



Jiwaji University, Gwalior

(Established in 1964)

जीवाजी विश्वविद्यालय, ग्वालियर (स्थापना वर्ष 1964)

NAAC Accredited 'A' Grade University

Request For Proposal

For

**Integrated University Management System for Jiwaji
University Gwalior.**

Tender Notice Number: ADMIN/EST/1504

Price of Tender Form: Rs. 10,000/- (Rupees Ten Thousand Only)

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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 11th December 1964 at a sprawling campus of over 225 acres of land at Naulakha Parade ground. The motto of the University is embedded in its logo **Vidyaya Prapyate Tejah**.

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 Implementer 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. University desires to have Integrated University Management System for Jiwaji University Gwalior. The objective of this RFP is to select competent and eligible agency, through a competitive and transparent process, for undertaking this project and assisting University in creating world-class learning experience with its infrastructure, services and platforms.

In this connection, University invites proposals from reputed and experienced vendors who can provide end-to-end solution for “Integrated University Management System “ for a period of 3 years extendable for a further period of two (2) years with the same terms and conditions on mutual consent.

JIWAJI UNIVERSITY, GWALIOR

Tender No./ADMIN/ESTD/1504

Dated: 16-12-2017

TENDER NOTICE

Integrated University Management System for Jiwaji University Gwalior.

Jiwaji University, Gwalior (MP) intends to implement Integrated University Management System for Jiwaji University Gwalior. The University invites tenders through e-Tendering system from eligible firms for Appointment of System Integrator. For details of work, minimum eligibility criteria and other requirements, interested firms may visit the "Tender Section" of Jiwaji University website www.jiwaji.edu OR www.mpeproc.gov.in to download / view the Tender Notice The detailed tender notice and blank tender forms are available at www.mpeproc.gov.in. The University reserves the rights to postpone the date of tender opening. The University also reserves the rights to reject lowest or all tenders without assigning any reason thereof and such decision will be final and binding to all.

Key Dates	
Document Download Start Date & Time	17-12-2017 : 15:00 PM onwards
Last Date & Time of Online Bid Submission	18-01-2018 till 15:00 hrs
Last Date & Time of Technical Bid Submission	23-01-2018 till 16:00 hrs
Date & Time of Technical Bid Opening	27-01-2018 at 11:30 hrs
Pre Bid Conference Date Time & Venue	10-01-2018 at 15:00 PM at Tandon Hall Jiwaji University Gwalior

The Registrar

Jiwaji University, Gwalior

TIME SCHEDULE OF THE TENDER

Key Details	
Tender No	ADMIN/EST/1504
University Representative	The Registrar, Jiwaji University , Gwalior
Tender Details	Request For Proposal (e-RFP) for Integrated University Management System for Jiwaji University Gwalior
Consortium	Allowed (Maximum Three Members) Bids can be submitted by an individual firm or a consortium. "Consortium" shall mean more than one company up to a maximum of three companies of complementing skills to undertake the scope of work defined in this RFP. However, consortium partners must be IT companies registered under the Indian Companies Act, 1956. RoC certificate to be enclosed. In case of consortium, Consortium Agreement among the members signed by the Authorized Signatories of the companies dated prior to the submission of the bid to be submitted in original. The agreement shall clearly specify the name of the prime bidder and outline the roles and responsibilities of each member.
Sale of Tender Document	The prospective bidders will be authorized to download the tender form the website only after the Online purchase of tender form. (As per Tender Notice)
Validity	Proposals must remain valid for 180 days after the submission date indicated in this Data Sheet.
Service Location	Jiwaji University Gwalior, M.P.
Mode of Tender Submission	Online
Tender Type	Open Tender
Earnest Money Deposit	Rs.500000/- (EMD Should be submitted Online on or before 18-01-2018 upto 15.00 p.m.)
Method of selection:	Quality and Cost Based Selection (QCBS)

GENERAL TERMS AND CONDITIONS

Bidders should read the following conditions carefully and comply strictly while preparing 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, and Gwalior before submitting the tender. The decision of the Registrar 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 appoint a System Integrator for Integrated University Management System for Jiwaji University Gwalior. This Tender Notice is issued for Integrated University Management System for Jiwaji University Gwalior by the Registrar, Jiwaji University Gwalior – 474 011 (MP).
2. The bids will be accepted in only online submission through Jiwaji University e-tendering Portal. www.mpeproc.gov.in.
3. The tender document placed on website www.jiwaji.edu can be downloaded by making payment of non-refundable tender fee of Rs. 10,000 /- (Rs Ten Thousand Only) towards the cost of Tender Document from www.mpeproc.gov.in.
4. Earnest Money Deposit (EMD): Tender shall be accompanied by an EMD of Rs. 500000/- (Rs. Five Lakhs only) as bid security through the demand draft paid in favour of Registrar, Jiwaji University Gwalior. The EMD Details must also be submitted along with the Technical bid otherwise the tenders will not be accepted.
5. Refund of EMD: - The earnest money of unsuccessful bidders will be refunded soon after finalization of Tender. However the EMD of 2nd lowest bidder shall be released only after the execution of contract with L1 bidder.

6. As the tenders are invited online, tenderers are required to upload tender as per the schedule given. The University is not responsible for failure on the part of tenderer to upload tender within the time schedule. In case of any help required for this purpose the tenderer shall contact to help line of e-tendering agency. .
7. The Jiwaji University, Gwalior (MP) (hereinafter 'the Client') now invites tenders proposals from the eligible firms/company to provide the following 'Integrated University Management System for Jiwaji University Gwalior'. Further details of the services required by the University are mentioned in this tender document.
8. The tender shall be submitted under **TWO BID system** in
 - Technical Bid (Part I)**- EMD and the tender document fee Details 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
 - Financial Bid (Part II)**- containing the rates quoted by the tenderer on the prescribed format on www.mpeproc.gov.in.
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) Instructions to Bidders. 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.
11. 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.

