

## UMIS 01

Request for proposal (RFP) are Invited From Reputed firms to Design, Develop/Customize, Implement & Maintain end-to-end Solution under University Management Information System for K S D S University, Darbhanga



**Kameshwar Singh Darbhanga Sanskrit  
University, Darbhanga  
Bihar**

## **About Kameshwar Singh Darbhanga Sanskrit University, Darbhanga**

Bihar is a state in East India. It is the 13th largest state of India, with an area of 94,163 km<sup>2</sup> (36,357 sq mi). The third largest state of India by population, it is also contiguous with Uttar Pradesh to its west, Nepal to the north, the northern part of West Bengal to the east, with Jharkhand to the south. The Bihar plain is split by the river Ganges which flows from west to east. On November 15, 2000, southern Bihar was ceded to form the new state of Jharkhand. Close to 85% of the population lives in villages. Bihar the highest proportion of young people compared to any other state in India. The official languages of the state are Hindi and Urdu. Other languages commonly used within the state include Bhojpuri, Maithili, Magahi, Bajjika, and Angika (Maithili being the only one of these to be publicly accepted by the government). In ancient and classical India, Bihar was considered a centre of power, learning, and culture. From Magadha arose India's first empire, the Maurya empire, as well as one of the world's most widely adhered-to religions, Buddhism. Magadha empires, notably under the Maurya and Gupta dynasties, unified large parts of South Asia under a central rule.

Kameshwar Singh Darbhanga Sanskrit University with its headquarter situated in Darbhanga. Darbhanga district is one of the thirty-eight districts of Bihar state in eastern India, and Darbhanga city is the administrative headquarters of this district and a big city of Bihar as well. Darbhanga district is a part of Darbhanga Division. The district is bounded on the north by Madhubani district, on the south by Samastipur district, on the east by Saharsa district and on the west by Sitamarhi and Muzaffarpur districts. The district covers an area of 2,279 km<sup>2</sup>. Agriculture is the primary occupation of the majority of the population of this district. In 2006, the Ministry of Panchayati Raj named Darbhanga one of the country's 250 most backward districts (out of a total of 640). It is one of the 36 districts in Bihar currently receiving funds from the Backward Regions Grant Fund Programme (BRGF).

Kameshwar Singh Darbhanga Sanskrit University is one of the oldest Universities maintained and managed by the State Government of Bihar. This University is supported by UGC, New Delhi enjoying registration into 2f & 12 B of the UGC. Since the time of its foundation in Jan, 1961, the University has promising task to explore the knowledge in Sanskrit scriptures including PALI & PRAKRIT languages. Since then output of the University is still praise worthy. It has Alumni/ students specialist in branches of oriental learning as Sahitya, Vyakaran, Veda, Darshan, Jyotish, Dharmashastra & Puran and the products of this University hold prestigious teaching posts at almost all Sanskrit Universities in India & abroad. This culture still continues even if the present scenario in India is wanting some additional assistance for teaching purposes. Although this University is also struggling but always marching ahead to attain its objectives

Our university has Constituent and affiliated colleges spread all over Bihar. Most of our colleges are in the rural and the remote area of Bihar. We believe to sustain our culture with knowledge and education of sanskrit.

We have 31 constituent, 31 affiliated and 15 Upshastry Colleges (List Attached) all over Bihar. Sanskrit university have its Sanskrit colleges in every districts of Bihar. We need to train our faculties and staff how to stay tuned up with today's world and incorporate us with IT Skills ( computers) with Sanskrit.

**Name of Work : University Management Information System (UMIS)**

**Schedule for RFP**

S_No	Tender Form Fee Rs	EMD in Rs	Validity of Tender	Pre Bid Meeting	Technical Bid Opening Date
<b>1</b>	<b>5000/-</b>	<b>500000/-</b>	<b>120 days</b>	<b>06/04/2019</b>	<b>16/05/2019</b>
				<b>Venue:- Registrar, K S D S University, Kameshwar Nagar, Darbhanga, Bihar, M:- 07633941387 Email:- ksdsureg@gmail.com</b>	

**Schedule for Tenderers:**

	From	To
Tender Period:	<b>07/03/2019</b>	<b>16/04/2019 upto13.00Hrs</b>
Pre Bid Meeting	<b>06/04/2019</b>	
Bid Preparation & Submission Period	<b>07/03/2019</b>	<b>16/04/2019 upto13.00Hrs</b>
Technical Bid Opening Date:-	<b>16/05/2019 at 14.00 Hrs</b>	
Presentation by Selected Bidders	<b>25/05/2019 at 11.00Hrs</b>	
Selected Price Bid Opening date:-	<b>29/05/2019 at 13.00 Hrs</b>	
Validity of Tender	<b>120 days</b>	

## TENDER NOTICE

Kameshwar Singh Darbhanga Sanskrit University, Darbhanga

**Name of Work :** University Management Information System (UMIS)

Request for proposal (RFP) are Invited From Reputed firms to Design, Develop/Customize, Implement & Maintain end-to-end Solution under University Management Information System for K S D S University, Darbhanga

Interested Tenderers may download further information and inspect the Tender Documents from <http://ksdsu.edu.in/home.htm>

If any firm have any query regarding Tender, he/she can write us at [ksdsureg@gmail.com](mailto:ksdsureg@gmail.com)

A complete set of Tender Documents may be purchased @ cost of **Rs. 5000/- [Five Thousand Only/-]** which is not refundable.

All Tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of **Rs. 500000/- [ Five Lakh only/-]** should be paid only by Demand Draft.

K S D S University, will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of University.

The tender will be in two Envelope, Envelope-I will contain technical bid, Envelope-II will contain price bid

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All the Firm have to Submit their documents in .doc/.pdf format along with hardcopy duly sealed and signed on each page on either sides.

## **Main Requirement**

- Setting up IT cell at University Campus with all necessary hardware including required systems, printers, servers, etc. of required configuration and specifications for running the various modules of the UMIS.
- Development of various modules for undertaking activities.
- Providing service of training manpower for running the various modules of UMIS for a period of five years or decided by the university from time to time.
- Providing training to university staff for running the UMIS by them independently.
- Providing On site support.

## **Objective**

- Common integrated system platform across different functions and process of the university
- Process standardization across the colleges to bring in unified approach
- Monitor teaching and research activities and funds utilization.
- Monitoring and governance of the administrative process.
- Mapping of all kinds of assets and automating their life cycles.
- Analysis of budget and actual data.
- An expected solution to provide scalability options to accommodate the expected growth plan.
- Data integrity across various functions like examination, departments, centers, administrative units, finance and accounts etc.
- Facilitate paperless working and provide decision support mechanism.
- Automate management controls and approvals to reduce cycle time.
- Seamless integration of student information across the institute
- Real time reporting on the performance of the individual operating department through dashboard and a streamlined Management Information System (MIS).

## **Invitation of Proposal**

K S D S University, Darbhanga hereby invites proposals for selection of agency to Design, Develop/ Customize, Implement & Maintain end-to-end University Management Information System Solution.

The bidders are advised to study this RFP document carefully, before submitting their proposals in response to the RFP Notice. The submission of a proposal in response to this

notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

The complete bidding document has been published on <http://ksdsu.edu.in/home.htm> for the purpose of downloading. The downloaded bid document shall be considered valid for participation subject to the submission of required tender/ bidding document fee and EMD.

Two envelope selection procedure shall be adopted.

The bidders (authorized signatory) shall submit their offer in the formats for preliminary qualification, technical and financial proposal. The tender document fees, and Earnest Money Deposit (EMD) should be submitted as per the details provided in the bid document.

