatullah University, Bhopal requires that the consultants participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, **Barkatullah University, Bhopal** defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

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

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BARKATULLAH VISHWAVIDYALAYA, Bhopal will terminate the Contract, if already awarded and will declare the vendor ineligible, either indefinitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract. Consultants shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

VII. Modification & Withdrawal of Proposal

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

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

VIII. Conflict of Interest

- Consultants should provide professional, objective, and impartial advice and at all times hold University's interests paramount and strictly avoid conflicts with other assignments or their own corporate interests.
- Without limitation on the generality of the foregoing, Companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

IX. Conflicting Assignments

Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

X. Conflicting Relationships

- The consultant (including its personnel) that has a business or family relationship with a member of University's staff who is directly or indirectly involved in any part of the preparation of the Terms of Reference of the assignment, the selection process for such assignment, or Supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to University throughout.
- Consultant have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of University, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

XI. Performance Security

- For the due performance of the assignment in accordance with the terms and conditions specified, the selected consultant shall on the day or before signing the contract which shall not be later than 30 (thirty) days from the issue of the Supply Order, furnish to University a performance security in the form of an irrevocable Bank Guarantee for an amount equal to Five


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percent (5%) of the five year cost of contract value of the project. This performance security will be released after successful completion of the whole Project.

- The Bank Guarantee/s shall be in favor of Registrar, Barkatullah University Bhopal M.P. issued by any nationalized or scheduled Indian Bank, approved by the Reserve Bank of India. The Bank Guarantee/s shall be on the Performa, which shall be furnished by University.
- It is expressly understood and agreed that the performance security is intended to secure performance of entire contract. It is also expressly understood and agreed that the performance security is not intended to cover all the damages detailed / stipulated in various clauses in the Contract document.
- Should the assignment period, for whatever reason be extended, the consultant, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to University before the expiry date of the Bank Guarantee originally furnished.

XII Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its Proposal and adversely affect its future prospects.

XIII. Authorization of Signatory

- The Bid may be signed either by the Principal Officer of the consultant or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the consultant shall sign the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.
- Barkatullah University, Bhopal M.P. shall not be responsible for misplacement, loss or remature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for proposal rejection.
- The Proposals must be applied online and received not later than the time and the date indicated. Any proposal received after the deadline for submission shall not be entertained.
- Technical Proposals shall be opened immediately after the deadline for their submission is over. The Financial Proposals shall remain sealed and securely stored.

XIV. Proposal Evaluation

- From the time the Proposals are opened and up to the time the Contract is awarded, the consultant shall not contact University on any matter related to its Technical and/or Financial Proposal. Any effort by consultant to influence University in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's Proposal.


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- Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

XV. Evaluation of Technical Proposals

- Proposals which are not supported by adequate proof of the Signatory's Authority or are not accompanied by an EMD will not be evaluated.
- The Evaluation Committee shall evaluate the Technical Proposals only for those bidders who satisfy the pre-qualification criteria. The technical proposals will be evaluated on the basis of their responses, applying the evaluation criteria, sub-criteria, and point system. Evaluations will be based on documentary evidence submitted by the bidder with respect to prequalification / evaluation /selection criteria. Each responsive proposal will be given a technical score (Ts). A Proposal shall be rejected at this stage if it does not respond to important aspects of the EOI, if it fails to achieve the minimum technical score indicated, the Technical proposals which are unsigned and incomplete shall not be evaluated.
- The proposal shall be rejected if bidder does not fulfill the eligibility criteria or the validity period of the proposal is less than 1year.

XVI. Disqualification of Bids

Barkatullah University may at its sole discretion and at any time during the processing of tender, disqualify any consultant from the EOI process if the consultant has:

- Not submitted EMD as per specified timelines.
- Made misleading or false representations in the forms, statements and attachments submitted.
- If found to have a record of poor performance such as abandoning works, not properly completing
- the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
- Submitted bid document, which is not accompanied by required documentation and Earnest
- Money Deposit (EMD) or non-responsiveness.
- Failed to provide clarifications related thereto, when sought.
- Conditional bids will be summarily rejected.

Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

XVII. Contract Duration

The consultant will be required to sign a contract for total duration of 5 Years of Operations & Maintenance. The contract may be extended, as may be agreed upon mutually by Barkatullah University and the successful consultant.

XVIII. Late Proposal

The consultant will not be able to submit the proposals after final submission date and time is over. The EMD of such proposals will be returned to the consultant.


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XIX. Payments

The Payment terms will be decided during the signing of the agreement / MoU based on the recommendations of the committee members.

XX. Force Majeure

The consultant shall not be liable for forfeiture of its performance security, penalties, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Consultant and not involving Bidder's fault or negligence and not foreseeable.

Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes, act of god, riots, strikes etc.

If an event of Force Majeure continues for a period of ninety (90) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

XXI. Infrastructure arrangement by Consultant

The Consultant shall assess and make his own arrangements for operations including transportation of personnel deployed by him. The bidder should assess the capacity planning and assessment for the solution taking into account the entire period. The University will only provide required space with furniture, Adequate Computers, One Printer cum Scanner, electricity and Internet facility.