12. 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.
13. 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.
14. The Amounts payable by the University to the Bidder under the Contract will be subject to taxation.
15. The interested eligible bidders may fill, sign and seal on all pages of the document, enclose details of specified tender fee and EMD along with all required documents
16. 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.
17. 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.
18. The rates in the financial bid shall be filled in figures as well as in words through www.mpeproc.gov.in.

Eligibility Criteria

Sr	CRITERIA	Document to be Submitted
1.	The agency (Prime Bidder) shall have company registration certificate registered under the Company's act 1956, valid GST registration certificate and Permanent Account Number (PAN) issued by income Tax department. The bidder must be operational in India for atleast 15 years	Certificate of incorporation / registration
2.	The bidder/ Prime Bidder should have average turnover of at least Rs. 10 Crore in last three financial years ending March 2017	Shall enclose a certificate from a Chartered Accountant duly certifying the same.
3.	The bidder/Prime Bidder should have been profitable and should have positive net- worth in last three financial years ending March 2017.	Certificate from Chartered Accountant
4.	The bidder/ Prime Bidder should have ISO 9001:2015 and ISO 27001 :2013 Certification. These certificates should be valid as of date of this Tender submission	Copy of valid Certificates
5.	The Bidder/Consortium Partner should have completed at least one University project and/or Educational Institution project.	Work Order and Sign-offs must be provided
6.	The Bidder/Prime Bidder must have at least 50 software professionals on their roles as on date of publishing of this RFP.	EPFO challan to be provided substantiating the employee strength.

7.	The Bidder (Prime Bidder) should never have been blacklisted/ banned/ suspended by any government organization / PSUs / Local Self-Government in India in last 5 years.	Self-declaration to that effect by the authorized signatory from the bidder's side
8.	The bidder (Prime Bidder) should have- a. Valid PAN Card b. GST Certificate d. EPF Registration Certificate / Number	Self –attested copy of PAN Card, GST Certificate, EPF Registration Certificate/Number.

Seal & Signed By Bidder Representative.

Instructions to Bidders

General Instructions

- 1.1** The Tenders shall be submitted online through e-tendering process only. No tender will be accepted manually or through fax etc.
- 1.2** The Tender form will be available online only. No tender form will be sold / issued manually from The University office
- 1.3** The tender document will be uploaded / released on Govt. of Madhya Pradesh e-tendering Website <http://www.mpeproc.gov.in> the tenderer is required to download the tender document from this website as per the schedule of activities for online tender document download.
- 1.4** The tenderer is required to download the tender document within the schedule of activity for online tender document download. After expiry of the date and time for tender document download, the University will not be responsible for any such failure on account of tenderer for not downloading the document within the schedule even though he has paid the cost of the tender to the University. In such case the cost of the tender paid by the tenderer will not be refunded.
- 1.5** During the activity of bid preparation, the tenderer is required to upload all the documents mentioned in the terms & conditions of the technical bid by scanning the documents and uploading it in the PDF. This activity of uploading the documents as well as preparation of commercial bid and other Annexures enclosed with the tender shall be completed within the schedule given for bid preparation.
- 1.6** After bid preparation, the tenderer is required to submit the bid again during the activity of submission of bid without which the tender will not be submitted.
- 1.7** The technical bid submitted in hardcopy to the Registrar, Jiwaji University Gwalior online will be opened on the schedule date before the participant. At the time of opening of technical bid the tenderer should bring all the original documents which have been uploaded along with the technical bid so that same can be verified at the time of opening of technical bid. If the tenderer fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document submitted will be final and binding on the tenderer
- 1.8** As the tenders are invited online, tenderers are required to upload tender as per the schedule given. The University is not responsible for failure on the part of tenderer to upload tender

within the time schedule. In case of any help required for this purpose the tenderer shall contact to help line of e-tendering agency. Tenderers are requested to go carefully through the process of e-tendering given on the website of website <http://www.mpeproc.gov.in> to avoid disqualification of their tender on any ground.

1.9 The tenderer is required to pay tender processing fee as applicable per tender to e-tendering agency, Non-payment of fees will result in non-submission of the tender and The University will not be responsible if the tenderer is not able to submit their offer due to non-payment of processing fees to the e-tendering agency.

1.10 Any amendment to the tender will be placed on the e-tendering website of the Govt. of Madhya Pradesh. The tenderer will not be communicated separately regarding the amendment. The tenderer should download the amendment. However if the tenderer fails to upload any of these amendments then it will be presumed that the tenderer has quoted his/ her rates by taking the note of these amendments.

MANNER OF SUBMISSION OF TENDER

The tender is divided in two parts and required to be submitted online only

Technical Bid (Part I) – It should contain EMD of Rs 500000 lacs in the form of demand draft paid in favour Registrar, Jiwaji University, Gwalior payable at Gwalior . It should also contain receipt of tender form fee of Rs 10000. It should also Contains technical information such as technical specifications, terms & conditions of the tender, qualification criteria, documents required to be submitted to become qualify for opening of commercial bid, general terms & conditions of the tender, instructions to the tenderer for submission of the tender, other Annexures required to be submitted by the tender along with the technical bid, **confirmation to tender terms & conditions.** Detailed specification of the tendered item shall be as per **Annexure provided in the Tender document.** The technical bid should be submitted by registered post/speed post to Registrar, Jiwaji University Gwalior.

