

TENDER NOTICE
JIWAJI UNIVERSITY, GWALIOR
(CORRENGODOUM)

DATE EXTEND

Tender No./CC_Config/2015/ 485

Dated: JUNE 21 2016.

**TENDER NOTICE FOR CONSULTANCY SERVICES FOR INFORMATION TECHNOLOGY
ENABLEMENT INITIATIVES**

Jiwaji University, Gwalior (MP) intends to implement ERP, e-Library, Virtual/Digital class rooms, mobile campus management solution and all the relevant computerized functionalities of the University. The University invites sealed tenders from eligible firms for Providing Consultancy Services for these IT enablement initiatives. For details of work, minimum eligibility criteria and other requirements, interested firms may visit the "Tender Section" of Jiwaji University website www.jiwaji.edu and download /view the "Tender Notice for Providing Consultancy Services for Information Technology Enablement Initiatives". The last date of receiving the duly filled 'Tender Application Form' in the Office of the Registrar, Jiwaji University, Gwalior (MP), only through Speed Post / Registered Post, is **JUNE, 28 2016** (upto 17:00 hrs). Alternatively, the University has also made provision of a sealed drop box kept in the office of the Registrar (Store Section) for the said purpose. The tenders may also be dropped in the drop box on or before the due date and time. The tenders received after due date and time will not be accepted. The University reserves all rights to reject any or all tenders without assigning any reason thereof.


Registrar

Request for Proposal
for
Consultancy services
for
Information Technology Enablement Initiatives
(DATE EXTEND)



The Registrar

Jiwaji University, Gwalior

Gwalior, Madhya Pradesh - 474011

Phone : +91751-2442801 , Fax No. +91751-2341768

E-mail: registrar@jiwaji.edu

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General Detail	
Tender No :	CC_Config/2015/ 485
Department Name :	The Registrar, Jiwaji University
Tender Details :	Request For Proposal for Providing Consultancy Services for Information Technology enablement initiatives
Type of Contract:	Consultancy Services
Consortium :	NOT ALLOWED
Download Tender Documents :	After meeting the Pre-Qualification criteria
Service Location :	Gwalior, M.P.
Mode of Tender Submission	Drop box placed at Stores in the University
Tender Type :	Closed Tender
Type of Contract:	Service
Bidding Type :	Indigenous
Base Currency :	INR
Key Dates	
Document Download Start Date & Time :	JUNE 21
Document Download End Date & Time :	28 JUNE , 2016, 17:00 hrs
Last Date & Time of Online Bid Submission :	28 JUNE 16, 17:00 hrs
Last Date & Time of Physical Bid Submission :	28, JUNE 2016, 17:00 hrs
Date & Time of Technical Bid Opening :	1 JLULY 2016, 17:00 hrs

TENDER NOTICE

JIWAJI UNIVERSITY, GWALIOR

Tender No./CC_Config/2015/ 485

Dated: JUNE 21 2016.

TENDER NOTICE FOR CONSULTANCY SERVICES FOR INFORMATION TECHNOLOGY ENABLEMENT INITIATIVES

Jiwaji University, Gwalior (MP) intends to implement ERP, e-Library, Virtual/Digital class rooms, mobile campus management solution and all the relevant computerized functionalities of the University. The University invites sealed tenders from eligible firms for **Providing Consultancy Services** for these IT enablement initiatives. For details of work, minimum eligibility criteria and other requirements, interested firms may visit the "Tender Section" of Jiwaji University website www.jiwaji.edu and download /view the "**Tender Notice for Providing Consultancy Services for Information Technology Enablement Initiatives**". The last date of receiving the duly filled 'Tender Application Form' in the Office of the Registrar, Jiwaji University, Gwalior (MP), only through Speed Post / Registered Post, is JUNE, 22 2016 (upto 17:00 hrs). Alternatively, the University has also made provision of a sealed drop box kept in the office of **the Registrar (Store Section)** for the said purpose. The tenders may also be dropped in the drop box on or before the due date and time. The tenders received after due date and time will not be accepted. The University reserves all rights to reject any or all tenders without assigning any reason thereof.

Registrar

2. GENERAL TERMS AND CONDITIONS (To be submitted in Envelope-B)

Bidders should read the following conditions carefully and comply strictly while sending their tenders documents. If a bidder has any doubt regarding the terms and conditions and specifications, mentioned in the tender notice or in case any clarification is required, the bidder may seek it from Registrar, Jiwaji University, Gwalior before submitting the tender. The decision of the Registrar, Jiwaji University, Gwalior (MP) shall be final and binding on the bidder. The University reserves all rights to reject any or all applications without assigning any reason thereof.

1. The Jiwaji University, Gwalior, (MP) intends to seek a consultancy Services to implement ERP, e-Library, Virtual/Digital class rooms, mobile campus management solution and all the relevant computerized functionalities of the University. This Tender Notice is issued for **Providing Consultancy Services for Information Technology Enablement Initiatives** by the Registrar, Jiwaji University Gwalior – 474 011 (MP).
2. The bids will be accepted in the Physical form sent by Registered Post/Speed Post up to **JUNE 22, 2016** (17:00 hrs) only to the Office of Registrar, Jiwaji University, Gwalior – 474 011 (MP). Alternatively, the university has also made provision of a sealed drop box kept in the office of the registrar (Store Section) for the said purpose. The Tenders may also be dropped in the drop box on or before the due date and time.
3. The tender document placed on [website www.jiwaji.edu](http://www.jiwaji.edu) can be downloaded or viewed. The bidder can also purchase the tender document in hard copy upto **JUNE 22, 2016 (15:00 hrs)** by making payment of non-refundable **tender fee of Rs. 1000/- (Rs one thousand only) in the form of demand draft** towards the cost of Tender Document in favor of **Registrar, Jiwaji University Gwalior (MP)**.

In case the tender document is downloaded from the University website **the non- refundable tender fee of Rs1000/- (Rs one thousand only) in the form of demand draft** towards the cost of Tender Document in favor of **Registrar, Jiwaji University, Gwalior (MP)** must be submitted in a sealed **Envelope A**. Otherwise the tender will not be accepted.