K S D S University, Darbhanga will not be responsible for delay in submission due to any reason. For this, bidders are requested to complete bid proposal well in advance so as to avoid issues like postal delay problems. For queries related to bid submission, the bidders may write to :- **[ksdsureg@gmail.com](mailto:ksdsureg@gmail.com)**

Key Events and dates

		From	To
	Tender Period:	<b>07/03/2019</b>	<b>16/04/2019 upto13.00Hrs</b>
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**Venue:- Registrar,  
K S D S University, Kameshwar Nagar, Darbhanga, Bihar,  
M:- 07633941387  
Email:- [ksdsureg@gmail.com](mailto:ksdsureg@gmail.com)**

***Other Important Information related to Bid***

S_No	Information	Details
1	Tender Fee	Rs 5000/- [ <b>Five Thousand Only</b> -/]
2	Earnest Money Deposit (EMD) (to be paid Through Demand Draft or Bank Challan)	Rs 500000/- /- [ <b>Five Lakh Only</b> -/]
3	Bid Validity Period	120 days
4	Performance Bank Guarantee	10% of product value (or as decided) post signing of the contract
5	Last date for furnishing Performance Bank Guarantee in the Form of Bank Guarantee (Payable at Darbhanga, Bihar) to Registrar, K S D S University, Darbhanga (By the successful bidder)	Within 15 days from the date of issue of Letter of Intent (LOI)
6	Last date for signing the contract	As intimated in Work Order / Letter by the Registrar K S D S University, Darbhanga

# Request for Proposal Process

## *Consortium Conditions*

The bidders are allowed to form a Consortium subject to the following conditions:

- The number of Consortium members cannot exceed two, including the Lead Bidder.
- The Lead Bidder along with the consortium partner will jointly submit the Proposal and will be jointly signing a Contract with University. The Contract / the Agreement will clearly specify the roles and responsibilities of the Lead bidder as well the Consortium Partner.
- The primary responsibility of the execution of the Contract would be that of the Lead Bidder
- No Consortium Partner can be a part of more than one Consortium. Only one bid will be allowed from a Consortium. The members of a Consortium are not allowed to bid individually.
- In case of a Consortium bid, the Lead Bidder would also need to submit the Agreement between the Consortium members for the Contract clearly indicating their scope of work, responsibilities and relationship. This Agreement should be prepared on a stamp paper of requisite value and is required to be submitted along with the Technical Proposal.
- All the signatories of the Consortium Agreement shall be authorized by a Power of Attorney signed by the respective Authorities
- The Consortium Partner shall execute and submit along with the Technical Proposal, Authority Letter in favor of the Lead Bidder which shall inter-alia, authorize the Lead Bidder to act for and on behalf of such member of the Consortium and do all acts as may be necessary to or for the performance under the contract.

## **RFP Document Fees**

The bidders are requested to pay Tender fees of **Rs. 5000/- [Five Thousand Only/-]** Tender fee is non-refundable

## **Earnest Money Deposit (EMD)**

The bidders are requested to deposit the EMD of **Rs. 500000/- [Five Lakh Only/-]**

- The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- Bids submitted without the prescribed EMD will be rejected.
- Unsuccessful bidder's EMD shall be returned to the unsuccessful bidder within 120 days from the date of opening of the financial bid.
- EMD of Successful bidder will be returned after the award of contract and submission of the performance bank guarantee within specified time
- EMD shall be non-transferable.



- The EMD may be forfeited:
  - If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  - If successful bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
  - If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the University regarding forfeiture of the Bid Security shall be final and binding upon bidders.
  - If during the bid process, any information is found false/fraudulent/mala fide, then University shall reject the bid and, if necessary, initiate action.

### ***Pre-Bid Queries on RFP***

The bidders shall send in their pre-bid queries as prescribed in the format specified in **Annexure 1** of this RFP to the contact address at which the bids are to be submitted as well as the email. No telephonic queries will be entertained.

### ***Supplementary information / Corrigendum / Amendment to the RFP***

At any time prior to the deadline (or as extended by University) for submission of bids, University for any reason, whether at its own initiative or in response to clarifications requested by the bidder may modify the RFP document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this RFP. Such supplements / corrigendum to the RFP issued by University would be displayed on <https://ksdsu.edu.in>.

Any such supplement / corrigendum / amendment shall be deemed to be incorporated by this reference into this RFP.

Any such supplement / corrigendum / amendment will be binding on all the bidders. University will not be responsible for any misinterpretation of the provisions of this Tender document on account of the bidders' failure to update the Bid documents based on changes announced through the website.

In order to allow bidders a reasonable time to take the supplement / corrigendum / amendment(s) into account in preparing their bids, University, at its discretion, may extend the deadline for the submission of bids.

### ***Completeness of Response***

The bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially

responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of its proposal and forfeiture of the bid EMD

### ***Proposal Preparation Cost***

The bidder shall be responsible for all costs incurred in connection with participation in the RFP. This RFP does not commit University to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the Contract for implementation of the Project.

### ***Right to Termination***

University may terminate the RFP process at any time and without assigning any reason.

### ***Authentication of Bids***

The original bid will be signed by a bidder's person duly authorized to bind the bidder to the Contract. A letter of authorization in the name of the person signing the bid shall be supported by a written Power-of-attorney accompanying the bid. All pages of the bid including the duplicate copies, shall be duly signed and stamped by the person / persons signing the bid.

### ***Inter lineation of Bids***

The bid shall contain no interlineations or erasures. In case of any overwriting, the place needs to be signed by the Authorized signatory.

### ***Late Bids***

The bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.

### ***Patent Claim***

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the solution or any part thereof, the bidder shall expeditiously extinguish such claim. If the bidder fails to comply and University is required to pay compensation to a third party resulting from such infringement, the bidder shall be responsible for such compensation, including all expenses, court costs and lawyer fees. University shall give notice to the successful bidder on any such claim and recover it from the bidder if required.

### ***Intellectual Property Rights***

After completion of contract successfully the bidder should transfer the Customized Technology including the data, the database, the schema, the source code and related information to the University. In case of termination of a contract before completion of agreed contract period the bidder shall transfer the entire data till the termination of the contract, to the University in the form of MS-Excel or any other mutually agreed format.

## Bid Submission Instructions

### *Bid Submission*

- The bidder shall submit the bid in Hard Copy as well as Soft copy
- To view- Tender Notice, Detailed Time Schedule, RFP Document and its supporting documents, kindly visit following website <http://ksdsu.edu.in/home.htm>
- The bids submitted, shall comprise of the following two envelopes:
  - a) Two envelope/ cover system shall be followed for the bid:

Envelope A: Tender Fees, EMD, Pre-Qualification & Technical Bid

Envelope B: Commercial Bid

- b) The Bid shall include the following documents:

Documents Required		
S_no	Document Type	Submitted
1.	Tender Fee	Yes
2.	EMD	Yes
3.	Prequalification and technical bid (Annexure 4)	Yes
4.	Commercial bid (Annexure 5)	Yes

- The bidder should ensure that all the required documents, as mentioned in this RFP/ bidding document, are submitted along with the bid and in the prescribed format only.
- Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the bid proposal submitted by the bidder.
- It shall be the sole responsibility of the bidder to ensure that all the documents required for the Pre-Qualification and the Technical Evaluation of the bid are submitted well within time and
- University shall not entertain any representation from any bidder, who fails to submit the requisite documents within the stipulated time and date on account of any technical issues.
- Therefore, the bidders are notified that they must read the instructions / information given and must understand all the nuances of technology in advance.
- University will not accept delivery of proposal and any other supporting documents, in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid and rejected. Under no circumstances any physical documents will be accepted after submission of bid.
- It is required that all the Bids submitted in response to this RFP should be unconditional in all respects, failing which University reserves the right to reject the Bid.
- It shall be the responsibility of the bidder to re-check that each page of the requisite document as a part of the bid is stamped and duly signed by an authorized signatory