Commercial Bid (Part- II) - Contains price bid to be filled in by the tenderer in the given format only through www.mpeproc.gov.in

Clarification of Offers / Proposal

To assist in the scrutiny, evaluation and comparison of offers, the University may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarifications and the response shall be in writing. To speed up the Tender process, the University, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Bidder. In such cases, original copy of the document describing the technical clarifications must be sent to the University by means of courier / in person.

Address of Communication

Any queries or communication in this regard should be addressed to the following officer at the address given below:

The Registrar

Jiwaji University , Gwalior

Madhya Pradesh - 474011

E-mail: registrar@jiwaji.edu

Instructions for Technical Bid Preparation

Technical bid shall contain following documents duly self-attested. These documents shall be in the form of PDF files /, if required in Zip file. These documents needs to be digitally signed by the tenderer and uploaded in the technical bid during online bid preparation stage.

Earnest Money deposit (EMD): The tenderer should pay EMD by demand draft in favour of Registrar, Jiwaji University Gwalior, and Payable at Gwalior.

Tender shall be accompanied by an EMD of Rs. 500000/- (Rs. Five Lakhs only) as bid security through the demand draft paid in favour of Registrar, Jiwaji University Gwalior. The EMD Details must also be submitted along with the Technical bid otherwise the tenders will not be accepted.

Refund of EMD: - The earnest money of unsuccessful bidders will be refunded soon after finalization of Tender. However the EMD of 2nd lowest bidder shall be released only after the execution of contract with L1 bidder.

GST/ Sales Tax / VAT Clearance Certificate: Attested copy of Sales Tax / VAT clearance certificate mentioning clearance up to **31st March 2017** OR wherever applicable sales tax exemption certificate from sales tax authority. **Challan copy will not be accepted.**

Authentication for Documents: The responsibility to produce correct authentication for documents rests with the tenderer. If any documents is detected to be forged, bogus etc. the tender shall be rejected and EMD shall be forfeited.

Any contract entered under such condition shall also be liable to be cancelled at any time during its currency and further penal action like criminal prosecution, blacklisting etc against the said contractor and / or the partners shall be instituted.

IF ANY OF THE ABOVE DOCUMENTS / INFORMATION AS MENTIONED ABOVE IS NOT ATTACHED WITH THE TENDER, THE TENDER IS LIABLE TO BE TREATED AS INVALID. Prime Bidder must also seal and signed each and every page of technical bid submitted online and in hardcopy to university along with tender copy.

However if any discrepancy is found in the administrative documents, which have no effects on the cost in price packet Envelope, the tenderer shall have to clarify / comply within the stipulated time, failing which their EMD shall be forfeited and further action of blacklisting them shall be initiated.

Instructions for Commercial -Bid Preparation

The Commercial Bid (Part-II) should contain the price. The cost should be quoted in Indian currency only. Tenderer should quote the price proforma mentioned in Annexures.

All financial offers must be prepared and submitted online (An online form will provided, during online bid preparation stage) and signed using individual's digital certificate. Date of opening of commercial bid will be informed accordingly. Commercial quote in any other format shall be rejected. Conditional offers shall not be considered and shall be treated as non-responsive.

Scope of Work

In order to achieve its goal of enabling its functions through IT, Jiwaji University is inviting proposals for engaging reputed bidders to undertake:

Development / Customization of software, Implementation, testing and training of the Integrated University Management System meeting the requirements specified in following sections of this document.

Supply of documentation of the system deployed including diagrams, configuration, requirement specification, administration details, manuals etc. Migration of concerned data from some of the existing applications (that are being envisaged to be dis-continued) to the new solution.

On-Site deployment of IT Help Desk with necessary manpower for operations, training, support and maintenance of the proposed Solution.

Appointed Bidder has to submit application security audit report if available or have to submit security audit certificate from any of the authorized/reputed institution before support period start for the project.

Brief Scope of Tasks to be performed as mentioned above:

#	Item	Description
1.	Plans & Scheduling	Prepare a project-plan with detailed activity schedule and a time-bound action plan for the implementation of the integrated system and associated software
2.	Business Process & Gap Analysis	The SI shall study the existing functionalities of all the business processes in detail & submit the document detailing the functionalities, problem areas & expectations. Broad level functions expected out of the System have been detailed out in the Functional Review Specifications available in the Tender document. Identify the customization/configuration /workarounds to be done in the COTS solution / already implemented solution as such and the bespoke developments to be undertaken. Identify the process/procedure that needs to be modified /introduced to meet the needs of the proposed system.

3.	Supply/Development, Configuration and Installation of the Software	Supply, configure and implement the integrated system, Installation of the integrated solution and the application software by Configuring the existing Hardware made available at the Data Centre. Bidder have to deploy sufficient man power at Jiwaji university till the go live of the project.
4.	Setting up Infrastructure	Bidder will provide all support for Procurement of Additional Hardware/Software and Infrastructure Components Configuration of the proposed solution to meet the process requirements.
5.	Implementation of Integrated System	The bidder shall integrate the above stand-alone applications during this stage itself or the University shall also decide to integrate the applications post Go-Live of the functional Modules expected and listed later Integration with third party Software systems such as counting Package, RFID/Bar Code Scanner, Biometric Devices etc Development of reports and forms. Design & prepare test data, quality control, trial run and arrange acceptance testing of all modules, including a full load and stress test.
6.	Data Migration	Identification of Data Migration requirements, Collection and migration of user and master data from legacy and manual systems
7.	Change Management & Training	Documentation, training, simulation. Conduct on-site workshops for stakeholders who handle the Processes and highlight the benefits of this new environment
8.	Go-Live and Stabilization	Go-Live of all modules of the solution as envisaged with real-time data at all locations within the campus and Stabilization of the System after Go-Live
9.	Setup IT Help Desk	Deployment of needed Manpower to assist in training, operations, support and maintenance of Data/solution.