XXII. Risk Purchase

In case of breach of any of the conditions of the agreement or delay in work or failure to provide work in time at consultant's own quoted rates, Barkatullah University may at its option, take any or all of the actions like:

- Get work completed from elsewhere on consultant's Risk or Account the entire or the remaining items and services.
- Forfeit either wholly or the part of the service charges/ security deposits.
- Taking of such other action against the consultant including legal action for breach of contract.
- Levy of penalties or with-held payment to the extent of services not provided.

XXIII. Warranties & Intellectual Property Rights (IPR)

During the operations phase from the date of Go-Live, the consultant will provide all product(s) and documentation updates, patches/ fixes and version upgrades within 15 days of their availability / release date and should carry out installation and make operational the same at no additional cost to Barkatullah University.

Such activity would have to be planned by consultant in such way that the same results in zero down time for users.

Consultant must ensure that they have all necessary licenses, approvals, consents of third Parties/principle manufacturers and all necessary technology, hardware and software to enable it to provide the solution.


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C: Submission Requirements for Consultant:

1. DEFINITIONS

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

- a) **Employer:** Means Barkarullah University, Bhopal(BUB) acting through its Registrar
- b) **Consultant:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- c) **"BUB"** means Barkarullah University, Bhopal.
- 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 consultant, it must be stated as "not applicable". The consultants 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 consultant being summarily disqualified.
Applications made by email, telegram or telex and those received late will not be entertained. However, one soft copy in PDF format in CD/DVD and one hard copy of the entire application must be provided in addition to the online application.
- b) The application should be in a typed form. The consultant 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 consultant(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 consultant, must also be numbered by the consultant. 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 consultant must be signed by the authorized person or equivalent.
- g) The consultant may furnish any additional information, which the consultant thinks is necessary to establish its capabilities to successfully complete the envisaged work. The consultant is,


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however, advised not to furnish superfluous information. No information shall be entertained after submission of EOI document unless BUB calls for it.

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

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/functionality 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 B 1, B2 and so on. Kindly keep this envelope in main envelope only.

EOI must be submitted online

FINANCIAL INFORMATION

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

EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

- a) Consultant 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 consultant duly authenticated/certified by an authorized officer or equivalent should be furnished separately for each work completed or in progress (Form D).

ORGANIZATIONAL INFORMATION (Forms 'E' and 'G')

Consultant 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. –

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- 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 consultant 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

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 10 pt 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 consultant(s) along with the date of submission.


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D: Nature of Job:

MODULES :

In the BUB-IUMS following Nine Major Systems have to be Developed

1. Finance System
2. Administration System
3. Academic System
4. Examination System
5. Stores & Purchase System
6. Engineering System
7. Library Management System
8. File Movement / Tracking System
9. Other Sections / Cell / Amenities System

Following are the brief details of above Nine Major Systems to be Integrated and Automated Web Based with latest State of Art Technology

1. Finance System

- a. Budget System
(Annual & Half Yearly)
- b. Payroll System
- c. Remuneration Payment System
 - i. Valuation
 - ii. Expert / External Examiner
 - iii. Viva Voce
- d. Receipt & Payment System
 - i. University Ledger
 - ii. University Cash Book
 - iii. Online payment (RTGS)
 - iv. PFMS
- e. Development Section System
 - i. UGC Fund System
 - ii. RUSA, World Bank etc. Fund System
 - iii. RGC, WSC & other Chair Fund System
 - iv. Fellowship System
 - v. Scholarship System
 - vi. Research Project (Sponsored & University) Management System
 - o Purchase
 - o Stock
 - o Remuneration
 - o Staff Hiring
 - o Contingency
 - o Fund Monitoring System


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- vii. Utilization / Reporting (All Agencies) System
- viii. All Project Information System
- ix. New Proposal Management System
- f. UT Department Accounting System
 - i. Student Fee Management System
 - ii. UT Department Wise Budget Management System
 - iii. UT Department Wise Guest Faculty Payment System
 - iv. UT Department Wise Complete Information Management System
- g. College Wise Accounting System
 - i. Affiliation Fee
 - ii. Examination Fee
 - iii. Center Advances
 - iv. Other Type of Fees
- h. University Amenities Accounting System
 - i. Hostel Accounting System
 - ii. Guest House Accounting System,
 - iii. Library Accounting System
 - iv. Quarters Accounting System
 - v. Gyan Vigyan Bhawan Accounting System
 - vi. Health Center Accounting System
 - vii. Child Care Accounting System
 - viii. Sports / Yoga Facility Accounting System
- i. University Other Accounting System
 - i. Pension / Gratuity Accounting System
 - ii. PF Accounting System
 - iii. ESI Accounting System
 - iv. Income Tax Accounting System
 - v. Advance issue / Settlement System
 - vi. Employee Welfare Fund(EWF) Accounting System
 - vii. Tender Accounting System
 - viii. University Vehicle Accounting System
 - ix. University Communication (Telephone, Internet) Accounting System
 - x. Asset Management System
 - xi. Bank Reconciliation System
 - xii. Internal Audit Accounting System
 - xiii. AGM audit Accounting System
 - xiv. Statistical Information System
 - xv. Financial legal System
 - xvi. SC/ ST Cell Accounting System
 - xvii. Minority Cell Accounting System
- m. Accounting Compliance System
- n. Accounting Information Providing System