## ***Pre - Qualification Criteria***

The bidder shall fulfil all of the following eligibility criteria independently, as on date of submission of bid. (**Annexure 2**)

Table: Eligibility Criteria

S_No	Eligibility	Document Proof
1	The Bidder must be a registered company under the Indian Companies Act, 1956 or The Partnership Act, 1932, Limited Liability Partnership / Sole Proprietorship existing since past 5 years	<ul style="list-style-type: none"><li>• Certificate of Incorporation</li><li>• Memorandum and Articles of Association</li><li>• Proprietorship Certificate</li><li>• Partnership Deed</li><li>• Any other document to justify the requirement</li></ul>
2	The Bidders should have in its name PAN (Permanent Account Number) with Income Tax authority in India	Copy of the PAN Card signed by Authorized Signatory of the Bidder
3	The Bidders shall have an average annual turnover of <b>Rs. 50 lakh</b> in the any of the last 5 years	Audited Financial Statement for Financial years 2015-16,2016-17,2017-18. Statutory auditor's/CA certificate OR certificate from Company Secretary of the bidder clearly specifying the annual turnover for the specified years
4	The Bidders shall have prior experience in developing and implementing similar solutions in any of the mentioned organizations: <ul style="list-style-type: none"><li>• Government Universities</li><li>• Private Universities</li><li>• Other Educational Institutions / Educational bodies</li></ul>	Purchase Order/ Work Orders milestone completion Certificate / experience certificate from the authorized signatories
5	The bidder should not have been blacklisted for fraudulent practices by any of its clients, Central / State UT / Government / University	Affidavit of Rs. 1000 stamp paper stating the same
6	Declaration Of Bidder	Declaration should sign and stamp on Letter Head

- It is mandatory to submit the specified documents in support of the above eligibility criteria and the company/firm/agency is likely to be disqualified should it fail to provide any of the specified documents. The documents should be arranged in an descending order

## ***Technical Evaluation***

The proposals from bidders will be evaluated based on evaluation parameters mentioned below.

- The technical evaluation marks should be given **70% weightage** and commercial evaluation marks should be given **30% weightage** to arrive at a composite score. For

a bid to be evaluated based on the financial proposal, the bidder should have scored a minimum of **50 marks in technical evaluation.**

- The bidder with the higher composite score shall be awarded the contract.

However, University reserves the right to confirm the bidder with the highest composite score as successful bidder subject to negotiations and approval of competent authority.

S_No	Criteria / Sub Criteria	Basis of Valuation	Maximum Marks	Supporting Documents
1	Average Annual turnover for any 3 of the 2018-2017, 2017-2016, 2016-15 FY [Sole/ lead bidder]	>0.5 cr < 1.0 cr= <b>1 Marks</b> ≥1.0 Cr. and < 2 Cr.= <b>3 Marks</b> ≥ 2 Cr. = <b>05 Mark</b>	05	<b>Audited financial statements / Certificate of Chartered Account Necessary</b>
2	Years of Existence of the Sole Bidder or in case of consortium, The lead bidder and consortium partner in India as on 31 <sup>st</sup> March 2018	<b>i. For Sole Bidder:</b> ≥ 3 and < 6 years= <b>3 mark</b> ≥ 6 and < 12 years= <b>4 marks</b> 12 years or more = <b>5 Marks</b> <b>ii. For Consortium:</b> <b>a. Lead Bidder:</b> ≥ 3 and < 6 years = <b>1mark</b> ≥ 6 and < 12 years= <b>2marks</b> 12 years or more= <b>3Marks</b> <b>b. Consortium partner</b> ≥ 3 and < 12 years = <b>1mark</b> 12 years or more= <b>2 Marks</b>	05	<b>Copy of Certificate of Incorporation signed by Authorized Signatory of the Bidder / Lead Bidder.</b>
3	Net Worth / Liquidity of Organization /Directors / Partners / Proprietor / Owners etc. [Sole / lead bidder]	< 50 lac = <b>01 Mark</b> ≥ 50 l and < 2 Cr = <b>03 Mark</b> > 2 Cr = <b>05 marks</b>	05	<b>Certificate of Chartered Account Necessary</b>
4	Number of Employees on the payroll of Bidder as on 1 <sup>st</sup> March 2018 [Sole / lead bidder]	≥ 5 and <15 = <b>1 Marks</b> ≥ 15 and <25 = <b>3 Marks</b> ≥ 25 = <b>5 Marks</b>	05	<b>Self-Attested Letter on Bidders Letter Head with seal and signature of Authorized Signatory</b>
5	The bidder should have provided similar solution to at least 2 Public Universities in India / abroad [Sole / lead bidder]	Minimum 4 Academic Cycles: <b>15 Marks</b> Minimum 3 Academic Cycles: <b>10 Marks</b> Minimum 2 Academic Cycles: <b>5 Marks</b>	15	<b>Client experience certificate &amp; Work order of the projects as referred</b>
6	The bidder should have provided similar online solutions to at least 2 Government	Minimum 3 Academic Cycles: <b>15 Marks</b> Minimum 2 Academic Cycles: <b>10 Marks</b>	15	<b>Client experience certificate &amp; Work order of the projects as referred</b>

	Universities [Sole /Lead bidder]			
7	Demonstration / presentation of solution, methodology and understanding of the assignment	Overall solution design, architecture, workflow & interface with the optimization to meet the application SLA, Security Aspects	20	<b>Presentation to Committee</b>
	[Sole /Lead bidder]	SEI CMMI Level 3=5 <b>Marks</b> Or ISO Certification 9001 =2 <b>Marks</b>  27001=3 <b>Marks</b>	5	<b>Copy of Certificates</b>
		Implementation plan	15	<b>Presentation to Committee</b>
		Product fitment-Extent of Product readiness as per Scope vis-à-vis built from scratch	10	<b>Presentation to Committee</b>
	<b>Grand Total</b>		<b>100</b>	

### ***Commercial Proposal***

- The bidders should necessarily give the financial details in the formats given in **Annexure-5** of this RFP. All the financial details should be given in the prescribed format only and in accordance to the details and terms and conditions as mentioned in the RFP. In case the selected **bidder does not quote for or provision for any software / any other expenses required** to meet the requirements of the RFP, he shall be solely responsible for those and would be required to provide them, without any additional cost to University.
- The bidder is expected to price all the items and services sought in the RFP and proposed in the Technical Proposal. The Bid should be comprehensive and inclusive of all the services to be provided by the bidder as per the scope of his work and must cover the **entire Contract Period for five years**
- University may seek clarifications from the bidder on the Technical Proposal. Any of the clarifications by the bidder on the Technical Proposal should not have any commercial implications. The Commercial Proposal submitted by the bidder should be inclusive of all the items in the Technical Proposal and should incorporate all the clarifications provided by the bidder on the Technical Proposal during the evaluation of the technical offer.
- The bidder should also provide the detailed break of the Tax/Charges which bidder would be submitting to government against every transaction separately with commercial bid.
- The bidder should quote rate inclusive all taxes including software, hardware, training every six months, installation, and others

- The Commercial Proposal shall not contain any technical information.

### ***Validity of Proposal***

The proposals shall be valid for a period of 120 days from the date of submission of Bid. A proposal valid for a shorter period may be rejected as non-responsive.