Module Details:

Affiliation Management - This module would cover the following functions/features:

- a. Proforma Online submission and affiliation fees online submission.
- b. Track College Affiliation Type and Registered Courses
- c. Setup Sanctioned In-Take
- d. Monitor Student Admission
- e. Student Approvals and Student ID allotment

Staff Management - This module would cover the following functions/features

- a. Recruitment Module
- b. Manage Applicants
- c. Manage Employees
- d. Assign Designation/Branch/Departments/Subjects
- e. Employee Attendance

Leave Management - This module would cover the following functions/features

- a. Setup Leave Policy
- b. Grant Leaves
- c. Online Leave Request
- d. Leave Approval
- e. Leave Balance

Payroll - This module would cover the following functions/features

- a. Setup Grades
- b. Setup Salary Components
- c. Update Employee Salary Info
- d. Issue Loan/Advance
- e. Calculate LOP from Leave/Attendance
- f. Process Payroll
- g. Generate Pay slip
- h. Pension Generation

Finance Management - This module would cover the following functions/features

- a. Accounts Group/Chart of Accounts/Opening Balance.
- b. Receipt and Payment
- c. Budget and Expenditure Management
- d. Cost/Center/Annual Budgeting/ Tax Structures
- e. Tracking Expenditure
- f. Funds & Grants Management
- g. Track Payables/ Vendor Ageing Analysis
- h. Raise Debit/ Credit Notes
- i. Generate receipts on Settlement Bills
- j. Inter P&A transfer
- k. Income & Expenditure Reports
- l. Detailed Grants Utilization
- m. Balance sheet
- n. Account Statements
- o. Scheme wise Revenue Expenditure
- p. Any other requirement.

Inventory Management - This module would cover the following functions/features

- a. Internal Requisitions
- b. Indenting

- c. Purchase Orders
- d. Goods Receipts
- e. Dispatch Records
- f. Sales/Issue Goods
- g. Stock Ledger

Asset Management - This module would cover the following functions/features

- a. Track Asset Details
- b. Asset Maintenance/Serviceing
- c. Asset Disposal
- d. Finance Repayment Schedule
- e. Track Payments/Balance

File Tracking System - This module would cover the following functions/features

- a. Track electronically all Inward Documents (or any file, etc)
- b. Track on line with proper authentication mechanism
- c. Provide current status of the Document
- d. If disposed, details of disposal
- e. If pending, with whom pending and reasons thereof

Task Management - This module would cover the following functions/features

- a. Maintaining the attendees list and marking attendance for these attendees
- b. Feedback Management
- c. To-do list
- d. Facility to attach assignment/minutes related to seminar/conference/ workshops

Examination Module –

- a. Prepare a checklist
- b. Updating of data
- c. Supply of basic roll list
- d. QP statement
- e. Numerical returns
- f. Alphabetic list of regular / ex. and private candidates
- g. Centre / paper wise seating arrangement
- h. Supply of online Admit Cards.

- i. Supply of attendance sheet on A4 size sheet in 3 copies.
- j. Providing a new separate computerised form for ATKT exams and Updating the data in the database
- k. The tenderer has to scan the OMR sheet (the sheet is into 3 parts ; Part A : Containing award sheet question no. wise; Part B : Containing OMR marks Field ; Part C : Containing OMR filled Student details fields) printed on the answer booklet and fetch the data, edit the data to accuracy using high speed scanners and provide a soft copy/hard copy (on A4 size sheet) of the data fetched to the university. (about 20 lakh)

The scanning can be done in two ways

- o Full Image Scanning of OMR sheet, i.e., scanning without tearing the counter-files.
- o Only data scanning, i.e., scanning after tearing the counter-files.

- l. The tenderer has to arrange the raw data received from the above process (2 lakh student approx)
 - o Qp Id wise ,course wise , and student wise
 - o Provide exam wise results online and in hard copy in triplicate (Tabulation Register) on pre-printed stationary of 80 G.S.M. (as per the specifications given by the university)
 - o Preparation of mark sheets with photograph for the final year classes & without photo for other classes; on 105 GSM Parchment paper of size as approved by the University.

The mark sheet will contain:-

- i) Rainbow colour
- ii) UV signature
- iii) Micro line border
- iv) MICR Number
- v) Copy "N" check
- vi) Photo of the candidate

- m. The tenderer has to provide Re-opening/Re-totalling form on line
- n. The tenderer will then provide the list stamp no. (Stamped on the Part A of the answer booklet while scanning) with their respective bag id's to the university for re-evaluation/ scrutiny process.
- o. The tenderer will also provide OMR award sheets (foil and counter foil) on 100 GSM Maplitho paper of size 8 1/2"x11" with printed craft paper envelopes of 60 GSM of size 10"x12" updating the marks on the basis of revaluation statement/ result of scrutiny and preparation of results of revaluation/scrutiny as per University rules; tabulation register on plain paper in duplicate for each part of revaluation/scrutiny result and press release and there format issue of letter in tri-plicate for change/no change of results of the candidates and consolidated TR in triplicate; revised marks sheets with photo of all candidates consequent upon revaluation results and to the Candidates with change of marks in scrutiny cases (about 15000 candidates)
- p. Scanning of the charts after signature of vice-chancellor (at Jiwaji University Campus), for the year printed by service provider, semester wise. (about 60,000 pages)
- q. Scanning of final year marks sheet prepared by the service provider. (about 60,000 mark-sheets)