4. Earnest Money Deposit (EMD):
 - (i) Tender shall be accompanied by an EMD of Rs. 25,000/- (Rs. Twenty five thousand only) as bid security in the form of Demand Draft / Bank Guarantee in favor of Registrar, Jiwaji University, Gwalior (MP). The EMD must also be submitted in the sealed **Envelope A**. **Otherwise the tenders will not be accepted.**
 - (ii) Refund of EMD:- The earnest money of unsuccessful bidders will be refunded soon after finalization of Tender.

Note: The non-refundable Tender Fee (fee receipt or DD) and EMD (DD/BG) **must be submitted together in a sealed Envelope-A**.

5. The University will not be responsible for any type of postal delay. The tenders received after the declared due date and time of receipt will be rejected.
6. The Jiwaji University, Gwalior (MP) (hereinafter 'the Client') now invites tenders proposals from the eligible firms/company to provide the Following Tender:
'Providing Consultancy Services for Information Technology Enabled Initiatives'. Further details of the services required by the University are mentioned in this tender document.

7. **Submission of Tender Document:**

The tender shall be submitted under TWO BID system in **three different sealed envelopes.**

Envelope A:- DD/BG for EMD and DD for the tender document fee, if downloaded from the web site of the University (www.jiwaji.edu)

Envelope B:- Technical Bid and Terms and Conditions containing proposal document and all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list and the sealed envelope should be super scribed as 'TECHNICAL BID FOR [Providing Consultancy Services for IT Enablement Initiatives] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.

Envelope C:- Financial Bid containing the rates quoted by the tenderer on the prescribed format and the sealed envelope should be super scribed as 'FINANCIAL BID FOR [Providing Consultancy Services for IT Enablement Initiatives] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.

NOTE:

All the above three envelopes should be inserted in a larger outer envelope and duly wax-sealed before submitting the tender document. The outer envelope should be addressed to the Registrar, Jiwaji University Gwalior – 474011 (M.P.) and super scribed as 'TENDER FOR PROVIDING CONSULTANCY SERVICES FOR IT ENABLEMENT INITIATIVES' and should be submitted in the Physical form or by Registered post / Speed Post only on or before **JUNE 28 , 2016** (17:00 hrs) to the Office of the Registrar, Jiwaji University, Gwalior – 474 011 (MP). Alternatively, the university has also made provision of a sealed drop box kept in the office of the [Registrar \(Store Section\)](#) for the said purpose. The Tenders may also be dropped in the drop box on or before the due date and time.

8. All information contained in this document should be treated as commercially confidential.
9. A firm shall be selected under Quality and Cost Based Selection (QCBS) amongst technically qualified bidders and a detailed procedure of selection is described in this document under section 'Evaluation criteria QCBS'. This procurement shall be governed as per the University Procurement Guidelines.
10. This document includes the following items:
 - (a) Tender Notice (b) General Terms and Conditions (c) Data Sheet and Instructions to Bidders (d) Appendix – I (e) Appendix – II
11. Please note that while all the information and data regarding this Tender Notice is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the bidder to check the validity of data included in this document.
12. The submitted proposals will be evaluated technically and the financial bids of the technically qualified firms will be opened following the QCBS procedure. Please refer to section of Instruction to Bidders on evaluation procedure as per QCBS.
13. The University reserves all rights to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to signing the Contract by both the parties i.e. the University and the selected bidder, without thereby incurring any liability to bidders.

14. The bid will be rejected in case the bidder has submitted the conditional bid and/or the specifications of the terms to be supplied are not complied with this tender notice.
15. The submitted tender document should be filled with pen only. The tenders filled with erasable pencil will be rejected.
16. The interested eligible bidders may fill, sign and seal on all pages of the document, enclose specified tender fee and EMD along with all require documents and may submit the tender to the address given below.
17. All attested documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted along with the copy of original document.
18. Tender will be liable for outright rejection if:
 - (i) Any rates are disclosed in Technical Bid.
 - (ii) Any discount/special offers are made in Technical Bid.
19. The rates in the financial bid shall be filled in figures as well as in words. Overwriting of figures is not permitted. All erasures, cuttings and alterations made while filling the offer document should be initialed by the Tenderer.
20. Address for submission of hard copy of the tender by Registered Post/Speed Post only is given below:

The Registrar
Jiwaji University,
Gwalior – 474 011 (MP)
Telephone & Fax: +91751-2442801 Fax No. +91751-2341768 (Office)
E-mail: registrar@jiwaji.edu

Alternatively, the university has also made provision of a sealed drop box kept in the office of the registrar (Store Section) for the said purpose. The Tenders may also be dropped in the drop box on or before the due date and time.

21. The website of Jiwaji University, Gwalior (MP) is www.jiwaji.edu

3. DATA SHEET AND INSTRUCTIONS TO BIDDERS:

4.1 Datasheet

1.	Name of the Client: Jiwaji University, Gwalior – 474 011 (MP)
2.	Title of Consulting Tender is: Providing Consultancy Services for IT Enablement Initiatives
3.	Method of selection: Quality and Cost Based Selection (QCBS)
4.	Financial Bid to be submitted together with Technical Bid: YES
5.	Client Representative: Registrar Jiwaji University Gwalior – 474 011 (MP) Telephone No: + 91751-2442801 Fax No: +917512341768 E-mail: registrar@jiwaji.edu
6.	Proposals must remain valid for 180 days alter the submission date indicated in this Data Sheet.
7.	The representative of bidder is required to include with its Proposal written confirmation of authorization to sign on behalf of the Bidder: YES
8.	Joint Ventures or Consortia are permissible: NO
9.	<p>Bidders Eligibility Criteria:</p> <p>The IT environment is ever changing and accordingly Universities’ requirements would be varied and recurring in nature. The CONSULTANCY SERVICES shall be required to undertake to perform all such tasks, render requisite services and make available such resources as may be required from time to time and requirements made known by the university during the period of the contract.</p> <p>The services of the consultancy would be availed on need basis as per the requirements and projects of the university from time to time within the contract period. The consultancy services shall assist University in selection of IT Implementation agency for ERP, eLibrary, Virtual/Digital Class Rooms, Mobile Campus Management Solutions</p> <p>The minimum qualification criteria for the Bidder for the University solution is given below:</p> <p>Note: Technical and Financial Bids must be submitted physically or by Registered Post / Speed Post only. Alternatively, the university has also made provision of a sealed drop box kept in the office of the Registrar (Store Section) for the said purpose. The Tenders may also be dropped in the drop box on or before the due date and time.</p>

