

REQUEST FOR PROPOSALS

FOR

**DEVELOPMENT, IMPLEMENTATION, OPERATIONAL
TRAINING & SUPPORT**

OF

**UNIVERSITY MANAGEMENT INFORMATION SYSTEM
(POST-EXAMINATION MODULE)**

FOR



PATLIPUTRA UNIVERSITY, PATNA

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PATLIPUTRA UNIVERSITY, PATNA
A. Schedule of Expression of Interest

Sl. No.	Items	Details
1.	Tender No.	Ppup/ Dated: 28/03/2019
2.	Name of the work	Request for Proposal for Development, Operational Training and Support of University Management Information System (Excluding Pre-Examination Module) for Patliputra University, Patna,
3.	Date of downloading of Bid Document	29/03/2019
4.	Pre-bid meeting	06/04/2019
5.	Start of submission of Bids	08/04/2019
6.	Last date and time for Receipt of Bids	22/04/2019 by 5.00 PM
7.	Date and time of Opening of Technical Bid	24/04/2019 at 11.30 AM
8.	Place of Presentation	Patliputra University, Patna
Vendors are requested to read the complete tender documents before submission of Bids.		

Other important information related to Bid

Sl. No.	Information	Details
1.	Cost of Tender Documents:(To be paid in the form of Bank Draft)	20000/- (Twenty thousand only)
2.	Bid- Security(Earnest Money) To be paid in the form of Bank Draft	500000/- (five lac only)
3.	Contract Performance Security:	1000000/- (Ten lac only)
4.	Technical Bid	Annexure-I
5.	Financial Bid:	Annexure -II
6.	Undertaking	Annexure-III

B. UNIVERSITY MANAGEMENT INFORMATION SYSTEM

OBJECTIVES

The Agency will facilitate to have a web application for University Management Information System. Proposed Web application should have the facility of -

Students Life Cycle (Post-Examination Module): Students Life Cycle includes Post Examination Confidential Task, Online Result Publication, online application for issue of Hard copies of Marks-sheet, Certificates/Degree Generation, Transcript generation as well as Migration of Students. It also includes scrutiny, convocation management and alumni management.

C. INVITATION OF BID

Bifurcated from Magadh University, Bodh-Gaya, Patliputra University came into existence on 18th March, 2018, by the order of the Government of Bihar, vide Letter/memo no. 15/M1-71/2016-700, dated 09.04.2018. All the colleges of Patna and Nalanda districts which were earlier part of the Magadh University, Bodh-Gaya, Bihar (India), fall under the jurisdiction of the Patliputra University. Patliputra University, Patna comprises of over 11 Post Graduate Departments (some more departments are in the process of opening), over 25 constituent colleges, two Government girls' colleges, three minority colleges, 50 B.Ed. Colleges and more than 50 affiliated colleges besides a few professional colleges giving quality training in various vocational streams. Many of these colleges are running university-approved Post-Graduate Centers in various subjects besides skill-oriented courses in vocational and technical/professional areas. These affiliated units are governed by their governing local bodies and duly constituted management board approved by the university.

Patliputra University invites tenders for "**Software Development, Implementation and Processing of UNIVERSITY MANAGEMENT INFORMATION SYSTEM**". Through this solution, Patliputra University wishes to automate **Students Life Cycle (Post-Examination Works)** like coding and decoding of answer-books, Preparation of Tabulation Register, Generation of Marks-sheets, Passing out Degree/Certificate Generation, Transcript Generation and Generation of Migration certificate., **Human**

Resource Management System, Payroll and Account Management System, Inventory Management, Hostel Management, Library Management etc. to achieve excellence in the conduct of students and HR related activities. The university feels that through this initiative the university can work towards transparent, error free and accelerated examination processing, and result declaration by reducing the redundant laborious activities and processes.

Please refer to the below mentioned information and guidelines for submission of the tender.