### ***Corrections / errors in commercial proposal***

- The bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the Commercial Proposals are received by University.
- The quoted price shall be corrected for arithmetical errors.
- In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
- The amount stated in the Commercial Proposal, adjusted in accordance with the above procedure and as stated in this RFP, shall be considered as binding on the bidder for evaluation.

### ***Price and Information***

- The bidder shall quote for this project as per the requirements of the RFP.
- All the prices will be in Indian Rupees.
- The bidder should quote the fee considering all costs including the costs insurance for the Contract Period, travel / stay, daily allowance or any other allowances with respect to their staff deployed for the execution of this Project before or after the award of the Contract.
- The bidder should provide for all taxes, duties, charges and levies at actual
- The prices, once offered, must remain fixed and must not be subject to change for any reason whatsoever within the period of the validity of the proposal and the contract. No revision of the fee shall be made on account of any variations in costs of labour and materials, currency exchange fluctuations with international currency or any other cost component affecting the total cost in fulfilling the obligations under the contract. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
- All costs incurred due to delay of any sort, which is attributable to the bidder, shall be borne by the bidder.

### ***Language***

The proposal should be submitted by the bidder in English language only.

### ***Conditions under which RFP is issued***

- This RFP is not an offer and is issued with no commitment. University reserves the right to withdraw the RFP and change or vary any part thereof, at any stage. University also reserves the right to disqualify any bidder should it be so necessary at any stage.
- Timing and sequence of events resulting from this RFP shall ultimately be determined by University.
- No verbal conversations or agreements with any official, agent, or employee of university shall affect or modify any terms of this RFP and any alleged verbal agreement or arrangement made by a bidder with any agency, official or employee of University shall be superseded by the definitive agreement that results from this RFP process. Verbal communications by University to bidders shall not be considered binding on it, nor shall any written materials provided by any person other than University.
- Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against University or any of their respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).

### ***Right to the content of Proposal***

All proposals and accompanying documentation of the Technical Proposal will become the property of University and will not be returned after opening of the Technical Proposals. University is not restricted in its rights, to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. University shall not be bound by any language in the proposal indicating the confidentiality of the proposal, or any other restriction on its use or disclosure.

### ***Non-Conforming Proposal***

A proposal may be construed as a non-conforming proposal and ineligible for consideration if:

- a) It does not comply with the requirements of this RFP.
- b) It does not follow the format requested in this RFP or does not appear to address the requirements as specified by the university.

### ***Disqualification***

The proposal is liable to be disqualified in the following cases or in case the bidder fails to meet the requirements as indicated in this RFP:

- The proposal is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- The bidder qualifies the proposal with own conditions.
- The proposal is received in incomplete form, received after due date, not accompanied by all the requisite documents, not accompanied by the EMD or the bidder has quoted only for a part of the project
- The information submitted in Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the



Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any

- The Commercial Proposal is enclosed with the Technical Proposal.
- The bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals are withdrawn upon notice immediately.
- The bidder fails to deposit the Performance Bank Guarantee or fails to enter into a Contract within 15 Days of the date of issue of Letter of Intent or within such extended period, as may be specified by the University..
- Any bid received by University after the deadline for submission of bids shall be declared late and will be rejected, and returned unopened to the bidder at the discretion of University.
- If the Technical Proposal contains any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

### ***Acknowledgement of Understanding***

By submitting the proposal, each bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

### ***Site visit by Bidder***

The bidder may visit the relevant section(s) at University at any time to be agreed with University and obtain for itself on his own responsibility all information related. The visit may not be used to raise questions or seek clarification on the RFP. All such queries or clarifications must be submitted in writing. The cost of such visits to the site(s) shall be at the bidder's own expense.

### ***Bid Evaluation Committee***

- University shall constitute a Bid Evaluation Committee to evaluate the responses of the bidders
- The Bid Evaluation Committee shall evaluate the responses to the RFP (Envelope A and Envelope B) and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- The Bid Evaluation Committee may ask for meetings with the bidders to seek clarifications on their proposals. The bidder shall submit requisite supporting documents/ certificates on the credentials. The committee may visit bidder's client site to validate the credentials/ citations claimed by the bidder.
- The Bid Evaluation Committee reserves the right to reject any or all proposals entails the basis of any deviations.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

- The Bid Evaluation Committee would submit its decision to the competent authority whose decision would be final and binding upon the bidders.

### ***Overall Evaluation Process***

At first Bidders shall be evaluated as per prequalification criteria The bidders who fulfil all the prequalification criteria will qualify for further Technical Evaluation Bidders with minimum technical marks of 50 out of 100 in technical evaluation will be considered to be eligible for financial evaluation.

### ***Evaluation – Prequalification***

The eligibility criteria for only those bidders, whose Tender Fee & EMD is in order, shall be considered.

### ***Evaluation – Technical***

The evaluation of the technical proposals will be carried out in the following manner:

(a) The bidders' technical proposal will be evaluated as per the requirements and evaluation criteria of this RFP. The bidders are required to submit all required documentation in support of the evaluation criteria specified as required for technical evaluation.

(b) Proposal Presentations: The Bid Evaluation Committee may invite each qualified bidder to make a presentation to University, as per their discretion.

(c) Demo of Existing Application: The Bid Evaluation Committee may call for a demonstration of the proposed solution. The bidder will be required to demonstrate the functionality of the proposed application as declared in the technical proposal.

Please note that such a demonstration will be called from each technically qualified bidder before opening of commercial proposal. In any case, in the event of any deviation from the factual information provided by the bidder in technical proposal, University can reject the bid and also ban the bidder from participation in any future tenders.

(d) At any time during the Bid evaluation process, the committee may seek verbal / written clarifications from the bidders. The committee may seek inputs from their professional and technical experts in the evaluation process.

(e) The committee reserves the right to do a reference check of the past experience stated by the bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.

(f) The technically shortlisted bidders will be informed of the date and venue of the opening of the commercial proposals.

### ***Technical Score (X)***

The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the bidder for the project being considered for evaluation (X).

**X of the qualifying bidder = Marks Scored by the respective Bidder**

Only those bidders who have secured Technical Score of 50 marks or above shall be declared as qualified for evaluation of their 'Financial Bid'.

### ***Financial Score (Y)***

The financial offers shall be evaluated on the basis 3 factors as given below:

**Factor 1:** A total lump sum charge (Solution Development / Customization and Maintenance Cost(for 5 Years), Software, Hardwar, Infrastructure, Manpower and other)

**Factor 2:** Annual Convenience Fee for students for a period of 5 years

**Factor 3:** Annual Convenience Fee for Students and Colleges for a period of 5 Years

Total Financial Bid (Y): The total financial bid of the bidder would be calculated as follows:  
Factor1 + Factor2 + Factor3 = Y

The financial offers of the qualified bidders (who have secured technical score of 50 marks or above) shall be tabulated for project.

If there is a discrepancy between words and figures, the lower of the two shall prevail. For any other calculation/ summation error etc. the bid may be rejected.

The financial offers of the qualified bidders shall be tabulated for this project and the bidder with lowest financial offer will be given a financial score of 100.

Based on the financial quote given by the bidder, a Relative Financial Score (Y) will be calculated as below, only for the qualifying bidders.

$$Y = \left[ \frac{\text{Lowest quoted offer of the qualifying bidder}}{\text{Offer quoted by the respective qualifying bidder}} \right] * 100$$

- After expiring of the agreement the Software, Hardwar's, Infrastructure etc will be the property of University.

### ***Composite Score for the bidders***

Bidder	Technical Score <b>X</b>	Commercial Score <b>Y</b>	Weighted Technical Score (70% of X)	Weighted Financial Score (30% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

### ***Award Criteria***

University will award the Contract to the bidder, who has the highest composite score as per the scoring scheme mentioned.