	CRITERIA	Document to be Submitted
	The Consulting firm should be a Government Organization/Public Sector Undertaking/Private Sector Enterprise/Partnership firm or a limited Company under Indian Laws	Copy of Certificate of incorporation and memorandum of association.
	The Consulting firm should be in existence for three years as on 31.03.2015. (In case of mergers / acquisitions / restructuring or name change, the date of establishment of earlier/original Partnership Firm/Limited Company can be taken into account).	Audited Financial Statements
	The Consulting firm should have a minimum turnover of at least INR 10 Lakhs in the past three	Audited Financial Statements

	years for Indian operations and should be profit earning in at least one of the last three years	
	The responding firm must have a minimum 10 number of IT Staff of technically qualified personnel in the domain of system integration/ software services/consulting as on 31 st March 2015	Self-certification
	The firm should have never been blacklisted or disqualified or barred by any regulator / statutory body	Self-certification
	The Consulting firm should have prior experience in performing end to end consultancy services comprising of IT strategy, Vendor evaluation and selection, E- governance and project management for at least one public or private institution in India	Copy of Purchase Order /Contract/work order having detailed scope of work along with completion certificate from the client
	The Consulting firm shall deploy qualified and experienced resources against each project. The resources deployed at Universities' end for identified projects should be having relevant exposure and project(s) handling experience covering the different types of resources. The roles and responsibilities are defined in Annexure-I	Copy of Purchase Order /Contract/work order having detailed scope of work along with completion certificate from the client
10.	Currency for Financial Proposal: INR	
11.	Amounts payable by the University to the Bidder under the Contract will be subject to local taxation (service tax): YES	
	<p>The tender shall be submitted under TWO BID system in three different sealed envelopes.</p> <p>Envelope A:- DD/BG for EMD and DD for the tender document fee, if downloaded from the web site of the University (www.jiwaji.edu)</p> <p>Envelope B:- Technical Bid and Terms and Conditions containing proposal document and all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list and the sealed envelope should be super scribed as 'TECHNICAL BID FOR [Providing Consultancy Services for IT Enablement Initiatives] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.</p> <p>Envelope C:- Financial Bid, containing the rates quoted by the tenderer on the prescribed format and the sealed envelope should be super scribed as 'FINANCIAL BID FOR [Providing Consultancy Services for IT Enablement Initiatives] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.</p> <p>NOTE: All the above three envelopes should be inserted in a larger outer envelope and duly wax-sealed before submitting the tender document. The outer envelope should be addressed to the Registrar, Jiwaji University Gwalior – 474011 (M.P.) and super scribed as 'TENDER FOR PROVIDING CONSULTANCY SERVICES FOR IT ENABLEMENT INITIATIVES' and should be submitted in the Physical form or by Registered post / Speed Post only on or before JUNE 28 , 2016 (17:00 hrs) to the Office of the Registrar,</p>	

	Jiwaji University, Gwalior – 474 011 (MP). Alternatively, the university has also made provision of a sealed drop box kept in the office of the registrar (Store Section) for the said purpose. The Tenders may also be dropped in the drop box on or before the due date and time.
12.	A EMD (Bid Security) in the form of DD/BG must be submitted: YES
13.	The amount of the EMD (Bid Security) is Rs. 25000/- (Rupees twenty five thousand Only) and the duration for validity of Bid Security should 180 days.
14.	Format for EMD (Bid Security) will be DD /BG favoring the Registrar, Jiwaji University, Gwalior (MP) and drawn on a scheduled Commercial Bank with a branch in Gwalior, MP.
15.	Address for submission of the Tender is given below: The Registrar Jiwaji University , Gwalior –474 011 (MP) Telephone & Fax: +91751-2442801 Fax No. +91751-2341768 (Office) E-mail: registrar@jiwaji.edu

EVALUATION FRAMEWORK

The evolution of bids will be based on Techno-Commercial Evaluation wherein Technical bid will carry 75% weight age and Commercial will carry 25% weight age.

1. General Evaluation

Bidders, meeting the minimum Eligibility Criteria as mentioned in the RFP document shall only be eligible for further Evaluation.

2. Technical Evaluation

Bidders qualifying in General Evaluation will be technically evaluated. In Technical Evaluation, each bidder will be given certain marks with the following details:-

*Technical presentation shall cover the following aspect:-

- Proposed strategy to provide technical consultancy for ERP, e-Library, Virtual/Digital Class Rooms, Mobile Campus Management projects
- Strategy to handle the project for completion in time

Criteria	Evaluation Parameters	Max Marks	Scoring Methodology
Cred entia ls	Should have prior experience in India in providing technical consultancy in following areas:-	45	Evaluation of credential proofs submitted with the technical bid for each project. <ul style="list-style-type: none"> ☐ Each Project shall comprise of 5 marks . • Full marks- if the criteria are met in at least two or more private/public enterprise
	1. Two Factor Authentication	5	
	2. Data Centre and DR network and security vendor evaluation.	5	