General Instructions, Terms and Conditions:

The tender Document can be downloaded from web site www.ppup.ac.in from- 29/03/2019. The tender document fee of **Rs. 20,000/- (Rupees Twenty Thousand)** only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favour of the **“Registrar, Patliputra University, Patna” payable at Patna** and it should be submitted along with **EMD of Rs 5, 00,000/- (Rupees Five lacs)** only and tender documents as per the instructions given below in this tender. The signed tender papers (Technical bid and financial bid) should reach in the office of the Registrar, Patliputra University, Patna latest by 22/04/2019.

1. Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by Patliputra University, Patna (PPU).
2. The bidder shall be responsible for the delivery of the material('s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the sites allocated by the university.
3. A Demand Draft for **Rs.5,00,000/- (Rupees Five Lacs Only)** drawn in favour of the “Registrar, Patliputra University”, payable at Patna should be submitted towards **Earnest Money Deposit (EMD)** which must accompany the bid. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder’s EMD will be converted to security deposit upon the bidder’s acceptance of the award of contract.
4. The bidder Security may be forfeited:

(a) If the bidder withdraw his bid during the period of bid validity specified in contract/agreement.

(b) If the successful bidder fails to sign contract/agreement within 03 days of issue of letter of intent.

5. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at sites, duties and taxes.

6. All items, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of 3 (three) months. The bidders should be ready to extend the validity, if required by the university.

7. Printed terms and conditions of the bidders will not be considered as forming part of the bid.

8. The selected bidders shall be responsible for the supply, installation testing and commissioning and all service deliveries as listed in this tender document.

9. The bidder should commence work as per the scope mentioned in the tender document within **1 week** from the date of issue of final order and/or entering into contract.

10. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

11. Patliputra University Patna (PPU) reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. Patliputra University, Patna (PPU) also reserves the right to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered speed post/ courier / by hand to:

The Registrar,

Patliputra University,

Opposite Rajendra Nagar Terminal

Kankarbagh Main Road

Patna- 800020

BIHAR, INDIA

The corresponding sealed envelopes should be titled as **“INVITATION OF BID FOR SOFTWARE DEVELOPMENT, IMPLEMENTATION, PROCESSING FOR UNIVERSITY MANAGEMENT INFORMATION SYSTEM”** and address mentioning the notification number to **“The Registrar, Patliputra University, Patna,** and all the bids must reach on or before **22/04/2019 (by 05.00 PM.)**. Bids received or submitted after the specified time will be rejected and no intimation will be sent in this regard.

The University is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Registrar on behalf of Patliputra University, Patna (PPU) reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through email/speed post to the successful bidders.

Any specific queries/clarification of the documents may be asked from the Patliputra University in writing not later than 5 days before the proposed submission date. Any request for clarification in writing or by any other suitable medium of communications must be sent to the PATLIPUTRA UNIVERSITY, PATNA. They will respond by e-mail only to such requests.

The bidder must enclose a copy of **GST Certificate, PAN Card, income tax clearance certificate** and **last 03 years financial statement** and all other details required under eligibility criteria.

All bidders should give a **warranty declaration** of their firm/company's letter head, in their bids as detailed below:

“We shall abide by all the specifications, terms and conditions listed in the tender document.

We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.

We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.”

2. GENERAL INFORMATION

Patliputra University, Patna (PPU) has, under its umbrella, more than 100 colleges (constituent and affiliated) and is spread over Patna & Nalanda districts of Bihar offering undergraduate and postgraduate traditional and vocational courses in various disciplines. The university has over 1.0 Lacs students enrolled in different programmes and the numbers are expected to increase over the years. Apart from providing quality education, the university wishes to achieve excellence with transparency in the admission process, registration, examination result preparation, answer-script processing and evaluation as a first step before moving to complete automation of the departmental processes.