2. Administration System

- a. University Employee Complete Information Management / Record System
 - i. Regular
 - a. Non Teaching Staff

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- b. Teaching Staff
 - ii. Contingency
 - iii. Guest / Other Faculty
 - iv. Out Source Staff Management System
 - i. Out Source Security Management System
 - ii. Out Source Staff Management System
- b. Attendance System
 - i. Employee Attendance
 - ii. Leave Monitoring System
 - iii. Biometric Attendance System
- c. Human Resource System
 - i. Appointment / Recruitment
 - ii. Promotion System
 - iii. Transfer System
 - iv. Retirement System
- d. Secretariat System
 - i. Chancellors Secretariat System
 - ii. Vice Chancellors Office System
 - iii. Registrar Office System
- e. Reply System
 - i. Assembly Question Management System
 - ii. Legal / Court Cases System
 - iii. RTI System
 - iv. CM Help Line System
 - v. Lok Seva Guarantee System
 - vi. Lokpal / Ombudsman System
 - vii. Government Reply System
- f. IQAC System
- g. Committee Meeting Management System
- h. Employee Greivances Redresal System
- i. Administration Other Systems
 - i. Enquiry Management System
 - ii. Important Days / Events / Ceremony Management System
 - iii. Employee Union Related Activity System
 - iv. Quarters Allotment & Maintainance System
- j. Administrative Compliance System
- k. Administrative Information Providing System

3. Academic System

- a. Statutory Body System
 - i. Higher Education Department System
 - ii. Co-ordination Committee System
 - iii. University Court
 - iv. Executive Council System
 - v. Academic Council System
 - vi. Planning & Evaluation Board System
 - vii. Standing Committee System


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- viii. Faculty System
- ix. Board of Studies System
- x. Board of Proctors (Proctorial Board) System
- xi. Grievance Management System
- xii. Award / Merit System
- xiii. Other Regulatory Body Management System
 - o AICTE,
 - o UGC,
 - o Medical & Paramedical Related Council
 - o MCI
 - o Nursing Council(State & Central)
 - o Dental Council of India
 - o AAYUSH
 - o Paramedical Council of MP
 - o BCI,
 - o NCTE,
 - o RCI
 - o AIU
 - o NAAC
 - o AISHE
- b. University Guidelines System
 - i. Act,
 - ii. Statute,
 - iii. Ordinance
 - iv. Regulations,
- c. Research Activity System
 - i. Pre Research (PhD., MPhil, Diit, DSc, LLD)
 - o Entrance Examination System
 - o Departmental Research Committee
 - o Course Work System
 - ii. Regular Research
 - a. Research Degree Committee
 - b. Research Progress Monitoring System
 - c. Pre Submission Presentation System
 - d. PhD Plagiarism verification System
 - e. Final Thesis Submission System
 - f. Thesis Evaluation System
 - o Thesis Viva-voce System
 - o Thesis Viva Recording System
 - o Degree Award / Notification System
 - iii. Post Research
 - a. Thesis Inventory System
 - o On line Thesis Inventory System
 - o Off line Thesis Inventory System
 - o Uploading to INFLIBNET Shodhganga System
 - b. Research Certificate System
- d. Research & Development System
 - i. Research Paper Publication System

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- ii. Conferences Conduction / Attended System
- iii. Seminar / Workshop / Symposium Conduction / Attended System
- iv. Researchers@bu
- v. Intellectual Property Right (IPR) System
- vi. Technology Transfer System
- e. UT Department System
 - i. UTD Admission System
 - a. Information System (Prospectus, Data related to seats, Procedure etc.)
 - b. Online Registration System
 - i. Entrance Examination(whenever Applicable) System
 - ii. Form Verification System
 - c. Eligibility System
 - d. Admission Confirmation System
 - e. Fee Deposit & Refund Management System
 - f. Student Document System
 - ii. Course / Syllabus Scheme Information System
 - iii. Teaching System
 - a. Class Room Teaching Time Table System
 - b. Practical / Internship Time Table System
 - c. Virtual Class Room Management System
 - d. Online / MOOCs Classes System
 - iv. E-Content Management System
 - v. Placement System
 - vi. Student Guidance & Counseling System
 - vii. Alumni System
 - viii. UT Department Wise Student Attendance System(Bio Metric Soon)
 - ix. Faculty Development Programme (FDP)
 - x. Quality Improvement Programme (QIP)
- f. College Management System
 - i. Affiliation System
 - o Online Application
 - o Fee Deposit
 - o Dues & Fee Adjustment
 - o College Inspection Management
 - o Issue of Affiliation Letter
 - o Grievance Management System
 - ii. College Code 28 System
 - iii. College Admission System
 - o Eligibility System
 - o Enrolment System
 - o College Courses Information System
 - o College Faculty information System
 - o College Facilities Information System
 - o College Seats Information System(prospectus, Data related to seats etc.)
- g. Skill Development System
- h. Startup & Incubation System
- g. MOUs System
- h. Academic Compliance System