### ***Right to accept any Proposal and to reject any or all Proposals***

University reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for University action.

### ***Notification of Award***

Prior to the expiration of the validity period, University will notify the successful bidder about the acceptance of the proposal, by issuance of a Letter of Intent in writing.

### ***Contract Period***

The validity of the period of the Contract will be for 5 years and it will start from the date of issue of work order by University.

University reserves the rights to extend this contract based on mutual consent for another two years subject to successful implementation and result of performance delivery.

### ***Signing of Contract***

Service Agreement (SA) will be signed as per RFP, after selection of bidder. University shall have the right to annul the award in case there is a delay of more than 15 days in signing of Contract from the date of issue of work order by University, for reasons attributable to the selected bidder.

### ***Failure to agree with Terms and Conditions of this RFP***

Failure of the successful bidder to agree with the terms & conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event University may call for new proposals and invoke the Performance Bank Guarantee.

## ***Performance Bank Guarantee***

Performance Bank Guarantee is governed for supplies and services as follows:

- The bidder shall carry out the services in conformity with the requirements of the RFP, generally accepted professional and technically accepted norms relevant to such projects and to the satisfaction of University.
- The Earnest Money deposited at the time of bid submission would be given back to the bidder on payment of Performance Bank Guarantee in the form of a Bank

The selected bidder shall deposit the Performance Security as follows:

- The successful bidder shall at his own expense, deposit with University of and Performance Bank Guarantee of value equal to 3% of the work order value.
- The Performance Bank Guarantee should be furnished within 15 Business Days from the date of issue of Letter of Intent.
- The Performance Bank Guarantee may be discharged/returned by University of upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.

University shall also be entitled to make recoveries from the Performance Bank Guarantee on the following grounds:

- Any amount imposed as a fine by University for irregularities Committed by the bidder
- Any amount which University becomes liable to the Government /Third party on behalf of any default of the bidder or any of his/her/their agent/ employees or staff.
- Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
- Any other outstanding amount.

Once the amount under this clause is debited, the bidder shall reimburse the Bank Guarantee to the extent the amount is debited within 15 days of such debit by University failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free performance Bank Guarantee in favor of K S D Sanskrit University.

## ***Functional Scope***

### **1. Human Resource Management System**

Staff service book, Attendance Management, Leave Management, payroll, Recruitment/ Appointment, Promotion, Retirement, ID Cards, Disciplinary Management, Transfer, Posting

### **2. Payroll and Accounts management System**

#### **Salary Unit:-**

Drawing salary including allowances, etc of employees of all categories- / Various advances and settlements/ reimbursement of various allowances/ retirements and final payments/deductions, issues of various certificates(Form 16, pay fixation,, arrears, etc.)

### **3. Inventory Management**

Material code creation, Goods requisition, Purchase order, Goods receipt, Returns, scrap Sales, E-procurement/ E-tendering, Scrap Disposal system, etc

#### **Budget preparation:-**

Provision to have online templates available for various departments , A provision for Finance and Accounts officer to verify and close the budget preparation activity Integration with relevant modules offered as a part of the envisaged UMS.

#### **Purchase and inventory Management:-**

Material code creation, Goods requisition, Purchase order, Goods receipt, Returns, scrap, sales, Disposal System etc

#### **Provident Fund**

Make provision for maintenance of Provident Fund for staff and to carry forward the same and allow withdrawal basis defined rules and appropriate approval mechanism.

#### **Finance and Accounts**

This will include:- Budget, Internal Audit, Grants, Funds, Bills, Salary, Provident fund, Pension, Book f Accounts, Student fees and billing, cash/ bank management. Scholarship Management, Work Accounts Management, Loan management

#### **General:-**

Accounts Receivable, Accounts payable, Student fees and Billing, Assest/ Accounting< cash/ Bank Management, Funds / Grants Management, Ledger, etc

#### **Pension:-**

Payment of retirement benefits, GPF, Bank reconciliation.

### **4. Hostel Management**

Hostel facility information, room allocation and availability management, attendance and visitor records, expense calculation, mess bill

### **5. Others**

#### **Alumni Management:-**

Maintaining alumni and corporative directory, recording biographic data tracking alumni academic/ employment history etc Integration with relevant modules offered as a part of the envisaged UMS.

#### **Asset Management**

Material Code Creation, Goods, receipts, Property and equipment details, Returns, Scrap Sales and Disposal System etc

#### **Right to Information (RTI)**

Generation/ Submission of RTI application, Online payment of associated fees, assignment of applications to concerned units/sections/departments etc. allocation of officer for handling RTI application, Penalty in case of delays, Document Management etc

**Knowledge Management**

Guidelines for Inter departmental and ntra departmental sharing of documents for Students and employees, faculty etc

**Learning Management**

Annual Course Content for Learning and training preparation, session delivery plans, platform to deliver session provide students with the assignments online, allow students to submit the responses to the assessments/ grading of the assignment by teachers.

**Mail Integration**

Email ID's of all stakeholders to get alerts during various stages.

**Grievance Management**

Online Grievance addressal from Staff working and Retired, Action taken, Statutes of action taken, online report, workflow based resoultaiion etc

**Bulk SMS Management**

Bulk SMS system to get updates and alerts

**Court case Management**

Generation of legal documents tracking of cases and enquiry, recording orders

***Strategic Technical Considerations.***

- Role based & Secured Application Software
- Integrated & Secured Database ( Preferable in State Data Center)
- Access Points for all Concerned Branch
- Code and Database Ownership of University
- Periodical Backup of Database with Backup Server
- Memorandum of Understanding (MoU) between University & Vendor
- Role & Responsibility of Vendor and University must be clearly defined
- Migration of previous Student Registration/Examination data
- Future Expansion
- View Statistical and Analytical Report
- INTERFACE in UMIS for Chancellor's Office for MIS and various Analytical Reports

***Documentation***

The selected agency may provide the following documents as desired and applicable preferably in soft copies.

1. Future action Plan
2. Fortnightly progress reports
3. System Requirement Specification (SRS) document containing detailed requirement capture and analysis including functional requirement, Interface Specifications, application security requirements.
4. Training Manuals

5. User manuals containing a detailed explanation of all applicable modules
6. Installation Manuals, Operational Manuals and Maintenance Manuals
7. Test Cases, User acceptance testing (UAT) Test Cases and Reports
8. Security policy and procedure for software including password security, logical access security, operating system security, data classification, and application security and data backups (Security compliance checklist)
9. AV Presentations / Video Tutorials including self-learning modules of the working of the solution. This shall be used to inform the working of the solution to applicable officers and staff at the university
10. Security Audit Report for conducting Vulnerability Assessment and Penetration Testing for the proposed hardware, in production environment
11. Security Audit Report for conducting Web Application security Testing for the proposed solution, in production environment

Both the security audit reports (10 & 11) should be submitted by the bidder one week prior to the Go-Live of the applications. These reports should contain the closure status of the gaps identified.

### ***Technical Requirements***

The successful bidder shall be responsible to adhere to all the technical requirements as mentioned in this section below.

- a) The solution should be web-based application based on multi-tier architecture.
- b) The solution should be compatible and be able to get integrated with various open standards, technologies, plug and play solutions etc. and should not be restricted to any other sections of University in using the solution data for any other applications.
- c) The system's development environment and databases should not restrict the concerned department from using the application or data in any future applications.
- d) The solution should support Multilingual (English,Hindi and Sanskrit) and should be UNICODE compliant supporting screens, data entry, search facilities, reports etc. The solution should adhere to all the mandatory guidelines by GoI.
- e) The application should be interoperable, portable and scalable towards applications, services, interfaces, data formats and protocols.
- f) The solution should be browser, platform independent.
- g) The portal shall be accessible through mobile and other handheld devices like iPad; tablets etc. and the pages shall adjust suitably as per the device.