To address the above concerns and scenario, the university wishes to adapt to technology as a first step towards automating end-to-end student related activities. On reviewing the various activities, the university has identified the below activities that are human intensive but if automated will lead to better quality of admission, examination processing, and result processing. The activities that the university wishes to automate and/or adopt to ready-made solutions are below mentioned:

D. BROAD SCOPE OF WORK

1. Students Life Cycle (Post-Examination Work)

The Module of Student Life Cycle (Post-Examination Module) on portal will facilitate with Post Examination Confidential Tasks such as coding, decoding, scanning of OMR sheets, preparation of Tabulation Register, online publication of Marks-sheets, Generation of Certificates, Degree Generation, Generation of transcript.

1.1. Post-Examination Confidential Works (after the completion of the part/semester/term examination) mentioned below:

- i. Coding
- ii. Decoding

- iii. Scanning of the OMR cover page of the answer-books
- iv. Preparation of Tabulation Register (Note: The evaluation of answer-books will be done by the University.)
- v. Publication of online marks-sheet which may be downloaded by the examinee through the student login portal after providing a secured password.
- vi. Online application and issue of the original marks-sheet with specified security features (Hard Copy on 120 GSM Matt Finish) after uploading the required documents and the requisite fee (if applicable) as decided by the university.
- vii. Uploading of the Tabulation Register, the Marks-sheets and Certificates of all the examinees on the secured University portal which can be accessed by the authorized university officers only.
- viii. Generate various MIS related reports.
 - ix. Creating portals for all the P.G. Departments and the Colleges (Constituent and Affiliated Units) of the university for keeping track of the performance of the students in examinations and communicating with the university/government officials.

1.2. Certificate Generation (as per the requirement of the student/candidate):

- i. Online application and issue of **Degree certificates (120 GSM paper)** with specified security features (Hard Copy) after uploading the required documents and the payment of requisite fee as decided by the university.
- ii. Online application and issue of **Migration Certificate (70 GSM paper)** with specified security features (Hard Copy) after uploading the required documents and the requisite fees as decided by the university.
- iii. Online application and **issue of Transcript Rank Certificate (70 GSM paper)** with specified security features (Hard Copy) after uploading the required documents and the requisite fees as decided by the university.

1.3. Receiving Online (with the required fee collected online) application for **scrutiny of answer books** after the publication of the result.

1.4. Convocation Management: Providing information about convocation, seeking applications for convocation, collecting online fees and generating certificates online on demand.

1.5. Alumni Management: Creating a portal for alumni for keeping and updating their records of further studies, employment/self-employment and contact information, providing information about alumni meet, sending updates about the events in their alma mater, receiving services and donations from the alumni etc.

E. ELIGIBILITY CRITERIA FOR THE BID

Below mentioned is the minimum Eligibility criteria decided by the university to identify suitable/prospective bidders; whose technical criteria bids will be opened for review by the university evaluation committee.

Sl.No	Eligibility Criteria for the Bidder	Documentary Evidence to be attached
i)	Should be a Government organisation/ Government Undertaking or a company registered under the company Act 1956 (Companies/Agencies not registered in India need not apply.)	For a registered Company Registration Certificate issued by ROC.
ii)	The organization need to have a minimum turnover of Rs.750 Lacs (Seven Crore fifty lacs) in the last three (3) financial years and should be profit making company (profit after payment of taxes)	i. Purchase Orders/Agreement copies. ii. Last 3 years audited balance sheet (i.e.F.Y.2015-16, 2016-17 and 2017-18)
iii)	The organization should have worked with a minimum of 5 Universities in the last 5 years and any one project should be worth above one (1) crore.	i. Purchase Orders or Agreement copies ii. University / Organization name iii. Scope of work & value iv. Contact person's name and contact details
iv)	The organization should have at least 5 years experience in examination, result processing (Pre-& Post) of minimum 1lacs students continuously of any board/ University.	i. Copy of LOI or Agreement ii. University/ Organization name iii. Scope of work iv. Contact person's name and contact details
v)	The bidder should have in-house software development capability and manpower on the company payrolls involved in development and training activities	Details of infrastructure and manpower availability and break-up to be provided
vi)	The bidder should have their own Printing Press with at least 2 multi colour web offset machine.	Documentary proof of ownership of printing press.
vii)	The bidder should have at least 10 high speed scanners with the scanning speed of minimum 5000/hour.	Documentary proof of ownership