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- i. Academic Information Providing System

4. Examination System

4A. Post Examination Service System

- a. Degree System
- b. Migration System
- c. Provisional Degree System
- d. Mark Sheet Issue System
- e. Duplicate Mark Sheet System
- f. Degree / Mark Sheet Verification System
- g. Transcript System
- h. Exam TR Recording / Preservation / Correction System

4B. Pre Examination System

- a. Enrolment System
- b. Exam Form Verification System
- c. Roll no. Allotment System
- d. Attestation Preparation System
- e. Pre Printed answer Sheet Preparation System
- f. Examination Center System
- g. Examination Scheduling / Time Table Preparation System
- h. Examination Committee System
 - i. Examiners
 - ii. Co-Examiners
- i. Practical Examination System
- j. Online / Offline Paper Setting System
- k. Paper Printing System
- l. Moderation System
- m. Online Paper delivery Offline Paper Transportation System

4C. Post Examination System

- a. Online paper Inventory System after Exam
- b. Off line / online Answer Sheet Collection System
- c. Answer Sheet Coding / Decoding System
- d. Offline / Online Answer Sheet Valuation System
- e. Online Submission of Valuation marks / Internal / Sessional Marks
- f. Result Processing System
- g. Result Declaration System
- h. Confidential TR Recording / Preservation / Correction System
- i. Mark sheet / Degree Printing System
- j. Student Exam / Result Information System
- k. Revaluation / Retotaling / Answer Book Viewing System
- l. Uploading of all the activities on Site

4D. Other

- a. Flying Squad Management System
- b. On Line Examination System


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- c. Off line / online Answer Sheet Collection System

5. Stores & Purchase System

- a. Inventory management System
I. Receipt
II. Issue
III. Verification
IV. Write off System
V. AMC
- b. Purchase System
i. Quotation Based
ii. Tender / EOI Based
iii. Proprietary Based
iv. MPLUN
v. GeM
vi. Other
- c. Purchase Committee System

6. Engineering System

- a. New Construction System
b. Funds System
c. SOR Management System
d. E-Procurement System
e. Statutory Approval System
i. Executive Council
ii. Building Committee
iii. Purchase Committee
iv. Government Organization Working System
o PWD
o Housing Board
o CPA etc.
- d. Utilization System
e. Regular Maintenance System
f. Asset Management System
g. Master Plan / Land Scaping System
h. Engineering Compliance System
i. Engineering Information Providing System

7. Library Management System

- a. Books Inventory system
b. Books Cataloguing System
c. Bar Coding
d. ONLINE Issue Receipt, Booking Tracking System
e. Online recommendation of Books
f. Online Sharing of Libraries
g. Online Paper Request System
h. RFID / Smart Card Security System
i. E-Books / E-Journals
j. Online Library Books Inventory Verification System

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- k. Online PhD Thesis System

8. File Movement / Tracking System

- a. Note Sheet Movement System
b. Letters Movement System
i. Government Letters / Reply Movement System
ii. RTI / CM Helpline Reply System
iii. Vice Chancellor / Registrar Orders Movement System
iv. Committees & Meetings letters, Agenda, Minutes, Proceedings, Report Movement System

9. Other Section, Cell, Amenities System

- a. Dean Students Welfare (DSW)
i. Student Enquiry System
o Online Student Information System
o Web Site System
o Student Information on Big Sectioned Running Display Board System
o SMS / E-mail / Social Media Student Information System
ii. Youth Festival / Student Related Events System
iii. Scholarship /Fellowship Management System
iv. Funds System
v. Colleges Information System
vi. Student Union Election System
vii. Counseling
viii. Convocation
ix. Placement Initiative System
x. Student Compliance System
xi. Anti Ragging / Mahila Utpiran Nivaran System
c. Dean College Development Council System(DCDC)
ii. College Code 28 System
iii. College Management & Development System
d. NETWORK/ Communication System
i. Leased line System
ii. NKN Connectivity System
iii. WIFI Connectivity System
iv. Telephones System
e. Amenities Management System
i. Hostel System
o On line Application System
o Allotment System
o hostel fee
o hostel building information,
o Hostel property information,
o Hostel room's information,
o asset inventory,
o student information,


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- mess bills payment tracking System
- ii. Guest House System
 - accommodation availability
 - Guest House property information,
 - Room Management
 - Mess Management System
 - Reservation System
 - Billing System
 - Reservations Calendar
- iii. Health Care System
 - Registration of Patients,
 - Patient's Electronic Medical Record Maintenance,
- iv. Security System
- v. Transport Management System
 - Tracking of Vehicles
 - Vehicle usage Record
 - Vehicle Drivers duty Record
 - Petrol / Diesel Record
 - Out Side Hire Payment Record

Above are the modules to be developed for whole University activities which are to be integrated.