### ***Security Requirements***

The bidder should submit the compliance checklist that the solution has adequate security measurements to prevent the following threats.

The threats to an electronic application can be classified into:

- i. Integrity violations
- ii. Confidentiality violations
- iii. Masquerading or impersonation
- iv. Non-repudiation
- v. Time-integrity violations



- vi. Non-verifiable evidence
- vii. Denial of service.

### ***Security Audit and Application Audit***

It is the responsibility of the selected bidder to get the security & application audit done. The selected bidder would be required to share the complete details of the audits along with copies of all communication and bug reports / removal, written or otherwise. The cost of procuring a security certificate shall be borne by the bidder. Whenever there is code change on the business/service layer, the bidder shall get the security audit done of the implemented solution with no additional cost to University. If there any other application security equipment of State Data Center and NIC for hosting of the solution and web portal then same has to be completed by bidder.

### ***Hosting and Maintenance***

- It is the responsibility of the Bidder to host the solution at a secured Data Centre identified by the bidder as part of this RFP. It is expected that the application and all the modules as per this RFP needs to be hosted on advanced, robust, highly reliable, scalable and secured cloud based environment.
- It is the responsibility of the Bidder to provide on Cloud services such as compute, storage,
- Software, supporting IT components via a Cloud Service Provider (CSP) required at the Data Centre (DC)/ DR as part of this bidding document.
- It should be noted that the Bidder is expected to bear all costs for hosting the application via the CSP at its Data Centre as per the requirement of the RFP documents including the SLA.
- All the software used for University shall be licensed to Kameshwar Singh Darbhanga Sanskrit University and will be the property of Kameshwar Singh Darbhanga Sanskrit University.
- All the data created/captured under this project shall also be the property of the Kameshwar Singh Darbhanga Sanskrit University.
- The proposed solution is to be hosted on Cloud Infrastructure. The Bidder is responsible for hosting of this solution and all correspondences with the Cloud Infrastructure Service Provider.
- The bidder needs to ensure that appropriate sizing is done for storage and maintenance of the application for use to all users for the duration of the contract. Due to dynamic data sizes, the storage needs to be scalable with a provision to add disk space on the fly.
- The Bidder should adhere and comply with all related Government policies released from time to time.
- The Bidder shall provide for the bandwidth needed to meet the portal requirement in sizing consideration. Depending on the bandwidth usage the bidder needs to provide monthly usage details and Kameshwar Singh Darbhanga Sanskrit University can decide upon increase or decrease of bandwidth requirements. Bandwidth provided should be redundant at every level.
- It is the responsibility of the bidders to quote for and provide all the infrastructure and applications for meeting all the requirements and SLAs of the RFP. In case it is found that additional infrastructure and applications are required for meeting the RFP

requirement and the same has not been quoted by the bidder, the bidder shall provide all such additional infrastructure/applications at no additional cost.

### ***Operational Acceptance***

Successful completion of the contract will be gauged through a series of formal acceptance tests performed on all aspects of the system/sub systems:

- The bidder must ensure the application and all its related information hosted at the Data Center should be under secured environment based on GoI regulatory requirements and leading industry standards
- In the Go-Live phase, bidder will have to manage and roll out a beta stage where the system will be made available and restricted only to the users in the department through an appropriate mechanism on the web, and conduct user acceptance testing of the system based on test cases developed by the bidder in consultation with the relevant departments and validated by University. Based on the test results, required changes will be carried out and tested. Post this, the services will be officially launched and operational acceptance will be complete.

### ***Final acceptance of Application***

At the end of the application acceptance period, the concerned department will acknowledge the acceptance in writing and approve it for Go-Live.

All required activities as defined in the bid document including all changes agreed by concerned department / University and delivered by the successful bidder and accepted by the concerned departments.

All required documentation as defined in this bid document including all changes agreed by concerned department / University and delivered by the successful bidder and accepted by the concerned departments.

All required training as defined in this bid document and delivered by the successful bidder and accepted by the department.

All identified shortcomings/defects in the systems have been addressed to the concerned department's complete satisfaction.

The final signoff shall be decided by University based on the first quarterly progress report submitted by the bidder and feedback from end users.

### ***Power to waive Fines***

The power to waive fines and penalty vests with Registrar, Kameshwar Singh Darbhanga Sanskrit University, Darbhanga, Bihar.

## *Disclaimer*

1 Kameshwar Singh Darbhanga Sanskrit University, Darbhanga, Bihar has issued this Request for Proposal on such terms and conditions as set out in this RFP document, including but not limited to the technical specifications set out in different parts of this RFP document.

2 This RFP has been prepared with an intention to invite prospective applicants/bidders and to assist them in making their decision of whether or not to submit a proposal. It is hereby clarified that this RFP is not an agreement and the purpose of this RFP is to provide the bidder(s) with information to assist them in the formulation of their proposals. This RFP document does not purport to contain all the information bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for University to consider the investment objectives, financial situation and particular needs of each bidder.

3 University has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not solely rely on the information contained in this RFP in submitting their proposal. This RFP includes statements, which reflect various assumptions and assessments arrived at by University in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require.

4 This RFP is not an agreement by and between University and the prospective bidders or any other person. The information contained in this RFP is provided on the basis that it is non-binding on University, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. University makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the RFP document. Each bidder is advised to consider the RFP document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in the RFP document before bidding. The bidders are encouraged to take professional help of experts on financial, legal, technical, taxation, and any other matters / sectors appearing in the document or specified work. The bidders are also requested to go through the RFP document in detail and bring to notice of University any kind of error, misprint, inaccuracies, or omission in the document. University reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. University also reserves the right to decline to discuss the project further with any party submitting a proposal.

5 No reimbursement of cost of any type will be paid to persons, entities, or consortiums submitting a proposal. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by University or any other costs incurred in connection with or relating to its bid.

6 This issue of this RFP does not imply that University is bound to select and pre-qualify bids for bid stage or to appoint the selected bidder, as the case may be, for the project and University reserves the right to reject all or any of the bids without assigning any reasons whatsoever.

7 University may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

8 University, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this RFP or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to be part of this RFP or arising in any way with eligibility of bidder for participation in the Bidding Process) towards any Applicant or bidder or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.

9 University also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any bidder upon the statement contained in this RFP.

10 Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to University

**Annexure 1:- Request for Clarification**

**Bidders Request for Clarification**

Name of Organization :-

Full Formal address of the organization:-

Tel:-

Fax:-

Email:-

Name of Authorised Person:-

S_No	RFP (Section No/ Page No)	Content of RFP requiring clarification	Points of clarification required

Signature with Seal

## Annexure 2 Guidelines for preparation of Pre Qualification Proposal

Name of Bidder:-

### 1. Annual Turnover Details of the Lead Bidder

S_No	Years	Turover Details(Rs)
A	2015-2016	
B	2016-2017	
C	2017-2018	
Average Annual Turnover (A+B+C)/3		

### 2. Other Pre qualification Documents

S_No	Eligibility	Document Proof	Annexure
1	The Bidder must be a registered company under the Indian Companies Act, 1956 or The Partnership Act, 1932, Limited Liability Partnership / Sole Proprietorship existing since past 5 years	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• Memorandum and Articles of Association</li> <li>• Proprietorship Certificate</li> <li>• Partnership Deed</li> <li>• Any other document to justify the requirement</li> </ul>	
2	The Bidders should have in its name PAN (Permanent Account Number) with Income Tax authority in India	Copy of the PAN Card signed by Authorized Signatory of the Bidder	
3	The Bidders shall have an average annual turnover of <b>Rs. 50 lakh</b> in the any of the last 5 years	Audited Financial Statement for Financial years 2015-16,2016-17,2017-18 Statutory auditor's/CA certificate OR certificate from Company Secretary of the bidder clearly specifying the annual turnover for t he specified years	