Note: The agency has to arrange its own computers, printers, and other machinery required along with the stationary and sufficient manpower. However, University will provide space for setting up data-centre in the Campus only.

F. Important Technical Information Regarding the Bid

The strategic technical considerations for the envisaged University Management Information System across the university are:

- a) Cloud based system-The information loaded using this UMIS should be hosted in cloud (preferably in State Data Center) for accessibility by the stakeholders using assigned login ID. There should also be a provision of switch over of cloud from vendor to vendor.
- b) Role based & Secured Application: UMIS should be a secured system with defined roles for staff/users of different levels.
- c) Integrated and Secured database: Different components of UMIS should be appropriately integrated and each component should have a secured system.
- d) Access Points: Each concerned branch should have access to the UMIS.
- e) Ownership: The ownership of the database would be of the university. Software developed for the said purpose will be the property of Patliputra University, Patna.
- f) Back Up: There should be a provision of periodical backup of database with backup server provided by the university in the campus.
- g) Migration: The complete data from any previous on-line system/agency in operation at the University including examination, results etc. should be migrated to the new UMIS.
- h) Dashboard: UMIS information should also be accessible to the Raj Bhawan (Governor's Secretariat, Bihar) and for that required provision of dashboard etc. should be made for viewing of data by the Chancellor's office.
- i) Time schedule: The time allotted in this tender for completing different functional components of the UMIS should be strictly followed by the vendor and failure to do so will invite penalty as per terms and conditions of the agreement.
- j) Future Expansion: The solution will be used for automating all the functions of the university as listed above and will be required to meet future expansions in terms of programs, departments, centers, scale of student intake capacity, etc.
- k) Integration: To protect the current investments in the stand-alone IT applications in place, Patliputra University intend to integrate them with the proposed University Management Information System Solution. To ensure this, one of the key elements of the solution strategy is to ensure having solution with open standards for integration of different third party/legacy/in-house developed applications/solutions.

- l) Proven Solution: The processes across university are moderately unique in the areas of student's enrolment, examinations, student life cycle, finance, human resource, payroll, academics, etc. as compared to ones in public / government offices in India.
- M) Uploading the data on national depository like NAD (National Academic Depository)

Keeping this uniqueness and maturity of the processes in mind, Patliputra University intends to opt for a proven solution which has been used/ implemented successfully in the leading universities / education institutes / colleges around the world.

F.1.Implementation Methodology

The methodology to be deployed by the bidder to implement the solution will have different work elements and activities. All these activities and work elements should coherently focus on achieving following key results:

- a) Quality of the solution deployed.
- b) User satisfaction while deploying and usage.
- c) Successful implementation in terms of completeness and timely accomplishment of the outcome.

While there are different techniques and tools available as a part of the methodology, followings are expected to be part of the implementation methodology to be adopted by the bidder.

- a) Workshops with different stake holders for capturing business requirements, creating awareness of best practices, communicating the changes, building consensus on system design, for signing off the deliverables etc.
- b) Stakeholder Consultations other than workshops, with those stakeholders who will be identified by the respective colleges, for the purpose of critical inputs, review, suggestions etc.
- c) Review Sessions with different stakeholders for signing off the deliverables, walking through the deliverables for facilitating quick understanding, etc.
- d) Internal Review Mechanisms of bidder for ensuring the quality of the solution and the deliverables.
- e) Documentation of Proceedings — recording the developments, discussions, deliverables, using standard methodology and tools available with the solution.