	3.Selection and assistance in acceptance testing.	5	<ul style="list-style-type: none"> • 3 marks- if the criteria are met in one private enterprise • ☐Nil – if criteria is not met
	4. Business Intelligence, vendor evaluation, selection and project management for implementation	5	
	5. Automated BCP & DR, vendor evaluation, selection and project management for implementation	5	
	6. Establishing Enterprise Information model	5	
	7. Document Management System	5	
	8. Business Process Management	5	
	10. Virtual Class room Installations	5	
	Experience in One University or College of repute	25	<ul style="list-style-type: none"> • ☐University evaluation of credential proofs submitted with the technical bid • ☐Full marks – if the criteria is met for minimum 6 of the above mentioned projects individually in 2 or more universities/colleges • ☐15 marks – if the criteria is met for minimum 4 of the above mentioned projects individually in at least 2 universities/colleges • ☐10 marks – if the criteria is met for minimum 4 of the above mentioned projects individually in 1 universities/colleges • ☐Nil – if criteria is not met
	Sub-Total(A)	70	
	Technical presentation to the University evaluation team	30	*Subjective Evaluation for each project
	Sub-Total(B)	30	
	Total Marks(A+B)	100	Total score out of hundred

4. Request For Proposal (RFP) Objectives:

5.1 Scope of Work

Introduction:

Jiwaji University, Gwalior, an Apex Centre of Education in India, came into existence on May 23, 1964. Late Dr. Sarvapalli Radhakrishnan, the then President of India, laid the foundation stone on 11thDecember 1964 at a sprawling campus of over 225 acres of land at Naulakha Parade ground.

Jiwaji University offers undergraduate, postgraduate and research programs in wide ranges of Courses such as Arts, Social Sciences, Education, Philosophy, Physical Sciences, Management, Engineering Sciences, Life Sciences, Commerce, Law, Engineering, Technology, Physical Education etc. Starting with just 25 affiliated colleges, today more than 400 Government, Government aided and Private colleges are catering education to the students under its jurisdiction. These colleges are of Medical, Engineering, Science, Education, Nursing, Management, Arts and Commerce etc.

The IT environment is ever changing and accordingly Universities requirements would be varied and recurring in nature. The CONSULTANCY SERVICES shall be required to undertake to perform all such tasks, render requisite services and make available such resources as may be required from time to time and requirements made known by the UNIVERSITY during the period of the contract.

The services of the consultancy would be availed on need basis as per the requirements and projects of the University from time to time within the contract period.

- a) Analysis of functionality at different department/ divisions of Jiwaji University
- b) Device accessory solution proposal
- c) Design of RFP so that university can invites bids for implementation
- d) Being Panel member for selection suitable bidders
 - Clarifying required questions by potential bidders
 - Assisting through bid procedure
 - Evaluating bidder & being part of choosing successful bidders
- e) Time to time evaluating the project implementation
- f) Evaluating the compliance according to RFP
- g) Certifying the implementation & recommending the finance when ready

University at its sole discretion select IT related projects for which the selected consultancy services needs to provide consultancy as per scope of work. The above listed project are tentative in nature, the University may drop any of the project without assigning reasons to the bidders. Further, to assist the University in selecting right technology as per the requirement. Post implementation and completion of the project, the bidders have to submit completion certificate to the University.

The scope for entire consultancy assignment from which the areas of work shall emerge during the contract period is detailed as below:-

I. To provide detailed presentation to University against each project specified in the RFP.

II. To prepare the RFP documents after understanding the Scope of Work, requirement of the University and also provide inputs on various aspects given hereunder:-

- a. Eligibility Criteria
- b. Technical Evaluation
- c. Terms & Conditions
- d. Inputs for defining the Service Level parameters including uptime, penalties etc.
- e. Functional and Technical Specifications
- f. Scoring parameters, if required.

- g. Conduct a commercial bid evaluation of the technically short-listed vendors including reverse auction / e-tendering etc.
- h. Assist the University in short-listing the final vendor
- i. Provide inputs to the University's legal team for defining the Service Level Agreements
- j. Ensure that all CVC guidelines are followed in respect of vendor evaluation and selection

III. To provide assistance during pre-bid meetings/clarifications and assist the University in preparation of reply of pre-bid queries

IV. To provide assistance in Technical Evaluations of the bidders and provide specific inputs of the bids.

V. To assist the University in Commercial Evaluation and declaration of L-1.

VI. To provide assistance in contract closure with the selected vendor

VII. Drafting of SLA with appropriate penalty clause to ensure best delivery of University's various products and services.

VIII. Testing Services:

The consultancy services during the period of the contract as per the need of the University be required to associate in end to end user acceptance testing, hardware and infrastructure acceptance, report and monitor performance benchmarks. As part of the testing services the consultancy is expected to:

- Report, manage and monitor the performance benchmark exercise
- Assisting Project management team for entire testing for:
 - # User Acceptance testing
 - # Performance benchmark
 - # Hardware and infrastructure testing etc.

IX. Provide Project Management Assistance for all IT and business related Project Implementations

The consultancy services is required to provide expert consultancy & project management assistance for timely completion of its project life cycle for all technology and business projects referred by the University.

Any other IT related consultancy services pertaining to other projects shall be decided from time to time as per the University's requirement.

5. Bidding Process

6.1 RFP Document and Submission of Bid

Technical and Financial Bids must be submitted physically or by Registered Post / Speed Post only. Alternatively, the university has also made provision of a sealed drop box kept in the office of the Registrar (Store Section) for the said purpose. The Tenders may also be dropped in the drop box on or before the due date and time.

6.2 Two Stage Bidding Process

The bidder will submit response to the present tender **separately in two parts – “The Technical Bid” and “The Commercial Bid”**. **The technical and commercial bids shall be submitted online but the supporting documents referred to in this RFP are required to be submitted to the University in physical form as mentioned in the following paragraphs.**

Technical Bid will contain the details as required in the Eligibility criteria, along with the documentary evidence, and other documents related to the bid, whereas the Commercial Bid will contain the pricing information. In the first stage, only the Technical Bids will be opened online and evaluated as per the criterion determined by the University. University may at its discretion invite the bidders for presentation before the selection committee of the University. Those bidders satisfying the technical requirements as determined by the University and have submitted EMD and Bid participation fee as mentioned in RFP, shall be short-listed for opening their Commercial Bid. The L-1 vendor shall be decided on the basis of the Techno-Commercial evaluation as mentioned in the RFP document.