4	The Bidders shall have prior experience in developing and implementing similar solutions in any of the mentioned organizations: • Government Universities • Private Universities • Other Educational Institutions / Educational bodies	Purchase Order/ Work Orders milestone completion Certificate / experience certificate from the authorized signatories	
5	The bidder should not have been blacklisted for fraudulent practices by any of its clients, Central / State UT / Government / University	Affidavit of Rs. 1000 stamp paper stating the same	
6	Declaration Of Bidder	Declaration should sign and stamp on Letter Head	
<b>Criteria / Sub Criteria</b>	<b>Basis of Valuation</b>	<b>Marks (Kindly fill Marks as Per Guidelines)</b>	
Average Annual turnover for any 3 of the 2018-2017, 2017-2016, 2016-15 FY [Sole/ lead bidder]	>0.5 cr < 1.0 cr= <b>1 Marks</b> ≥1.0 Cr.and < 2 Cr.= <b>3 Marks</b> ≥ 2 Cr. = <b>05 Mark</b>		
Years of Existence of the Sole Bidder or in case of consortium, The lead bidder and consortium partner in India as on 31 <sup>st</sup> March 2018	<b>i. For Sole Bidder:</b> ≥ 3 and < 6 years= <b>3 mark</b> ≥ 6 and < 12 years= <b>4 marks</b> 12 years or more = <b>5 Marks</b>  <b>ii. For Consortium:</b> <b>a. Lead Bidder:</b> ≥ 3 and < 6 years = <b>1mark</b> ≥ 6 and < 12 years= <b>2 marks</b> 12 years or more= <b>3 Marks</b> <b>b. Consortium partner</b> ≥ 3 and < 12 years = <b>1 mark</b> 12 years or more= <b>2 Marks</b>		
Net Worth / Liquidity of Organization /Directors / Partners / Proprietor / Owners etc. [Sole / lead bidder]	< 50 lac = <b>01 Mark</b> ≥ 50 l and < 2 Cr = <b>03 Mark</b> > 2 Cr = <b>05 marks</b>		
Number of	≥ 5 and <15 = <b>1 Marks</b>		

Employees on the payroll of Bidder as on 1 <sup>st</sup> March 2018 [Sole / lead bidder]	$\geq 15$ and $<25 = 3$ Marks $\geq 25 = 5$ Marks		
The bidder should have provided similar solution to at least 2 Public Universities in India / abroad [Sole / lead bidder]	Minimum 4 Academic Cycles: <b>15 Marks</b> Minimum 3 Academic Cycles: <b>10 Marks</b> Minimum 2 Academic Cycles: <b>5 Marks</b>		
The bidder should have provided similar online solutions to at least 2 Government Universities [Sole /Lead bidder]	Minimum 3 Academic Cycles: <b>15 Marks</b> Minimum 2 Academic Cycles: <b>10 Marks</b>		
	SEI CMMI Level 3= <b>5 Marks</b> Or ISO Certification 9001 = <b>2Marks</b>  27001= <b>3 Marks</b>		

Signature:-

Name of Authorized Signatory

Date:-

Place:-

Seal:-



### **Annexure – 3: Guidelines for Preparation of Technical Proposal**

1. A printed covering letter, on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal. In case the bidder edits the content of the proposal covering letter; it will be treated as a non-responsive bid and shall be rejected.
2. The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's technical solution meets the requirements specified in the RFP. The technical proposal may not contain any pricing information. In submitting additional information, the bidder should mark it as supplemental to the required response.
3. The proposals must be direct, concise, and complete. Any information which is not directly relevant to this RFP shall be omitted. University will evaluate the bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
4. The bidder is expected to provide Bill of Materials (BoM) for the Supply and Commissioning of software solution for automation of end-to-end processes as part of the technical proposal without price quote.
5. The bidder shall fill in the technical response as per the template provided Annexure 4 failing to which, the bid shall be treated as non-responsive and shall be rejected.

**Annexure – 4: Template for Technical Proposal**  
**Technical Proposal Response Letter**

(To be submitted on the letterhead of the bidder)

{Location, Date}

To,

The Registrar,  
Kameshwar Singh Darbhanga Sanskrit University  
Kameshwar Nagar  
Darbhanga, Bihar

Ref: RFP Notification number

Subject: Submission of proposal in response to the RFP for selection of vendor to Design University Management Information System for Kameshwar Singh Darbhanga Sanskrit University

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP Notification number.....to University Management Information System for Kameshwar Singh Darbhanga Sanskrit University

We have read the provisions of the RFP document and confirm that we accept these. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

1. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of opening of financial proposals.
2. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment, and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
3. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand you are not bound to shortlist/accept any or all the proposals you receive.

Section B :- Detailed Technical Proposal

- Introduction on product
- Overall solution design, architecture, workflow & interface with the optimum hardware, manpower requirement to meet the application
- Implementation Plan, Operations, Management, and handholding plan
- Security Aspects
- Proposed Team
- All other annexures

Date

Signature:-

Place

Seal

Name of Authorized Signatory

**Annexure – 5: Format for Commercial Proposal (Envelope B)**

Covering Letter (To be submitted on the letterhead of the bidder)

{Location, Date}

To,

The Registrar,  
Kameshwar Singh Darbhanga Sanskrit University  
Kameshwar Nagar  
Darbhanga, Bihar

Subject: Submission of Financial proposal in response to the RFP for selection of vendor to Design University Management Information System for Kameshwar Singh Darbhanga Sanskrit University

Dear Sir

We hereby offer the below quote for the end to end for Kameshwar Singh Darbhanga Sanskrit University (As per terms and conditions as described in this RFP).

S_No	Particular	No Of years	Total
1	A Total lump Sum Charge (Solution Development / Customization and Maintenance Cost, Software, Hardwars, manpower and other) UMIS Software will be functional in six month from Issue of Order	-	
2	Annual Convenience Fee for students and Colleges for a period of 5 years	5	
3	Annual Convenience Fee for Students and Colleges for a period of 5 Years	5	
	<b>Total Cost</b>	<b>(1+2+3)</b> <b>Y</b>	

Note:-

- Total Product cost (01 should not be more than 30% of the Total Cost (Y)
- No other cost will be paid to the bidder, apart from the ones mentioned in 1,2, and 3 above
- The financial quote should be in Indian Rupee and all the payments will be made in Indian Rupee only.

Signature:-

Name of Authorized Signatory

Date:-

Place:-

Seal:-

## Annexure – 6: Format for performance Bank Guarantee

Whereas ----- (hereinafter called 'the Respondent') has submitted its proposal dated ----- in response to the RFP for selection of vendor to Design, Develop/ Customize, Implement & Maintain end to- end Affiliation and Teacher Appointment & Promotion Solution for K S D Sanskrit University, Darbhanga of KNOW ALL by these presents that WE ----- of ----- Having our registered office at ----- (hereinafter called "the Bank") are bound unto the K S D Sanskrit University, Darbhanga in the sum of ----- for which payment well and truly to be made to the said University, the Bank binds itself, its successors and assigns by these present. Sealed with the Common Seal of the said Bank this -----day of -----2018.