- r. Printing of degree as per approved format by University with security features and scanning of degrees after they are signed by the Vice-chancellor (at Jiwaji University Campus). (about 60,000 degrees)

Academic Module - This module would cover the following functions/features

- a. Online Admission
- b. Student Registration Process
- c. Fee Management
- d. Admission Cancelation & Transfer
- e. Student Profile (Mailing list and SMS list)
- f. Enrollment and roll number generation
- g. Special Configurable Treatment for Reserve class students
- h. Configurable Enrollment Generation
- i. Multiple College/ Institutions Creation
- j. Programs Creation
- k. Courses/ Subjects Creation
- l. Student / Faculty timetable creation
- m. Scholarship, concession to the students
- n. Student attendance
- o. Academic calendar
- p. Faculty course allocation
- q. Time Table Creation
- r. Mark Extra Lecture Attendance
- s. Mark Attendance for replaced or swapped lectures
- t. Bonafide and relieving certificate creation
- u. Statistical Report Generation
- v. Student fees management
- w. Fee and Fine collection
- x. Self Service Portal for Students and Farmers
- y. Student Portal
- z. Parent Portal

Web Portal - This module would cover the following functions/features

- a. Home Page
- b. Message from Vice Chancellor
- c. Online Services

- d. Vision, Mission, Objectives
- e. Link to various sub-sections
- f. Opinion Poll
- g. Photo Gallery
- h. Tenders
- i. FAQ's
- j. Employee/Student Login
- k. Feedback
- l. Contact Us
- m. University Information
- n. Kiosk Login

Distance Education - This module would cover the following functions/features

- a. Self-learning Material
- b. Personal Contact Programme
- c. Assignment Work
- d. Practical's/Field Work/Project
- e. End-term Examination

Health Center - This module would cover the following functions/features

- a. Login for Doctors
- b. Health Checkup for Staff of University & their families
- c. Health Checkup for students
- d. Health Programs details

Training & Placement- This module would cover the following functions/features

- a. Registration of Students
- b. Details of Placement companies
- c. Selection Process
- d. Resume Details
- e. Pre Placement Exam Details
- f. Interview Details

Mobile Application- This module would cover the following functions/features

- a. Student Exam Time Table
- b. Student Attendance
- c. Examination Admission Card
- d. Seminar/Event Details
- e. Parent login
- f. Admission form

Note: Above mention requirement are minimum requirement in system, selected bidder will do the requirement analysis and prepare detail requirement and provide the system as per SRS/SDD. Bidder have to submit details all hardware require for integrated University Management system to function , hardware sizing should be provided keeping data increase in 5 years. University will provide the required hardware. For examination module bidder has to provide stationary require.

Project Plan

The Work is to be completed within 12 months from the date of issuing the Work Order

. Below is the Milestone wise activities to be completed by selected vendor.

Integrated University Management System for Jiwaji University Gwalior.		
Sr. No.	Activity	Time Line
1	Signing of Agreement/MOU	T (Date of signing of Agreement)
2	System Study Report	T +6 weeks
3	Submission of SRS	T + 8 weeks
5	User Acceptance Test all departments & Training to Users	T + 32 weeks
6	Go-Live	T + 40

Note: Examination Module should go live in 12 weeks. SRS/SDD for examination module will be submitted separately by the selected bidder.

Payment Milestones

Payments shall be made against invoices raised by the selected Agency / Vendor as per the schedule below:

Payment will be made module wise after completing/implementing the modules successfully (Sign-off from University) mention in financial bid.

For Examination Module Payment will be made by university after successful result processing of semester/annual exams. (Sign-off from University)

Annual Maintenance charges will be paid module wise after sign off from University

NOTE:

- Payments towards each payment milestone will be released based on sign-off certificate issued by University officials.
- The payments for the support and maintenance services shall be made against submission of the Monthly Progress and Status Reports.
- The selected bidder shall obtain signed document from the Nodal Officer for this Project, mentioning that the monthly reports have been submitted and that the Support and Maintenance Services provided is of acceptable quality.
- The invoice should be accompanied by the signed documents.

EVALUATION FRAME WORK

The evaluation of bids will be based on Techno-Commercial Evaluation wherein Technical bid will carry 60% weightage and Commercial will carry 40% weightage.

General Evaluation

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

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:-

Evaluation Parameters	Max Marks	Documentary Proof
Existence of Company in India /Abroad 15 Years 6 Marks More Than 25 Years 10 Marks	10	Copy of Registration/Incorporation Certificate or any valid proof of existence
Average Annual Turnover of (Prime Bidder) should be minimum of 10 Crores during last three financial years 2014-2015, 2015-2016, 2016-2017 Average Annual Turnover = 10 Crores - 9 Marks Average Annual Turnover > 10 Crores - 15 Marks	15	Audited Balance Sheet/ CA Certificate
The prime Bidder / Consortium Partner must have implemented University / Education Management	25	Copies of Work Order & Performance Certificate

<p>System. Atleast one of the project should be for a Government University covering 5+ Colleges</p> <p>1 Project with the above mentioned Requirements – 15 Marks</p> <p>More than 3 Projects with the above mentioned Requirements – 25 Marks</p>		
<p>University will make the site visit for any of the project mention in response submitted by bidder.</p>	25	University IT team will visit the project site and will evaluate the proposed solution.
<p>Proposed solution (Requirements addressed as mentioned in different parts of the RFP and the quality of the solution)</p> <ul style="list-style-type: none"> ➤ Approach & Methodology ➤ Understanding of the Project & Timeline ➤ Solution Proposed and its Components ➤ Deployment Architecture ➤ Resource Deployment Plan (Both Offsite and Onsite) ➤ Training & Capacity Building Plan 	25	Technical Solution Document & Demonstration of Live Application
<p>Total</p>	100	

University IT Team will visit any of the project site where such solution is implemented by agencies giving two day notice. Bidders have to provide all details of their client in technical bid.