Following we expect from the Consultant

1. One Master File for University like Staff, Student, Asset, Account Master Etc. and the same should be integrated with all sub Systems. Hence no duplication of data: data flow from various modules should be seamless and the updated data must be visible to all the concerned system.
2. Data security: Access of data and particularly amendment access should be to only the concerned authority or user with different level user ID Password based System. Means, access permission at all levels, role based, at various level such as application, module, form and fields.
3. 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.
4. The number of students, faculty, and staff could double over the years. The software should be scalable for such expansion based on mutual agreement.
5. Automation software should provide mutually agreed services on mobile and handheld devices.
6. The vendor should provide complete database schema and access to raw data, so that in the event Barkatullah University decides to change the automation software in part or whole, the existing data can be easily and seamlessly ported to the new software.
7. It is mandatory for all the vendors to share source code of application software with, Barkatullah University.

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8. Biometrics and smart-id features should be included for the appropriate modules. Digital signatures should also be implemented.
9. Vendor has 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. The exact number of records to be migrated and timelines to calculate estimated efforts and cost involved will be communicated at the time of RFP
10. Remote access in a secure and authenticated way when the faculty and students are away from the institute.
11. Information security and data integrity. If any ready-made software is to be used, then it should have proper certification about the quality like Security certification, CMMI 3,4 & 5, ISO Certification, any other industry standard certification. The passwords and valuable data should be encrypted.
12. Regular backup and recovery of the complete database and application software. Complete protection against data losses.
13. The system should be available 24x7 with mutually agreed downtimes.
14. We are open about the platforms on which the software is to be written. However, we have the following requirements:
 - a. The integration among various modules must be clean and seamless.
 - b. 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.
 - c. For cost effectiveness, the vendors are encouraged to use available open source software (e.g., accounting, class management system. and library). However, the responsibility of integration with our aforementioned features lies with the vendor.
15. The above scope is not intended to be exhaustive but indicative. Any other additional activity, which Barkatullah University deems to be beneficial, will be added to the scope of activities at a later time based on mutual agreement with service provider.
16. Tenure of Work at Barkatullah University: Vendor to use and managed services model for the above systems for a period of five years from date of successful implementation / date of signing of contract as decided by both the parties mutually at the time of signing contract. In particular, the vendor must provide automation software installation, commissioning, hardware and software maintenance, regular backup module, and complete support for the five years after successful implementation by a dedicated onsite team based on mutually agreed terms and conditions. Bug fixing, feature enhancement and higher-level support may be provided through offsite backend. Barkatullah University expects the complete automation to be implemented in 3 months after the order has been issued.

अनुसंधान आयोग (ए. आर. आ.)
बarkatullah विश्वविद्यालय, भोपाल

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17. Managed services will also include providing hardware, bug fixing, enhancements, upgrades, functional and technical training of Barkatullah University personnel, software licences(whenever applicable) and other related activities.
18. 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.
19. Earnest Money for Biding and Security Deposit upto completion of 5 Years is to be deposited by the Vendor
20. The vendor is required to depute adequate number of technical personnel at the user sites for minimum 6 months as deems fit to the University and mutually agreed by the University and vendor and have to trained the complete user Staff.
21. The vendor has to ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures and disaster recovery.
22. The Vendor is expected to incorporate all mutually agreed changes in university requirements in the application during the term of the project if any such changes arise.
23. The Vendor have to handover complete
 - a. System Manual
 - b. Technical Manual
 - c. User Manual
 - d. Training ManualWhat will be covered in which manually and up to which level will be communicated by Barkatullah University to Service Provider.
24. Barkatullah University will form an Consultancy Monitoring Committee(CMC) and vendor have to make a proper presentation and liaisoning with the CMC and Payment will be made only on the recommendation of CMC. Vendor have to abide with the suggestion / changes suggested by CMC.
25. The vendor have to maintain complete Confidentiality of System / Data / Process and have to generate User ID and Password to give the permission to the extent as decided by the Barkatullah University administration.

अनुभव अधिकारी (भारत)
बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

Chapter 6: Pre- Qualification Criteria and Selection Process for Consultant:

This Chapter includes the pre qualification criteria to be applied for short listing the consultant

To select a vendor for the development, roll-out, and maintenance of the automation system,

Barkatullah University have two-phases of tendering process.

I. PRE-BID:

1. In the first phase: **Expression of Interest (EOI)** is invited from the vendors to showcase their likely solutions for our automation requirements; vendors should also present their past experiences and technical capabilities.
2. An empowered **Committee will select** a set of suitable vendors for the next phase based on their technical solution, experiences, and financial stability.
3. 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.

II. NEXT PHASE:

1. Final selection among these vendors will be based on cost evaluation under Quality Cum Cost Based System (QCBS).
2. **TECHNICAL BID** of those consultants will only be opened for Technical Evaluation whose tender has been received within the due date of submission of the EOI Online
3. **BID EVALUATION:** Financial bid of those consultants shall only be opened whose proposal has been selected in Technical bid evaluation. Final evaluation will be on QCBS (Quality Cum Cost Based System).