- f) Work Standards / Practices for documentation, configuration, testing, data migration, etc.
- g) Training different stakeholders on a continuous basis.

F.2. Training

The successful bidder must provide the training and documentation for all users of the system across the university as well as registered external users like Colleges and Teachers.

Capacity Building-is a highly critical component of Solution rollout. The objective of Capacity Building (CB) initiatives is to equip the direct users and other stakeholders of university and colleges with the right skills, and knowledge to optimally use the IT solution being implemented.

Every user group would have a separate Pre and Post Implementation Training. The Training program would be split into series of sessions for different user groups and across functional areas of the system.

The implementation agency shall be responsible for the following activities as part of the End User and Train the Trainer. Training should include:

- a) Develop overall training plan including formation of user groups and classification.
- b) Develop Location-Wise Training Schedule, Curriculum, and Training Material for Departmental Staff.
- c) Deliver training to end users including carrying out the training effectiveness evaluation.
- d) Measuring the Effectiveness of Knowledge Transfer.

The following activities need to be performed by the bidder as part of Training documentation:

- a) Defining overall training requirements in consultation with all the university representatives.
- b) Preparation of training plan, schedule etc.
- c) Make provision of self-guided online training modules accessible over web or offline.
- d) Plan and impart training for trainers.
- e) Preparation of training guides / user manuals for the application and installation manual and administration manual.

- f) Documentation to be provided to universities in electronic medium and Booklet in binding form.
- g) Bidder is required to provide training manuals and interactive video tutorials for all the modules and applications of the customized solution as per the university requirements. The manuals should be updated as and when features/ functionalities in the system changes.
- h) Based on the skills of the users, the bidder has to provide comprehensive training, recommend approach for the same.
- i) Bidder is required to provide application software training to end user. The classroom trainings can be provided at University/College Level / as mutually decided by the bidder and various university Dept./College.

Preparation of online training modules

Use of recommended training tools / software(s) for providing various training is essential. Adequate training material which includes training manuals, quick reference cards etc. should be provided during the training sessions. The recommended training material should be in paper & electronic media with courses on fundamentals, business process overview, job activity training, and delivery options being on-line, instructor led class rooms, etc. Online training modules shall be made available so that users can keep on taking these training in case of eventualities like promotion and transfers. Online should cover all the training as mentioned in above section.

F.3. Refresher Training

The System Integrator shall also be responsible for retraining the above staff whenever changes are made in the application and/or personnel. It is the responsibility of the System Integrator to ensure that the staff from the departments / university involved in the operations is familiar with new versions (if any) of the IT system.

F.4. On-Site Support

The bidder shall also be required to provide onsite support for on-boarding, training and hand-holding. One (1) support person for every 10 colleges under university shall be deployed throughout the contract period which can perform onsite visit to the concerned colleges / university, if required.

Support Person - Software Support Personnel

F.5. SCHEDULE OF IMPLEMENTATION: The total time limit for the successful implementation of the solution shall be 3(three) months from the date of signing the agreement which will be excluding the time required for approvals for the critical intermediate submissions. Time required for approval in normal circumstances may not exceed 15 working days for each such critical deliverables. Milestones for the accomplishment of various stages of the project shall be as under:

Phase	Activities	Timeline (Months)
Phase I	Student Life-Cycle 1. Data Centre setup at the University campus 2. Post-Examination confidential works 3. Result announcement system 4. Self-service portals for students and colleges	15 days

G. Instructions for submission of Technical & Financial bids:

i. Envelope-1:

It should contain two envelopes; one small envelope containing DD towards cost of tender documents Rs 20,000/- (Twenty thousand) only as well as EMD Rs 5,00,000/- (Five lakhs) only. The Envelop should be written on top as **“Tender Cost + EMD”**. The other envelop shall contain all material, documents as stated above like credential, turnover, reports, photographs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexures downloaded from website (www.pup.ac.in) shall be duly signed on each page by the bidder and should be enclosed along with the envelope should be written on top as **“Documents for Technical Bid”**. Both these envelopes should be placed in a cover envelope which should be written on top as **“Envelope-1: Technical Bid”**. In case of absence of Tender Cost and EMD the technical bid of the firm shall not be evaluated and the firm shall be kept out of consideration in further bid process.

ii. Envelope-2:

Financial bid, as per the format enclosed in the **Annexure-II**, should be packed in a separate envelope and sealed and written on top as **“Envelope-**

2: Financial Bid”. Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. **Envelope-3:**

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the **Name of the project, date & time of submission** and sent by Regd. Post/speed post/courier only at Patliputra University, Opposite Rajendra Nagar Terminal, Kankarbagh Main Road, Patna- 800020, Bihar, which should reach within prescribed time for submission.

H. EVALUATION PROCESS

A. First stage technical evaluation

Technical Evaluation will be carried out as per the following criteria. The proposal of the bidders, not registered under company act shall be rejected except Government organization at the primary stage and their proposal shall not be evaluated at any stage. The points given to evaluation criteria are:

Sl. No.	Particulars	Max. Marks	Marks scored	Remarks if any
1	Providing similar services to Universities of Central/States (3 points for each)	30		Supporting documents are necessarily required. Proof of completion of work is required to be attached
2	Demonstration of the proposed software	25		PPT Required
3	Large Database handling in University (handling 10000 to 50000 students: 03 points, above 50000 to 100000 students: 6 points and above 100000 students: 10 points), Students handling below 10000: 0 points. Experience of only one highest no. of students handling University will be considered.	10		Supporting documents are necessarily required
4	Live running online web based application (handling 10000 to 50000 students: 03 points, above 50000 to 100000 students: 6 points and above 100000: 10 points).Only one highest no. of students handling University will be considered.	10		To be shown during presentation.
5	Auto SMS & Email based System	02		Supporting documents are necessarily required
6	OMR based processing	03		Supporting documents are necessarily required
7	Experience in Years (1 point for handling up to 50000 students each year and 2 points for handling above 50000 students each year) In one year only one experience having highest no. of students handling University will be considered.	20		Supporting documents are necessarily required. If number of students is not mentioned in the certificate, no marks will be awarded. No back calculation will be made based upon payment records.
Total (Ts)				

Note: A technical proposal should score at least 60 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 60 points may not be opened.

- (B) Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

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

$$F_s = 100 * F_1 / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_1 = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

(C) Combined evaluation

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the Technical bid including presentation (T_s), and Financial proposals (F_s) shall be used to rank the bidders on the basis of formula given as below:

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

The first ranked i.e. the highest scoring bidder is eligible for appointment.

I. Important Points Regarding Disqualification/Termination

(A) Disqualification

The Selection Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participants attempts to influence any member of the selection committee.
- Receipt of Conditional bids.

The decision of the Selection Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.

(B) Termination of the bid

- Against all expectation entertained by Patliputra University Patna, if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.
- Patliputra University Patna, reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.

(C) Award of work

The work of will be awarded as per recommendation of the Selection Committee on the basis of evaluation criteria mention earlier.

(D) Settlement of Disputes

The decision of the Selection Committee shall be final & binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the Selection Committee the settlement will be done by sole arbitration of the Vice Chancellor, Patliputra University Patna, or by any arbitrator appointed on his behalf without recourse to the legal authorities.

- (E)** (i). Patliputra University shall take services in phases as per the requirement within a year from the date of contract.

(ii) Firm shall provide portal within 15(fifteen) days from date of work order.

(F)Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse , if any, penalty equal to 100% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will warrant any other action as deemed fit by Patliputra University.