To Qualify for Financial Opening, a Bidder has to score at least 60% in each category and 80% in total.

Commercial Bid Evaluation

The commercial bids of only technically successful bidders as mentioned above will be opened.

University is not bound to select the bidder on the basis of lowest cost.

- a) The bidder with lowest Total Commercial Quote (L1) will be awarded 100% Commercial Scores.
- b) For other bidders their commercial scores will be evaluated using the following Formula:
 Commercial Score (C) = 100 X (Total Commercial Quote of L1/Total Commercial Quote of the Bidder).

Computing the Final Score

The composite score is a weighted average of the Technical and Commercial Scores. The weightages of the Technical vis-à-vis the Commercial score is 60% of the Technical score and 40% of the Commercial score.

The Final score (F) will be derived using following formula:

$$F = T * 0.60 + C * 0.40$$

Thus, the Final score shall be out of a maximum of 100 marks.

Award of Contract

Award Criteria

After evaluation of the proposals and subsequent negotiations, a contract will be awarded to the most responsive bidder, whose proposal conforms to the RFP and is, in the opinion of University, the most advantageous and represents the best value to the project, price and other factors considered.

Notification of Award

Prior to expiry of the validity period, University will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee, University may invite the bidder which secures second rank in order of the total score of evaluation.

Signing of Agreement

Once University notifies the successful bidder that its proposal has been accepted, University shall enter into a separate Agreement, incorporating all agreements (to be discussed and agreed upon separately) between University and the successful bidder. Registrar University may extend this Agreement for further period.

Performance Bank Guarantee

The successful bidder shall at its own expense deposit with University, within fifteen (15) working days of the date of notice of award of the contract, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a scheduled or nationalized bank acceptable to University, payable on demand, for the due performance and fulfillment of the contract by the Bidder.

The Performance Bank Guarantee will be of 10% of the work order value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder.

The PBG shall be valid till one year after completion of contract period.

In the event of the bidder being unable to service the Agreement for whatever reason, University would have the right to invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of University under the Agreement in the matter, the proceeds of the PBG shall be payable to University as compensation for the bidder's failure to perform/comply with its obligations under the Agreement.

University shall notify the System Integrator in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.

University shall also be entitled to make recoveries from the Bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

Terms and Conditions

Project Timeline

The project timeline is for 3 years 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 Consultant is not upto the desired level, University reserve the right to review the arrangement with the selected bidder.

Proposed Team Profile

The bidder should deploy resources against each Module should have sufficient experience and skillset in the relevant area e.g. team members deployed for IT 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 Annexures provided in tender document. Bidder after successful UAT of the system have to deploy three resources for helpdesk and training.

Force Majeure

The Consultant 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.

For purposes of this Clause, "Force Majeure" means an event explicitly beyond the control of the Implementer and not involving the Implementer's fault or negligence and not foreseeable. Such events may include, Acts of God or of public enemy, acts of Government of India in their sovereign capacity and acts of war.

If a Force Majeure situation arises, the Implementer 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 SI 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 SI 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 consultant.

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 Vice –Chancellor Jiwaji University Gwalior .The award of the Arbitrators, and in the event of their not agreeing, the award of the Vice –Chancellor 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.₂

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.

Confidentiality

This document contains information confidential and proprietary to Jiwaji University . Additionally, the Bidder consultant 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 consultant, pre-mature termination of the contract, or legal action against the Bidder consultant 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.

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.

Execution of SLA/NDA

The System Integrator 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 System Integrator should execute the SLA and NDA within one month from the date of acceptance of Letter of Appointment.

Non-transferable Tender

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

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 (sbartaria@yahoo.co.in) atleast 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. University will let all bidders to have visit to examination center so as bidders can evaluate on requirement of examination module. Visit will be schedule on the date of pre-bid.

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.

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.

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.

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 System Integrator under the contract without the prior written consent of the University.

Limitation of Liability

The aggregate liability of System Integrator in connection with this Agreement, the services provided by System Integrator 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.

Other Terms and Conditions

1. University is a not-for-profit organization and is eligible for special prices available for Organizations. Bidders are requested to consider the same while giving commercial quote.
2. The bidder will provide Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be required to make on-site decisions regarding the scope of the work and any changes required.
3. The bidder shall provide schedule of delivery, installation and commissioning. The responsibilities from both sides should be defined clearly against each milestone.
4. The bidder shall bear all costs associated with the preparation and submission of its proposal, attending Pre-Bid meeting or Product Walk through etc. University will provide no reimbursement for such costs.
5. Bidder should also propose require Hardware for the proposed solution. University will provide the require hardware at the data center of university choice.
6. Bidder after on boarding will analyses the currently available hardware/software available at university and submit the report to university if any more hardware/software require for functioning of integrated university management system.
7. Bidder should specify only a single solution as specified in scope of work, which is cost-effective and meets University requirement and should not include any alternatives.
8. Bidders shall indemnify, protect University against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from Infringement of any patent,

trademarks, copyrights, agency/dealership etc., or such other statutory infringements in respect of the entire software/hardware supplied by the bidder.