अनुभाषा अधिकारी (भण्डार)
बarkatullah विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

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

SNo	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	10
	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	10
5	Examination Result Processing of Students in one University in one year > 10k < 50k	2	10
	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 >=1 lakh < 2 lakh	5	
	Examination Result Processing of Students in one University in one year >= 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	5
	2 - 3 projects	3	
	>3 projects	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	5
	50-100	3	
	> 100	5	
9	Presentation & Proof of Concept	40	40
		Total	100


 अनुसूचित अतिरिक्त (अपसर)
 बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

Final Evaluation of the bids:

The final selection of the consultant 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	
Submission of EOI response	
Inform Vendors shortlisted for pre bid presentation through e-mail/mobile/Phone only	
Pre bid presentations	

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

The vendors are requested to send their detailed EOI response along with the required information in prescribed Forms A to J with all the supporting certificates and documents online.

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 organization that are selected for the pre-bid presentations should present their previous experiences, solution for our requirements, and implementation and integration approach. Barkatullah University 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.

अनुमान अर्थिकारी (अध्यक्ष)
बarkatullah विश्वविद्यालय, बhopal

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. Barkarullah University 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 Barkarullah University shall result in rejection of the application. Canvassing of any kind is strictly prohibited.

While the above criteria are indicative, Barkarullah University may choose to change criteria if needed based on additional information obtained from the vendors or otherwise. Barkarullah University 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.


अनुमान अधिकारी (भण्डार)
बarkatullah विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

Chapter 7: Format for Submission (FORMS):

This chapter includes the format in which the consultants are expected to submit their Expression of Interest.

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

FORM 'A'

FINANCIAL INFORMATION

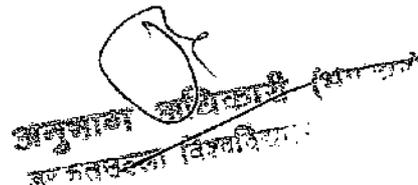
Financial Analysis — Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Financial Years	(i) Gross Annual		(ii) Profit/Loss	
	Amount	Annexure No.	Amount	Annexure No.
2012-13				
2013-14				
2014-15				
2015-16				
2016-17				

Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)


अनुमानित अर्थिक विवरण (संलग्नक)
बarkatullah विश्वविद्यालय

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)**FORM "B"****DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENT
COMPLETED DURING THE LAST FIVE YEARS ENDING 31.03.18**

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


अनुभाल सुचिकारी (अपडार)
सरकलपडला वलरुवुवडालड, डुडाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)**FORM 'C'****ASSIGNMENT / PROJECTS UNDER EXECUTION OR AWARDED**

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

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

Signature Of Applicant(s) with date & seal


अनुभवा अधिकारी (अपडार)
बरकतुल्ला विश्वविद्यालय, बॉपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

F O R M '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.


अनुशासक अधिकारी (अपडारा)
बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)**FORM "E"****STRUCTURE & ORGANIZATION**

Sr. No.		
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 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 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


अनुभाग अधिकारी (भण्डारी)
बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

FORM 'F'

DETAILS OF PROPOSED ASSOCIATE SERVICE

Sr. No.	Proposed Associate for	Name & Address of Associate Proposed	Years of Experience	Years of Association with the Prime Firm
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Signature of Applicant(s) with date & seal

अनुभावा अर्थिकारी (अपडार)
बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)**FORM "G"****Modules Information****1. Finance System**

S. No.	1. Finance System	As-Is Deployment	Customized Deployment	New Deployment
1	Budget System			
2	Payroll System			
3	Remuneration Payment System			
4	Receipt & Payment System			
5	Development System			
6	UT Department Accounting System			
7	College Wise Accounting System			
8	University Amenities Accounting System			
9	University Other Accounting System			
10	Financial legal System			
11	SC/ ST Cell Accounting System			
12	Minority Cell Accounting System			
13	Accounting Compliance System			
14	Accounting Information Providing System			
	Total of 1. Finance System			

2. Administration System

S. No.	2. Administration System	As-Is Deployment	Customized Deployment	New Deployment
1	University Employee Complete Information Management / Record System			
2	Attendance System			
3	Human Resource System			
4	Secretariat System			
5	Reply System			
6	IQAC System			
7	Committee Meeting Management System			
8	Employee Grievances Redresal System			
9	Administration Other Systems			
10	Administrative Compliance System			
11	Administrative Information Providing System			
	Total of 2. Administration System			

3. Academic System

S. No.	3. Academy System	As-Is Deployment	Customized Deployment	New Deployment
1	Statutory Body System			
2	University Guidelines System			
3	Research System			
	Research & Development System			
4	UTD System.			

अनुभाग अधिकारी (मण्डल)
 बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

5	College Management System.			
6	Other Academic System			
7	MOUs System			
8	Academic Compliance System			
9	Academic Information Providing System			
	Total of 3. Academy System			

4. Examination System

S. No.	4. Examination System	As-Is Deployment	Customized Deployment	New Deployment
1	Post Examination Service System			
2	Pre Examination System			
3	Post Examination System			
4	Other Examination Related System			
	Total of 4. Examination System			

5. Stores & Purchase System

S. No.	5. Stores & Purchase System	As-Is Deployment	Customized Deployment	New Deployment
1	Inventory Management System			
2	Purchase System			
3	Purchase Committee System			
	Total of 5. Stores & Purchase System			