Bidders have to submit the all the document as mentioned in technical BID with participation fee and EMD in a sealed envelope to the Registrar before closing date and time of the BID. If Bidder fails to do so in time, the bid submitted by him will not treated as valid and will not be considered.

6.3 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and the University will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

6.4 Late Bids

Since bidding will be online the bidder will not be able to upload/ submit their bids after the specified time on last date of bid submission.

6.5 Clarifications of RFP

A prospective bidder requiring clarification on any point mentioned in the RFP may notify the University in writing or by fax/e-mail at the address indicated below:

The Registrar

Jiwaji University

Gwalior –474 011 (MP)

Telephone & Fax: +91751-2442801 Fax No. +91751-2341768 (Office)

E-mail: registrar@jiwaji.edu

6.6 Amendment to RFP Contents

At any time prior to the last date for bid-submission, the University may, for any reason, whether at its own initiative or in response to clarification(s) requested by a prospective bidder, modify the RFP contents by amendment. Amendment will be published on University's website as well as e-tendering website, and will be binding on bidders. The University shall not be liable for any communication gap. In order to provide prospective bidders, reasonable time to take the

amendment into account for preparation of their bid, the University may, at its discretion, extend the last date for bid-submission. Further, the University reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

6.7 Technical and Commercial Bid Essential

The envelopes must be super-scribed with the following information:

- Type of Offer (Technical)
- Tender Reference Number
- Due Date
- Name of Bidder
- Name of the Authorized Person

All Schedules, Formats and Annexure should be stamped and signed by an authorized official of the bidder's company. The bidder will also submit copy of the RFP duly stamped and signed on each page by the authorized official of the bidder's company.

ENVELOPE- (Technical bid):

The Technical bid should be complete in all respects and contain all information asked for, except prices. The TECHNICAL BID should include all items asked for in Annexure-A. The Technical bid should not contain any price information. The TECHNICAL BID should be complete to indicate that all products and services asked for are quoted and should give all required information. All required document detailing the project handled as mentioned in the RFP should be submitted along with Technical Bid.

ENVELOPE- (Commercial bid):

The Commercial bid should give all relevant price information and should not contradict the TECHNICAL BID in any manner.

The prices quoted in the commercial bid should be without any conditions. The bidder should submit an undertaking that there are no deviations to the specifications mentioned in the RFP either with the technical or commercial bids submitted.

6.8 Annexure to the Tender

This tender comprises of following schedules / Annexure

Annexure A: Technical Proposal Format

Annexure B: Commercial Bid Format

Annexure C: Compliance Certificate

Annexure D: Proposed Team Profile

Annexure E: Compliance of the Terms & Conditions, Services and Facilities

Annexure F: Performa of Bank Guarantee for Earnest Money

Annexure G: Format of Covering Letter

Annexure H: Check List of documents to be submitted.

6.9 Submission of Technical Details

It is mandatory to provide the technical details in the exact format of Bidder's Information as per Annexure-A. The offer may not be evaluated by Jiwaji University in case of non-adherence to the format or non-submission / partial

submission of technical details as per the format given in the tender. Jiwaji University will not allow/permit changes in the technical specifications once it is submitted. The relevant information, printed brochure, technical specification sheets etc. should be submitted along with the offer. Failure to submit this information along with the offer could result in disqualification (Please refer to the suggested checklist given in this document)

6.10 Mode of Submission for Technical bid and Commercial Bid

The Technical bid must be made in an organized, structured and neat manner. Brochures/leaflets etc. (if any) should not be submitted in loose form. This can be divided into three parts - the first part should contain the documents supporting the eligibility of the vendor to participate in the tendering process as per the eligibility criteria mentioned in the RFP , the second part should contain the technical details of the proposed project and the third part should contain the technical brochures etc.

The technical proposal shall be organized and submitted as per the following sequence:-

Particular
a) Table of Contents (list of documents enclosed)
b) EMD (Earnest Money Deposit)
c) Application money
d) Technical proposal detailing the scope, approach and deliverables for the scope of work specified in the document and manpower estimated to be deployed along with annexure A
e) Compliance certificate for all the terms and conditions as per Annexure-E
f) All copies of certificates, documentary proofs etc.
g) A CD containing soft copy of the proposal
h) Compliance of Annexure A
i) Masked Annexure B
j) Compliance of Annexure D
k) Compliance of Annexure E
l) Bidders' Eligibility Criteria
m) Compliance with Scope of Work
n) Bidder's acceptance of Terms & Conditions as mentioned in the RFP;

All the relevant pages of the proposals (except literatures, datasheets and brochures) are to be numbered and be signed by authorized signatory on behalf of the Bidder. The number should be a unique running serial no. across the entire document.

The bidder has to submit a soft copy of the entire proposal in a CD. It should be noted that in case of any discrepancy in information submitted by the bidder in hard-copy and soft-copy, the hard-copy will be given precedence. However, in case of non-submission of any hard copy document, if the same is found submitted in the soft-copy, University reserves right to accept the same at its discretion.

The suggested format for submission of Technical bid is as follows:

1. Index
2. Covering letter. This should be as per Annexure-.G
3. Details of the bidder, as per Annexure-A.
4. Compliance of eligibility criteria along with support documents in following format.

Sr. No	Short Description of Eligibility Criteria	Submitted Yes/No	Write figures wherever required
i-	Certificate of Incorporation/ Partnership deed		
ii-	Balance Sheets for the last 03 years financial years		
iii-	Self-declaration for being Not blacklisted		
iv-	Should have prior experience in performing end to end consultancy services comprising of IT strategy formulation, Vendor evaluation and selection, E-Governance and project management for at least one University or college of repute in India		

The eligibility criteria will be verified based on above compliance table duly filled by the bidder along with the supporting documents.

5. The bidder should give undertaking that bidder complies/ accepts all terms and conditions stipulated in the RFP without any deviations.