9. Bidder will sign a non-disclosure agreement (NDA) with University and it will be binding to the bidder's representative also.
10. While quoting the bidders should anticipate the licensing/version/product changes during the entire project period and should budget the same in their commercial proposal
11. The University reserves the right at the time of award of contract to increase or decrease of the quantity of goods or services where equipment's are to be supplied from what was originally specified while floating the tender without any change in unit price or any other terms and conditions.
12. University may interact with the customer references submitted by bidders, if required.
13. To assist in the scrutiny, evaluation and comparison of offers University may, at its discretion, ask some or all bidder for clarification of their offer.
14. The University at its discretion may ask the bidders for the demonstration of all or some components/features of the hardware/software quoted by them. However, the University will not pay/ reimburse any expenditure incurred by the bidder for arranging the demonstration
15. Installations, testing and configuration of all the component/ Hardware/ Software/ Networking/ Security equipment etc shall be carried out by certified engineer and it has to be in line with the University 's requirements, using best Practices.
16. The vendor should have facility for post implementation Support/Helpdesk services for students, University may opt for the same based on the schedule of the Training session.

17. System Integrator will need to provide a system for logging/raising support call. Same will be used for arriving at suitable penalty amount (in case if any)
18. Integrated University Management System source code/ Database design/Recorded Training session will be the property of the University and to be provided on CD/DVD/Pen drive on monthly basis/on demand in a standard format.
19. The vendor will be responsible to provide complete documentation of the solution which includes but not limited to the following:
 - User Manuals; including Error Messages, their meanings and action steps.
 - Design Manuals with the relevant data flow diagram
 - Detailed Architectural Design.
 - Maintenance Documents.
 - System administration manual.
 - Network and Security documents.
20. The Vendor shall be responsible for Knowledge transfer to the incoming bidder at the end of contract period.

Any effort by a bidder to influence the University on any matter relating to the proposal, it's evaluation, comparison, selection may result in the rejection of the bidder's proposal.

SLA

1. University will generate the Call Analysis Report on every 1st of the month, with downtime/uptime report, which will be considered final to decide upon the SLA compliance.
2. Vendor should follow & maintain the IT Security Policy as per University Norms.

3. Each and Every call will be attended by competent engineer within 4 hours of its notification either on phone or e-mail from University and should be resolved.

Penalty per day: 0.50% of cost of Milestone for which issue is logged

6. Bidder will keep one identified back-up Engineer, who will visit once in a quarter for knowledge update and can be deployed in case of emergencies.

Annexures

Annexure I

Bidder's Authorization Certificate

To,
The Registrar
Jiwaji University, Gwalior
Madhya Pradesh

Ref.: Tender No. -----

<__ Bidder's Name __>, <__ Designation __> is hereby authorized to sign relevant documents on behalf of the Company in dealing with Tender mentioned above. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory,

<Name of the Vendor with Rubber Stamp>

Annexure II

Covering letter for Technical Proposal

Date: dd/mm/yyyy

**To,
The Registrar
Jiwaji University, Gwalior
Madhya Pradesh**

Ref.: Tender No. -----

Sir,

We hereby offer for -----
-----as specified in this tender document at the prices specified in the Commercial bid. In the event of acceptance of our bid, we do hereby undertake to deploy the resources as specified in the Tender and render the implementation and support services at the prices specified in the financial bid.

Any Taxes shall be payable extra as applicable at the time of billing by University.

We agree to abide by our offer for a period of 180 days from the last date of submission of financial offer prescribed by University and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender. We do hereby undertake to provision as per these terms and conditions. We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder (with official seal):

Name of Authorized Signatory:

Designation:

Name of Bidder organization:

Annexure III

Details of Bidder

Sr. No.	Items	Details
1	Name of Company	
2	Postal Address	
3	Telephone & Fax	
4	Name and designation of the person authorized to make commitments to the University	
5	Email Address	
6	Year of commencement of Business	
7	Turn over for last three years (Balance sheet / Certificate from Chartered Accountant) (2014-15) (2015-16) (2016-17)	
8	PAN No. (with document evidence)	
9	Number of Software Professionals with the organization as on 31st March 2017 (with document evidence)	

Signature of Bidder (with official seal):

Name of Authorized Signatory:

Designation:

Annexure IV

Past Experience Details

The bidder should provide details of the projects.

Sr. No.	Name, Address and Phone of Client	Details of Services	Date of Contract	Total Value of Contract	Remarks

Note: Please also upload copy of agreement/ work-order/Completion Certificates and Client testimonials given by concerned organizations

Signature of Bidder (with official seal):

Name of Authorized Signatory:

Designation:

Annexure V
CV Format

Sr. No	Items	Details
1	Name	
2	Specify role to be played by him/her	
3	Current Job Title	
4	Date of Birth	
5	Gender	
6	Language Known	
7	Educational Background	
8	Training / Certifications	
9	Total Experience in years (Specify Technology that personnel has worked on)	
10	Experience of University Management Software in any University India Abroad in years	
11	Details of Experience	Name of Organization : From Date : To Date : Role :
12	Current Job Responsibilities	
13	Summary of Professional / Domain experience	
14	Skill sets	
15	Highlights of UMS assignments handled	Name of the Assignment : Client Name : Project Brief : Role Played : Period : Activities Undertaken by the personnel :

Signature of Bidder (with official seal):

Name of Authorized Signatory:

Designation

Commercial Format

To,
The Registrar,
Jiwaji University
Gwalior

Dear Sir,

Reference: Request for Proposal for ""

We, the undersigned Bidders, having read and examined in detail all the bidding documents in respect of "-----." do hereby propose to provide Services as specified in the bidding documents number _____.

1 Price and Validity: All the prices mentioned in our Bid are in accordance with the terms as specified in the bidding documents. All the prices and other terms and conditions of this Bid are valid for a period of six months from the date of submission of the Bids. The prices we have offered, will remain fixed and not be subject to escalation for any reason whatsoever within the period of Contract.

2 Taxes: We are an entity registered in India and do hereby confirm that our Bid price (Total Contract Value in this Commercial Proposal) is exclusive of all applicable taxes. All relevant/ applicable taxes would be considered for reimbursement on actuals as per University discretion and prevailing Government laws.

3 Deviations: We hereby declare that all terms and conditions mentioned in the RFP(all volumes, annexures and corrigendum's) are acceptable to us without any deviations and all the services shall be performed strictly in accordance with the bid documents

4 Unit Rates: We have indicated in the relevant Annexures enclosed, the unit rates for the purpose of an account of payment as well as for price adjustment, in case of any increase / decrease from the scope of work under the contract.

5 Bid Price: We declare that our Bid Prices is, exclusive of all applicable taxes, duties, etc. are for the entire scope of the work and requirements as specified in the Bid documents, irrespective of whatever has been stated to the contrary anywhere else in our Bid.

6. We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.

7 We understand that our Bid is binding on us and that you are not bound to accept a bid you receive. We confirm that all the members of consortium are jointly and severally responsible for this commercial offer

9 We confirm that no Technical deviations are attached here with this Commercial offer.

Yours faithfully,

Authorized Signatory

Name :

Designation :

Date :

Time : Seal :

Business Address

Details for Financial Proposal

This table-1 should be consolidated to the “**Grand Total**” row from subsequent tables.

Table 1—Consolidated Cost Summary (Exclusive of all Taxes)

Sr.No.	Item-wise Amounts(Exclusive of all Taxes)	Total Amount(Rs.)
A	B	C
A	Licenses/ Implementation Cost for Design, Supply, Customize, Integrate, Commission the software solution for Integrated University Management System as per RFP	
Grand Total in words (A):		_____ -
(This figure shall be used for evaluation of financial proposals).		

Sub Table A: - Licenses/implementation, Design, Customize, Procure, Supply, Integrate, Commissioning, Licensing with Change, Amendments, Operations, Services of the complete solution for Integrated University Management System.

Sr.No.	Item-wise Amounts (Exclusive of all Taxes)	Amount(Rs.) for 1 st Year till go-live	Amount(Rs.) for 2 nd Year Annual Maintenance & Support	Amount(Rs.) for 3 rd Year Annual Maintenance & Support
A	B	C	D	E
A.1	System Requirement Specification (SRS) System Design Document (SDD), and all other document as mentioned in RFP.			
A.2	System Requirement Specification (SRS) System Design Document (SDD) for examination module			
A.3	Examination Module (Includes all stationary/software/hardware) for 1st year			
A.4	Finance Module			

A.5	HR Module			
A.6	Affiliation Module			
A.7	Staff Management			
A.8	Leave Management			
A,8	Payroll Management			
A.9	Inventory Management			
A,10	Asset Management			
A.11	File Tracking System			
A.12	Academic Module			
A.13	Integration with Third Party Applications			
A.14	Data Migration			
A.15	Hostel Management			
A.16	Library Management			
A.17	Web Portal for University			
A.18	Distance Education			
A.19	Health Centre			
A.20	Training & Placement			
A.21	University Document Management System (Minutes of meeting for all types of meetings)			
A.22	Mobile Application			
Total in words (A = C+D+E):				
(This figure shall be used for evaluation of financial proposals).				

Performance Bank Guarantee Proforma

PROFORMA OF PERFORMANCE BANK GUARANTEE

In consideration of the Registrar, Jiwaji University, Gwalior (hereinafter called the "Client") having offered to accept the terms and conditions of the proposed agreement (hereinafter called the "said Agreement") between Registrar, Jiwaji University, Gwalior and M/s..... (hereinafter called the "said Contractor") for the work of ----- having agreed to production of an irrevocable bank guarantee for Rs._____ (Rupees _____ only) as a security / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereafter referred to as the "Bank") hereby undertake following:

1. We undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to unless extended on demand by the Client Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the _____ day of _____ for

Signature of the authorized officer of the Bank

Name & Designation of the officer

Seal, Name & Address of the Bank and Address of the Branch

Contract Agreement Proforma

FORMAT OF CONTRACT AGREEMENT

(On Non-judicial Stamp Paper as per m.p Govt. rules)

THIS AGREEMENT made the day of, 2016 Between Registrar, Jiwaji University, Gwalior (hereinafter "the Client") of the one part and M/s _____

_____ (hereinafter called "the Contractor") of the other part:

WHEREAS the Client is desirous that certain services viz. ----- in the tender reference no. _____ Dated _____ and has accepted a bid by the Contractor for the performance services for the sum of Rs. _____ /- (*Rupees* _____ *only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- The Letter of Acceptance issued by the Client.
- The Contractor bid including enclosures, annexure, etc.
- Tender document along with all enclosed documents.
- Any other document listed in the contractor bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the ----- which shall be supplied / provided by the Contractor are as under.

Sl. No	Brief Description of Services	Contract Duration	Total Price	tax in %	Total value inclusive of tax
1					

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Client)

In the presence of.....

Signature

Name

Address

Witness 1. _____ 2. _____

Signed, Sealed and Delivered by the

Said _____ (For the Contractor)

In the presence of.....

Signature

Name

Address

Witness 1. _____ 2. _____

LAST PAGE OF TENDER DOCUMENT