6. Engineering System

S. No.	6. Engineering System	As-Is Deployment	Customized Deployment	New Deployment
1	New Construction System			
2	Engineering Funds System			
3	SOR Management System			
4	E-Procurement System			
5	Statutory Approval System			
6	Regular Maintenance System			
7	Other Engineering Related System			
8	Engineering Compliance System			
9	Engineering Information Providing System			
	Total of 6. Engineering System			

7. Library Management System

S. No.	7. Library Management System	As-Is Deployment	Customized Deployment	New Deployment
1	Books Inventory system			
2	Books Cataloguing System			
3	Bar Coding			
4	ONLINE Issue Receipt, Booking Tracking System			
5	Online recommendation of Books			
6	Online Sharing of Libraries			
7	Online Paper Request System			
8	RFID / Smart Card Security System			
9	E-Books / E-Journals			


 अनुभाष आचार्य (मिण्डार)
 बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

10	Online Library Books Inventory Verification System			
11	Online PhD Thesis System			
	Total of 7. Library Management System			

8. File Movement / Tracking System

S. No.	8. File Movement / Tracking System	As-Is Deployment	Customized Deployment	New Deployment
1	Note Sheet Movement System			
2	Letters Movement System			
	Total of 8. File Movement / Tracking System			

9. Other Section, Cell, Amenities System

S. No.	9. Other Section, Cell, Amenities System	As-Is Deployment	Customized Deployment	New Deployment
1	Dean Student Welfare (DSW)			
2	Dean College Development Council System(DCDC)			
3	NETWORK/ Communication System			
4	Amenities Management System			
	Total of 9. Other Section, Cell, Amenities System			

Signature of Applicant(s) with date & seal

अनुभाऊ अतिथिगारी (अपडार)
बarkatullah विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

FORM-H

Self Technical Evaluation Chart

Sno	Technical Evaluation Parameters	Pts	SE*	CE*	Rem
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 >=1 lakh < 2 lakh	5			
	Examination Result Processing of Students in one University in one year >= 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	5			
7	APPs run on all three environment (Desktop, Mobile, Tablet)	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			
9	Presentation & Proof of Concept	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



 अनुभाग अधिकारी (भण्डार)

 बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

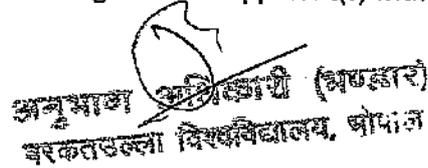
FORM-I

Proof of Criteria Fulfillment

Criteria No.	Criteria	Whether Company is fulfilling criteria or not? (Yes/No)	Whether Certificate is attached? (Yes/No)	Attach proof as Annexure -	
				Annx.	Actual Annx. No. Enclosed
1	Only M.P. Govt./ Central Govt. PSUs/ M.P. Govt. Joint Venture Company/ Organizations can participate.	(Kindly also mention the category in this block)		Ann - 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)		Ann - 12	
3	Average annual turnover should be at least 20 crores for last three financial years	(Kindly also mention the amount in this block)		Ann - 13	
4	Permanent Account Number/ TIN / GST No. (Whichever applicable) and service tax registration photocopy are to be enclosed.			Ann- 14	
5	Demonstration of the Proof of Concept (PoC) of the functionalities is essential.			Ann - 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.			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.			Ann - 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



 अनुभाग अधिकारी (भण्डार)

 बरकतुल्ला विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

FORM—J

CHECKLIST

Checklist — General			
S.No.	Document	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
1	Your proposal for implementation of our automation requirements		
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		
3	Attached all supporting certificates/documents along-with forms A to I as per instructions in page 13		
4	Document is in .pdf only		
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 consultant along with date of submission on every page		
6	All corrections are neatly crossed out, rewritten, initialed and dated		
7	Pages of the documents are numbered		
8	CD/DVD of the entire application		
9	Each page of the application is signed		
10	There are no .ppt or .xls files embedded or attached.		
11	References, information & certificates from clients are signed by authorized person or equivalent. (if available)		

Signature of Applicant(s) with date & seal


अनुभाषा अधिकारी (अपडार)
बarkatullah विश्वविद्यालय, भोपाल

BARKATULLAH UNIVERSITY, BHOPAL (IUMS)

Chapter 8: Short Listing of Consultant:

This Chapter includes the process which Barkatullah University will follow in short listing consultant as per Manual of Policies and Procedure of Employment of Consultants

Barkatullah University shall evaluate the consultant for short listing, inter-alia based on their past experience of handling similar type of project, strength of their man power and financial strength of the firm.

Barkatullah University assign scores to the response of each consultant based on weightages assigned to each of the criteria in EOI. Normally, the following weightages will be used for such evaluation:

Sr. No	Criteria	Weightage
1	Past Experience of The firm <ul style="list-style-type: none">• Number of years experience• Past Experience of studies of similar nature.• Past experience in carrying out studies in related sectors.• Studies carried out in India.	60%
		20%
		50%
		20%
		10%
2	Experience of Key Personnel. <ul style="list-style-type: none">• Qualifications• Relevant Experience	25%
		30%
		70%
3	Financial Strength of the Consultant. <ul style="list-style-type: none">• Turnover figure for Last three Years.• Net Profit Figure for Last three years	15%
		50%
		50%

Barkatullah University will short list all the consultants who secure the minimum 50% marks

The short list comprise only national consultants (firms registered or incorporated in the country).

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Chapter 9: Selection of Consultant:

This Chapter includes the process of Selection of Consultant as per Manual of Policies and Procedure of Employment of Consultants

Once the short listing of consultant is completed, Barkatullah University will start the process of final selection of consultant.

The selection process includes the following steps

Barkatullah University will provide to short listed consultants

1. Terms of Reference (TOR);

Once the short listing of the consultants is completed Barkatullah University will prepare the TOR for the Project.

2. Budget estimate;

3. Request for Proposals which will include

- (i) Letter of Invitation (LOI)

- (i) Instruction to consultant (ITC)

It consist of all necessary information that would help the consultants prepare responsive proposals, and shall bring as much transparency as possible to the selection procedure by providing information on the evaluation process and by indicating the evaluation criteria and factors and their respective weights and the minimum passing quality score.

- (ii) Terms of Reference (TOR)

- (iii) List of the key positions / professionals required for the project

- (iv) Requirement of qualification and experience of the firm / organization and of the key professional staff

- (v) Criteria for bid evaluation and selection procedure

- (vi) Standard format for technical proposal

- (vii) Standard format for financial proposal

- (viii) Proposed form of contract

RFP will be sent only to short listed consultant.

4. Pre-bid meeting;

Barkatullah University will provide the date, time and venue of the Pre Bid Meeting after the issuance of RFP. During the meeting. During this meeting, the scope of project, responsibilities of consultant and Barkatullah University will be explained to the prospective consultants so that there is no ambiguity later on at the time of submission of technical / financial bids. Where some significant changes are made in the terms / scope of RFP as a result of pre bid meeting or otherwise considered necessary by Barkatullah University, a formal Corrigendum to RFP will be issued, to all short listed consultants. Around 7 days time will be given after issue of Corrigendum, to the consultants to prepare / submit their bid.

5. Receipt of proposals;

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Barkatullah University will provide time to the short listed consultants to prepare their proposals. The technical and financial proposals will have to be submitted at the same time. The technical bids will be opened immediately after closing of receipt of technical bids by the Consultancy Evaluation Committee (CEC). The financial proposals shall remain sealed and shall be opened only of those firms who have qualified technically. Any proposal received after the closing time for submission of proposals will not be opened. Barkatullah University accepts only ONLINE proposals through Online Tender site <http://mpeproc.gov.in> Late Bids received after the specified date and time of receipt shall not be considered and will remain opened.

6. Evaluation of technical proposals:

The evaluation of the proposals will be carried out in two stages: first stage evaluation of technical proposals is taken up. Proposals without earnest money (bid security), bid formats have not been submitted), not responding to the TOR fully and properly and those with lesser validity than that prescribed in the RFP will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality

7. Evaluation of quality:

Barkatullah University will evaluate each technical proposal(using the evaluation committee, CEC), taking into account criteria as prescribed in the RFP:

- (a) the consultant's relevant experience for the project,
- (b) the quality of the methodology proposed,
- (c) the qualifications of the key staff proposed and
- (d) capability for transfer of knowledge.

Each of the responsive technical proposals will be evaluated for the criteria prescribed in the RFP by awarding marks so as to make total maximum technical score as 100. The criteria and weightage to each criteria or sub-criteria with maximum marks is, as under:

Details	Max. Marks
1. Experience of the firm	20
2. Methodology, work plan and understanding of TOR	25
3. Suitability of the Key personnel for the assignment	45
4. Capability for Transfer of knowledge/ training	10

TOTAL 100

8. Opening of financial proposals;

All the firms which meet the minimum qualifying standards / criteria so prescribed will stand technically qualified for consideration of their financial bids. No ranking of firms among the qualifying firms will be given.

9. Evaluation of financial proposal;

The CEC will then examine if there are any arithmetical errors to be corrected. For the purpose of comparing proposals, the costs shall be converted to Indian Rupees as stated in the RFP. The CEC shall make this conversion by using the selling exchange rates for those currencies as per exchange rate quoted by an official source e.g. State Bank of India. The RFP shall specify the source of the exchange rate to be used and the date of exchange rate

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to be taken for comparison of the costs. This date shall be the date of opening of financial bids.

For the purpose of evaluation, the total cost shall include all taxes and duties for which the employer makes payments to the consultant and other reimbursable expenses, such as travel, translation, report printing, or secretarial expenses. If there are conditions attached to any financial proposal, which shall have bearing on the total costs as indicated in the proposal, the CEC shall reject any such proposals as non-responsive financial proposal. However, if the CEC feels it necessary to seek clarification on any financial proposals regarding taxes, duties or any such matter, the CEC may do so by inviting responses in writing.

10. selection of the winning proposal;

Under the QCBS procedure, the financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract. The CEC will put up a report on financial evaluation of the technically qualified consultants to the competent finance authority along with the recommendation that the least cost proposal (L-1) can be approved / invited for negotiation and for final award of contract.

11. Award of the contract to the selected firm.


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FIRM/ORGANIZATION NAME	
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