6. Implementation methodology

7. Design, implementation and Reporting methodology document

8. Valid Bank Draft / Bank Guarantee in lieu of EMD

9. Bidder's Financial Details (audited balance sheets, annual reports etc.) and other supporting documents, as asked in the tender document

6.11 Earnest Money Deposit (EMD)

Bidders are required to give EMD(either in form of Bank Guarantee or Demand Draft) drawn in favor of Registrar, Jiwaji University and payable at Gwalior, (valid for 180 days from the due date of the tender) for Rs. 25000/- (Rupees twenty five thousand only) as Earnest money Deposit (EMD) along with their offer. Offers made without E.M.D. will be rejected. Jiwaji University will not pay any interest on the E.M.D.

The EMD made by the bidder will be forfeited if:-

- The bidder withdraws his tender before processing of the same.
- The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" issued by University.
- The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- The bidder violates any of the provisions of the terms and conditions of this tender specification.

6. Techno-Commercial Evaluation

The score(s) will be calculated for all technically qualified bidders using the formula:-

$$\text{Total Score} = \frac{\text{Minimum Commercial Quote}}{\text{Quoted Price}} * 25\% + \frac{\text{Technical score}}{\text{Highest Technical Score}} * 75\%$$

(Technical will carry 75% weightage and Commercial will carry weightage of 25%)

Highest scores so obtained using the above method shall be declared L-1.

In case of tie-up in Techno-Commercial evaluation score, the bidder scoring highest technical score will be declared L-1 bidder.

7. TERMS OF PAYMENT

The payment terms for each project shall be released by the University as per the following payment schedule:-

8.1 Vendor Evaluation and Selection

25%	After release of RFP
45%	After Commercial Evaluation
30%	30 days after awarding the contract and signing of SLA and NDA

8. Terms and Conditions

9.1 Project Timeline

The project timeline is for 12 months from the date of signing of the contract. However, at any stage during the period of contract, if the University observe that the performance of the Consultancy Services is not upto the desired level, University reserve the right review the arrangement with the selected bidder.

9.2 Proposed Team Profile

The bidder should deploy resources against each project should have sufficient experience and skill set in the relevant area e.g. team members deployed for IT Balance Score card should have prior experience in executing and implementing the similar project. Detailed team profile and roles and responsibility of the team is to be furnished as the part of tender document as per the Annexure-D and Annexure-I

9.3 Force Majeure

The Consultancy Services shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

If a Force Majeure situation arises, the Consultancy shall promptly notify the University in writing of such conditions and the cause thereof within fifteen calendar days. Unless otherwise directed by the University in writing, the Consultancy shall continue to perform his obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case the time for performance shall be extended by a period (s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, the University and the consultancy services shall hold consultations in an Endeavour to find a solution to the problem.

Notwithstanding the above, the decision of the University shall be final and binding on the Bidder consultancy services.

9.4 Resolution of Disputes

Jiwaji University and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Jiwaji University and the Bidder are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Jiwaji University and the other to be nominated by the Bidder. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. THE ARBITRATION AND RECONCILIATION ACT 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be at Gwalior .

9.5 Privacy and Security Safeguards

The successful Bidder shall not publish or disclose in any manner, without the University's prior written consent, the details of any security safeguards designed, developed, or implemented by the successful Bidder under this contract or existing at any University location. The successful Bidder shall develop procedures and implementation plans to ensure that IT resources leaving the control of the assigned user (such as being reassigned, removed for repair, replaced, or upgraded) are cleared of all University data and sensitive application software. The successful Bidder shall also ensure that all subcontractors who are involved in providing such security safeguards or part of it shall not publish or disclose in any manner, without the University's prior written consent, the details of any security safeguards designed, developed, or implemented by the successful Bidder under this contract or existing at any University location.

9.6 Confidentiality

This document contains information confidential and proprietary to Jiwaji University. Additionally, the Bidder consultancy services will be exposed by virtue of the contracted activities to internal business information of JIWAJI UNIVERSITY, affiliates, and/or business partners. Disclosure of receipt of any part of the aforementioned information to parties not directly involved in providing the services requested could result in the disqualification of the Bidder consultancy services, pre-mature termination of the contract, or legal action against the Bidder consultancy services for breach of trust. The information provided / which will be provided is solely for the purpose of undertaking the consultancy services effectively.

No news release, public announcement, or any other reference to this RFP or any program there under shall be made without written consent of JIWAJI UNIVERSITY. Reproduction of this RFP, by photographic, electronic, or other means is strictly prohibited.

9.7 Adherence to Terms and Conditions:

The bidders who wish to submit responses to this RFP should note that they should abide by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the respondents, such responses may be disqualified and may not be considered for the selection process.

9.8 Execution of SLA/NDA

The VENDOR / CONSULTANCY SERVICES and University should execute (a) a Service Level Agreement, which would include all the services and terms and conditions of the services to be extended as detailed herein and as may be prescribed by the University and (b) Non-disclosure Agreement. The VENDOR / CONSULTANCY SERVICES should execute the SLA and NDA within one month from the date of acceptance of Letter of Appointment.

9.9 Non-transferable Tender

This tender document is not transferable. Only the bidder, who has purchased this tender form, is entitled to quote.

9.10 Tender document & Participation Fee

The interested eligible vendor will have to download the RFP document from the University's website i.e., <http://www.jiwaji.edu/>. The bidders will have to pay a non-refundable participation fee of Rs. 25000/- by way of a demand draft / bankers' cheque in favor of Registrar, Jiwaji University payable at Gwalior while submitting the bid.

9.11 Offer validity Period

The offer should hold good for a period of 180 days from the date of the opening of Commercial bid.

9.12 Address for Communication:

Offers should be addressed to the following office at the address given below:

**The Registrar
Jiwaji University,**

Gwalior – 474 011 (MP)

Telephone & Fax: +91751-2442801 Fax No. +91751-2341768 (Office)

E-mail: registrar@jiwaji.edu

9.13 Pre-Bid Meeting

For the purpose of clarification of doubts of the bidders on issues related to this RFP, Jiwaji University intends to hold a Pre-Bid Meeting on the date and time as indicated in the RFP. The queries of bidders should reach in writing or by e-mail at least 2 days before the date of holding pre-bid meeting. It may be noted that no queries of any bidder shall be entertained received after the Pre-Bid Conference. The clarifications given in the Pre-Bid meeting will be available on the University's Website.

9.14 Opening of Offers

Tender offers received within the prescribed closing date and time will be opened in the presence of bidders' representatives who choose to attend the opening of the tender on the specified date and time.

9.15 No Commitment to Accept Lowest or Any Tender

Jiwaji University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason whatsoever. Jiwaji University reserves the right to make any changes in the terms and conditions of the RFP. Jiwaji University will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

9.16 Cancellation of Contract and Compensation

The University reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the University on the following circumstances:

- The selected bidder commits a breach of any of the terms and conditions of the bid/contract.
- The bidder goes into liquidation voluntarily or otherwise.
- An attachment is levied or continues to be levied for a period of 7 days upon effects of the bid.
- The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.
- If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.

9.17 Subcontracting

The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract without the prior written consent of the University.

9.18 Limitation of Liability

The aggregate liability of Consultancy services in connection with this Agreement, the consultancy services provided by Consultancy Services for the

specific scope of work document, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise) and including any and all liability shall be the actual limited to the extent of the contract value.

9.19 Other terms and conditions

1. University reserves the right to :

- Reject any and all responses received in response to the RFP
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery
- To negotiate any aspect of proposal with any bidder and negotiate with more than one bidder at a time
- Extend the time for submission of all proposals
- Select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality)
- Select the next most responsive bidder if negotiations with the bidder of choice fail to result in an agreement within a specified time frame.
- Share the information/ clarifications provided in response to RFP by any bidder, with any other bidder(s) /others, in any form.
- Cancel the RFP/Tender at any stage, without assigning any reason whatsoever.
- Interview the personnel being deployed on the project

2. Professionalism: The VENDOR / CONSULTANCY SERVICES should provide professional, objective and impartial advice at all times and hold the University's interests paramount and should observe the highest standard of ethics while executing the assignment.

3. Adherence to Standards: The VENDOR / CONSULTANCY SERVICES should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities

4. The University reserves the right to conduct an audit/ongoing audit of the consulting services provided by the VENDOR / CONSULTANCY SERVICES.

5. The University reserves the right to ascertain information from the University's and other institutions to which the bidders have rendered their services for execution of similar projects.

6. EXPENSES : It may be noted that University will not pay any amount/expenses / charges / fees / travelling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses other than the "Agreed Professional Fee".

During the period of contract, the University may ask the Consultancy services to visit University's locations at Gwalior. However, travelling, boarding and lodging expenses other than the specified locations, if any, for site visit for project related work will be decided by the University on case to case basis.

7. The bidder cannot change the people assigned to a particular piece of work till such work is complete unless consented in written by the University.

8. The bid should contain the resource planning proposed to be deployed for the project which includes, inter-alia, the number of personnel, skill profile of each personnel, duration etc.

9. The bidder is expected to quote for the prices of the services with the applicable taxes as on the date of bid submission. Any upward / downward revision in the tax rates from the date of the bid submission will be to the account of the University.

Annexure-A

S. No	Particulars	Details to be furnished by the bidder
1	Name of the bidder	
2	Year of establishment and Certified copy of "Partnership Deed" or "Certificate of Incorporation " should be submitted as the case may	
3	Location of Registered office/corporate office and address	
4	Mailing address of the bidder	
5	Names and designation of the persons authorized to make commitments to the University	
6	Telephone and fax numbers of contact persons	
7	E-mail addresses of contact persons	
8	Details of description of business and business background , Service profile, client profile, Domestic and International presence, Alliance and Joint ventures	
9	Gross Revenue of the bidder (not of the group) in the last 3 years.	
10	Net profit of the bidder (not of the group) Last 03 years (Documentary proofs to be enclosed)	
11	Approach and methodology for the proposed scope of work along with illustrative deliverables	
12	Details of similar assignments executed by the bidder (Name of University, time taken for execution of the assignment and documentary proofs from the University to be furnished)	
14	Details of inputs, infrastructure requirements required by the bidder to execute this assignment	
15	Details of the bidder's proposed methodology/approach for providing services to the University with specific reference to the scope of work.	

Declaration :

1. We confirm that we will abide by all the terms and conditions contained in the RFP.
2. We hereby unconditionally accept that University can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP, in short listing of bidders.
3. All the details mentioned by us are true and correct and if University observes any misrepresentation of facts on any matter at any stage, University has the absolute right to reject the proposal and disqualify us from the selection process.
4. We confirm that this response, for the purpose of short-listing, is valid for a period of six months, from the date of expiry of the last date for submission of response to RFP.
5. We confirm that we have noted the contents of the RFP and have ensured that there is no deviation in filing our response to the RFP and that the University will have the right to disqualify us in case of any such deviations.

Place :

Date :

Seal & Signature of the bidder

Commercial Bid Format

1. Vendor Evaluation and Selection

Amount in Rs.

Sr. No.	Major Activities (list of Scope Items)	No. of Personnel	Quoted Price
	Consultancy Service(s)		
	Consultancy Services for ERP & Mobile campus management		
	Consultancy Services for digital library & digital classrooms		
	Official Travel & accommodation		
	Travel & accommodation per month for consultancy Services		
	Component Total		
	Taxes		
	Total Cost		

Note:

- **The quoted price shall remain unchanged till the completion of the Project(s).**
- **The start of consultancy tenure will be reckoned from the date placing Purchase Order and deployment of resources as per the requirements.**
- The price quoted for the project should be an all-inclusive price including any taxes, expenses and levies but excluding service tax and is a fixed price.
- The project locations shall be Gwalior
- The Consultancy Services will have to work as per the timings of the University
- All prices to be valid for a period of 12 months from the date of contract execution / signing
- The University reserves the right to renew the contract post completion of the 12 months and the commercials for the same will be discussed based on the scope of work.
- Please factor all your expenses like travelling, boarding, lodging etc. Apart from amount specified in Commercial bid, no other expenses will be paid by the University.
- Consultancy Services shall depute resources on-site of the project implementation location(s) for carrying out the task as specified in this document.

Signed Dated

Seal & Signature of the bidder

Phone No.:

Fax:

E-mail:

Annexure-C

Compliance Certificate

To,
The Registrar
Jiwaji University
Gwalior –474 011 (MP)

Date:

Dear Sir,

Ref: - RFP no.____for Providing Consultancy Services for Information Technology enablement initiatives

1. Having examined the Tender Documents including all annexure, the receipt of which is hereby duly acknowledged, we, the undersigned offer to provide consultancy in conformity with the said Tender Documents and in accordance with our proposal and the schedule of Prices indicated in the Price Bid and made part of this Tender.
2. We confirm that this offer is valid for six months from the last date for submission of Tender Documents to the University.
4. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
6. We agree that the University is not bound to accept the lowest or any Bid that the University may receive.
7. We have never been barred/black-listed by any regulatory / statutory authority in India.

Signed
Seal & Signature of the bidder

Dated

Phone No.:
Fax:
E-mail:

Annexure-D**Proposed Team profile**

Sr. No.	Project Name (as per the RFP document)	Name of the Project Manager	Name of Team Members	Qualifications and certifications	Duration of team members association	No of years of experience
1						
2						
3						
4						

We hereby acknowledge that the information provided by us is true and to the Best of our Knowledge

Place:

Date:

Seal and signature of the bidder

Annexure–E**Compliance of the Terms & Conditions, Services and Facilities provided**

Please provide your comments on the Terms & conditions in this section. You are requested to categorize your comments under appropriate headings such as those pertaining to the Scope of work, Approach, Work plan, Personnel schedule, Terms & Conditions etc. You are also requested to provide a reference of the page number, state the clarification point and the comment/ suggestion/ deviation that you propose as shown below

Sr. No	Page #	Point/Selection	Clarification point as stated in the tender document	Comment/Suggestion/Deviation

Performa for the Bank Guarantee for Earnest Money Deposit (EMD)

Guarantee for Payment of Earnest Money/Security Deposit

Bank Guarantee no.:

Date

Period of Bank Guarantee: Valid up to

Amount of Bank Guarantee: 25000/-

To,

The Registrar

Jiwaji University

Gwalior –474 011 (MP)

<Please place Bank Guarantee format here as per University Banker>

Format of Tender Offer Cover Letter

Date: _____2015 Tender Reference

To:

Having examined the tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Technical and Project Management consultancy to University as mentioned in scope of work in conformity with the said tender documents in accordance with the Commercial bid and made part of this tender.

We understand that the RFP provides generic specifications about all the items and it has not been prepared by keeping in view any specific bidder.

We agree to abide by this tender offer till 180 days from the date of tender opening and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender offer, together with the University's written acceptance thereof and the University's notification of award, shall constitute a binding contract between us.

We understand that the University is not bound to accept the lowest or any offer the University may receive.

Dated this _____day of _____2015

Signature: _____

(In the Capacity of :) _____ duly authorized to sign the tender offer for and on behalf of _____

Annexure-H

Check List of documents to be submitted.

- 1) Technical Bid (Annexure A) with Covering Letter (Annexure G)
- 2) Team Profile (Annexure D)
- 3) Commercial Offer (Annexure B)
- 4) Online Commercial offer (Annexure B)
- 5) Compliance Certificate (Annexure C)
- 6) Compliance of Terms and Conditions, Services and Facilities (Annexure E)
- 7) EMD BG/ DD (Annexure F)

Annexure-I

ROLES AND RESPONSIBILITIES OF PROJECT MANAGER

Project Manager-

A. Experience

The Project Manager responsible for the project should have the following minimum experience

1. Should have experience of over 6+ years of relevant work experience
2. Should have been with the consulting firm for over a period of 4+ years
3. Should have had experience in leading at least two UNIVERSITIES engagement in the capacity of project manager for projects

B. Roles and Responsibilities

Project Manager shall be the Single Point of Contact (SPOC) for the list of projects mentioned in this RFP document.

Project Manager shall participate in the Kick off meetings for each project and shall provide his inputs.

Project Manager shall assist University in finalization of Implementation Plan, Design, and Architecture with the finally selected vendor.

Project Manager shall ensure that timeline mentioned in the order for each project are being followed by the finally selected vendor. In case of any deviation Project Manager shall immediately alert the concerned vertical head at University end.

Project Manager shall ensure that Devices, Components, Services etc. mentioned in the order are delivered as per technical specifications mentioned in the Order.

During the Implementation of each project, the Project Manager shall ensure that Change Management process is being followed to avoid any down time.

During the Implementation of each Project, the Project Manager shall submit the Risk Management plan including (includes risk identification, monitoring, and mitigation plan), if any.

Project Manager shall regularly & timely report the performance of each Project to University.

Project Manager shall ensure that projects are delivered as per terms & conditions of the order placed on finally selected vendor and RFP.

Team Members-

A. Experience

The Team members deployed for the projects mentioned in this RFP document should have the following minimum experience

1. Should have 2+ years of experience of being associated in working with University's in the Projects mentioned in the scope of the consultancy.
2. The Consultancy Services is expected to map the areas of the scope to the relevant people. It is important to note that not more than 4 projects can be assigned to the same team members.

Note:

1. The consultancy services is expected to provide documentary evidence in the terms of credential letters from the University's giving proof of being associated in the capacity of engagement partner for University or college of repute. For the work experience and association with the firm the consultancy services is expected to give a self-declaration.
2. For the experience of the track lead and team members the consultancy services is expected to give a self-declaration of their work experience.
3. The University will not allow or entertain any changes in the Project Manager and Team Members during the course of project unless the same agreed upon by the University in writing.

End of Document