The Conditions of this obligation are:

- In the event of the successful bidder being unable to service the contract for whatever reason, K S D Sanskrit University, Darbhanga would evoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of K S D Sanskrit University, Darbhanga under the Contract in the matter, the proceeds of the PBG shall be payable to the K S D Sanskrit University, Darbhanga as compensation for any loss resulting from the Respondent's failure to complete its obligations under the Contract K S D Sanskrit University, Darbhanga shall notify the Respondent in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Respondent is in default.
- K S D Sanskrit University, Darbhanga shall also be entitled to make recoveries from the Respondent's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

We undertake to pay to the K S D Sanskrit University, Darbhanga up to the above amount upon receipt of its first written demand, without K S D Sanskrit University, Darbhanga having to substantiate its demand, provided that in its demand the K S D Sanskrit University, Darbhanga will specify that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including \_\_\_\_\_, and any demand in respect thereof should reach the Bank not later than the above date

### **Annexure 7: Power of Attorney**

Know by all men by these presents, we (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr/ Ms \_\_\_\_\_ (name and residential address of Power of attorney holder) who is presently employed with us and holding the position of \_\_\_\_\_.

As our Attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal to Design, Develop/Customize, Implement & Maintain end-to-end Solution under University Management Information System' for K S D S University Darbhanga including signing and submission of all documents and providing information / responses to the KSDSU, representing us in all matters before KSDSU and generally dealing with the university in all matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

For-----  
Name:  
Designation:  
Date:  
Time:  
Seal:  
Business Address:

Accepted,  
\_\_\_\_\_  
(Signature)  
(Name, Title and Address of the Attorney)

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- The Power of Attorney shall be provided on Rs. 100/- stamp paper.

## Annexure 8: Declaration of Data Security

To

Date:

The Registrar  
K S D Sanskrit University,  
Kameshwaranagar,  
Darbhanga, Bihar

Dear sir,

We \_\_\_\_\_ Who are established and reputable bidder having office at \_\_\_\_\_ Do hereby certify that KSDSU shall have absolute right on the digital data and output products processed / produced by us. We shall be responsible for security/ safe custody of data during processing.

We also certify that the data will not be taken out of the university premises on any media. The original input data supplied to us by KSDSU and output products processed / produced from input data will not be passed on to any other agency or individual other than the authorized person of KSDSU. We shall abide by all security and general instructions issued by the university from time to time.

We also agree that any data from our computer system will be deleted in the presence of KSDSU officials after completion of the project task.

Thanking you,

Yours faithfully,

(Executive Magistrate/Notary Public.)

## **AFFIDAVIT**

I, \_\_\_\_\_ (Name of Contractor/  
Authorized person), Aged about \_\_\_\_\_ years, residing at \_\_\_\_\_  
\_\_\_\_\_ (Postal Address) do hereby swear this affidavit that, I am the  
proprietor/Partner of \_\_\_\_\_ (Name of company/firm)  
Registered at \_\_\_\_\_.

I do hereby swear that, the documents submitted in envelope No. 1 of the tender document for the  
work of \_\_\_\_\_ are true, correct and complete. I am not blacklisted in  
any organization. In case the contents of envelope No.1 and other document pertaining to the  
tender submitted by me are found to be incorrect or false, I shall be liable for action under the  
relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorised person

Applicant/Contractor

Name \_\_\_\_\_

Address \_\_\_\_\_

Place :- \_\_\_\_\_

Date :- \_\_\_\_\_

E-mail ID \_\_\_\_\_

Mobile No. \_\_\_\_\_

### ***DECLARATION OF THE CONTRACTOR***

I/We hereby declare that I/we have made myself/ ourselves thoroughly conversant with the local conditions regarding all materials and labour on which I/we have based my/our rates for this tender. The specifications, and lead of materials on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best materials approved by the K S D Sanskrit University, Darbhanga or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the laborers engaged on the work as per minimum wages Act 1948 applicable to the Zone concerned.

Signature of Contractor



<b>List of Colleges</b>
<b>Constituent Colleges</b>
M.A.Rameshwar Lata Sanskrit College,
Purnima Ram Pratap Sanskrit College,
Jagdamba Sanskrit College,
Nagarjun Umesh Sanskrit College,
Ramautar Goutam Sanskrit College,
Baba Sahib Ram Sanskrit College,
Laxi Narayan Sanskrit College,
Akhil Bharatiye Skt. Hindi Vidypeeth,
Ugra Tara Bharati Mandan Sanskrit College,
Awadh Bihari Sanskrit College,
Radha Umakant Sanskrit College,
Mahanth Keshaw Sanskrit College,
Nimbark Krishna Madhawanand Skt. College,
Raghavendra Sanskrit College, Taretpali,
Sidheshwari Sanskrit College,
Brajbhushan Sanskrit College,
Shiv Prasad Sanskrit Degree College,
Ramadhin Mishra Bhaskaroday Sanskrit College,
Nandan Sanskrit College,
M.M. Lata Sanskrit Vidyapeeth,
Kalyani Mithila Sanskrit College,
Adinath Parash Mani Skt. College,
Madaneshwarnath Sanskrit College,
Government Sanskrit College,
Dharma Samaj Sanskrit College,
Government Sanskrit College,
Bharat Mishra Sanskrit College,
Rishikul Br. Sanskrit College,
Baidyanath Pandey Arya Sanskrit College,
Laxi Pratap Narayan Sanskrit College,
Shri Ram Sanskrit College,

<b>Affiliated Colleges</b>
Dr. J.M. Sanskrit College,
Parmeshwari Veena Sanskrit College,
Kirti Narayan Kamakhya Sanskrit College,
Lakshmishwari Priya Sanskrit College,
Sidheshwari Laxminath Sanskrit College,
Sri Satya Narayan Sanskrit College,
Dev Shankar Haldhar Chy. Sanskrit College,
Sri Chhatradhari Sanskrit College,
Sri Ganesh Girivardhari Sanskrit College,
Sri Ram Sanskrit College, Jahanabad
Nityanand Sanskrit Mahavidyalay,
Sri Vashudeo Sanskrit Mahavidyalay,
Seth Ram Niranjana Das Murarka Sanskrit Mahavidyalay,
Mahant Satyanand Giri Harihar Sanskrit College,
Juthalal Sanskrit College,
Bharteshwari Marwadi Sanskrit College,
Sri Niwas Mukund Ramanuj Sanskrit College,
Mithila Sanskrit College, Sitamadhi
Harihar Sanskrit College, Bakluharmath,
Sri Ram Prakash Sanskrit College,
Gurukul Sanskrit College,
Gurukul Sanskrit College,
Brahamdeo Muni Udasin Sanskrit College, hajipur
Vidyanand Mithila Skt. College, Sankatmochan Dham,
Rajeshwar Thakur Sanskrit College, Raghapur,
Sanskrit College, Roshra,
Rawneshwar Sanskrit College,
Jagjeevan Abhyudaya Sanskrit College,
Shyama Charan Vidyapith Sanskrit College,
Goshwami Madusudan Sanskrit College,
Sarwasti Bilash Skt. College,

<b>Upshatry Colleges</b>
Sarbjeeet Sanskrit Upshastry College ,
Janki Sanskrit Upshastry College,
Hathua Raj Gyanoday Sanskrit Upshastry College,
Upastri Sanskrit College, Darbhanga
Sri Shankar Sanskrit Upshastry College,
Darshan Sanskrit Upshastry College,
Rishkulaashram Sanskrit Upshastry College,
Laxmiwati Sanskrit Upshastry College,
Amilal Babua Sanskrit Upshastry College,
Deo Bharti Sanskrit Upshastry College,
Rudra Sanskrit Upshastry College,
Anant Lal Upshastry College,
Upshastry Sanskrit College,
Mukhalal Sanskrit Upshastry College,
J. N. Brahmcharyashram Skt. Upshastry College,