(G)Payment Terms: Payment for work would be made by the Patliputra University, Patna in the following manner-

A. Terms of payment for Student Life Cycle (Post-Examination Work)

- i. 75% payment after publication of result, preparation of TR and successful generation of Marks-sheet after each examination
- ii. 25% payment will be released only after publication of final year degree examination, preparation of TR and successful completion of marks-sheet.

Note: -Company/firm shall submit Bills, in triplicate, as per prescribed format during the contract period immediately as per terms of payment.

(H) Other Terms & Conditions:

- (i) Printed terms and conditions of the bidders will not be considered as forming part of the tenders. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii) Hypothetical and conditional tenders will not be entertained.
- (iii) The Patliputra University reserves the right to accept or reject all or any of the tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the Patliputra University as and when supply of software is required during the currency of the contact.

ANNEXURE - I

J. Expression of Interest (Eoi) Response Form

(To be compulsorily submitted with Eoi)

Note: Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

Sl. No.	Description	Details (to be filled by the responder to the Eoi)
1.	Application fee/ cost of tender document (Rs.20000.00)	
2.	EMD (Rs. 500000.00)	
3.	Annexure I- Technical Bid with supporting documents	
4.	Annexure II- Undertaking by the Bidder	
5.	An affidavit by the First-Class Magistrate of a “Warranty Declaration” of their firm/company’s in their bids	
6.	Name of the Company	
7.	Official Address	
8.	Phone no. and Fax No.	
9.	Corporate Headquarters Address with phone no. and fax no.	
10.	E-mail address of contact person	
11.	Web site address	
12.	Details of company registration (please enclose attested copies)	
13.	Name of Registration Authority	
14.	Registration no. and year of registration	
15.	Product/service for which registered with validity period	
16.	GST registration no.	
17.	Service Tax registration no.	
18.	Permanent Account Number (PAN)	
19.	Whether the company complies with the Requirement under the Contract Labour (Registration and Abolition Act)	

20.	Name of Bankers along with Branch (as appearing in MICR Cheque) and Account	
21.	Name of the Authorized Signatory, who is authorized to respond to the Eol	
22.	Audited reports of the last 3 yrs.	
23.	Copies of orders/ agreement of the previous works or orders	
24.	Other Documents provided (A	
25.	Name and address of the organization/university with which the company has agreement or MOU	

K. ANNEXURE - II
FINANCIAL BID

Sl. No.	Particular	Description	Amount (INR)
1	Students Life Cycle		
	1.1. Post-Examination Confidential Work	@ Per students per exam. Rs – for 1,00,000 (one lac students)	
	1.2. Certificate Generation (as per the requirement)		
	I. Degree Certificate-120 GSM	@ Per students. Rs ----- for 1000 (one thousand students)	
	II. Migration Certificate-70 GSM	@ Per students. Rs ----- for 1000 (one thousand students)	
	1.3. Seeking online application for scrutiny	@ Per student Rs ----- for 1000 (one thousand students)	
	1.4. Convocation Management	@ Per student Rs ----- for 1000 (one thousand students)	
	1.5. Alumni Management	@ Per registered student Rs ----- for 1000 (one thousand students)	
		Total=	
		GST=	
		Grand Total=	
		Total in words (in rupees).	

Note: Number of Students is given only for finalising the bid which may vary at the time of work-order. University will issue work-order for the above mentioned items as per the requirement from time to time. Items may be deleted or added as per the requirement of the university.

L. Annexure III

UNDERTAKING BY THE BIDDER

I declare that I have gone through the Instructions of the Tender, Pre- Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Price Agreement and I shall abide by these conditions.

I also undertake that there is no legal case pending against the company. Any work-order is not terminated due to unsatisfactory performance of the company by any university/organization. The company has never been blacklisted.

If any information given, as above, is found to be incorrect, we are liable to be responsible and the EMD and the Bank Guarantee deposited to the University may be forfeited and legal action may be taken against the company/agency.

(Signature of Bidder with Seal)

Name: