GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR

A Central University established by the Central Universities Act, 2009 No. 25 of 2009
Website: www.ggu.ac.in Phone: 07552-260413, 260209   FAX: 07552-260154, 260148

Tender Notice No: ATI/Store/.573/2012   **Date: 25-1-2012**

Expression of Interest (EOI) for customization, implementation & maintenance of an integrated computerized University Management System (UMS) on ERP framework at Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Guru Ghasidas Vishwavidyalaya (A Central University) Bilaspur invites EOI from reputed & experienced firms for customization, implementation & maintenance of an integrated computerized University Management System (UMS) on ERP framework at its campus.

a) Sale of EOI/Bid documents   : 27-1-12 to 16-2-12
b) Last date of submission of EOI/Bid documents   : 21-2-12 (up to 3:00 p.m.)
c) Date of opening of Technical Bid   : 21-2-12 at 4:00 p.m.
d) Date of opening of Financial/Price Bid   : Will be intimated later on
e) Cost of EOI/Bid document   : Rs. 2000/- in the form of DD*
f) Bid Processing fee   : Rs. 5000/- in the form of DD*
g) Earnest Money Deposit (EMD)   : Rs. 2,00,000/- in the form of DD* or BG

* The DD will be drawn in favour of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

For all details and to download the EOI/Bid document please visit our website www.ggu.ac.in The downloaded bid document should be submitted alongwith above mentioned fee (Rs. 2000/-). The University reserves the right to accept or reject any EOI/Bid without assigning any reason thereof.

                                                                                                          Registrar

Expression of Interest (EOI)
Computerized University Management System for
Guru Ghasidas Vishwavidyalaya, Bilaspur, 495-009 (C.G.)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR, (C.G.)

No. ATI/Store/573/2012   Bilaspur Dated 25-1-2012

Last date and time of receipt of bid in the University: 21-2-2012 (up to 3:00 p.m.)

Cost Of tender documents: Rs. 2000/-
Bid Processing Fees: Rs. 5000/-
Earnest Money Deposit (EMD): Rs. 2,00,000/-

Address for communication: The Registrar,
                             Guru Ghasidas Vishwavidyalaya,
                             Bilaspur, C.G. 495009
                             Phone: +91-7752-260209, 260381
                             Fax: 07752-260148,07752-260154
                             http://www.ggu.ac.in

Important:

*Those who download this documents from the website are required to submit cost of Tender document that is Rs 2000/(Two Thousand only) along with tender document payable in a form of Bank draft in favor of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.

BID CHECKLIST

Bidder is required to fill-up this checklist and enclose along with the envelope containing the Earnest Money.

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed		
2.	Bid Submitted in Triplicate		
3.	Soft Copy of the Bid Submitted		
4.	If the System Integrator (SI) Vendor is not the Owner of the Product(s)/Service(s) offered under the scope of this project, a letter from a duly constituted attorney of the Owner(s) of such product(s)/service(s) attached, authorizing the SI Vendor to bid as a Consortium Leader for the Bid		
5.	In case of a Consortium Bid, copy of the MOU between the Consortium members attached		
6.	Un-priced, detailed, item-wise Bill of Material provided as an appendix along with the Technical Bid		
7.	Duly answered prequalification questionnaire with documentary proof		
8.	Duly filled in UMS functionality requirements attached with Technical Bid		

Prequalification Criteria

Pre qualification criteria for the participating bidders are given below –

1. The bidder (or the consortium partner as defined in Para 4.2 hereinafter to e referred to as SI vendor) should have implemented University ManagementSystem including necessary Hardware at the University/Institution of higher learning / Government Research Centre.

2. It should be running satisfactorily for more than 2 years as on date of the submission of bid. A letter of satisfactory performance from the Head of the Institution of the University /Institution of higher learning / Government Research Centre in which it is running should be enclosed along with the bid.

3. The bidder or the consortium partner should be able to demonstrate the application software for the University Management System at a location where they have implemented these systems covering most of the functionalities within 15 days after opening of the technical bid. This will be evaluated along with the verification of the performance of the system requirement detailed in the PreQualification.

4. The software offered should be based on platform independent vendor agnostic architecture (like J2EE), enabling it to be interoperable, modular in design, thin client compatible.

5. The bidder or the consortium partner should specify the qualifications and experience of the domain specialists and experts in the implementation team, the software design and R & D team at the software development center.

6. The bidder or the consortium partner should be in a position to station adequate manpower to complete the entire implementation and training in a time period of less than 12 months from the placement of the order.

7. Project manager who will be working on the project should be PMP certified. Please enclose CV's of proposed Project Managers along with bid. The bidder should also give details of the hardware, software, networking, application software and change management specialists for the respective areas of installation and implementation of the system.

8. The bidder or the consortium partner should have implemented UMS including necessary hardware in a multi site / multi campus LAN / WAN covering at least 500 + nodes (with minimum backplane speed of 1 GBPS) implemented in 20 or more departments of the University and it should be running satisfactorily for more than 2 years as on date of the submission of bid.

9. The bidder or the consortium partner should have implemented a server farm with redundant and failover servers in 20 or more departments of the University and it should be running satisfactorily for more than 2 years as on date of the submission of bid.

10. The bidding company / consortium partner should be operating in the field of Solution/ appropriate IT sector since last 5 years. It should have at least 10 crores of turnover in the last financial year.

11. Bidding company should have at least 100 Employees on company rolls.

12. Bidder should have at least 25 clients using various products and Services means for Education market in last five years.

13. Bidder should have received minimum 5 orders of "Office Automation Software" / "University Management System" of more than 25 Lakhs each from University & Research Labs like CSIR, ICAR, and ICMR etc..

14. Bidder should quote a single price for the solution and related tasks. This single price will include cost of developing, implementing, applicable training, employing staff at our premises, one year technical support. Bidder should submit and undertaking that customized solutions will be modified by them for at least 5 years from the date of implementation or provide training to the designated university personnel with source code for modification as per university requirement. However they can quote price of AMC (applicable from 2nd year) separately. Also, they can indicate sales/service tax as a percentage of total order value.

15. Bidder should be ISO 9001 : 2008 certified Company

16. Bidder should submit an undertaking (self certificate) that the bidder has not been blacklisted by any central/State Government institution and there has been no pending litigation with any government department on account of execution of similar services.

17. Bidder should submit latest Income Tax & Sales Tax Certificates

18. Bidder should have PF Certificate.

19. Bidder should be CMM level 3 certified.

OBJECTIVE: In order to overcome the management and administrative difficulties, GGV desires to implement a **University Management System (UMS)**. The above systems would be implemented on a network developed by BSNL under the NMEICT scheme of MHRD. The details of the network can be downloaded from the university web site (www.ggu.ac.in). The key point of the new systems would be a paperless office, graphical user interface in order to make the design user friendly and to enable the existing staff to utilize the system with minimal training.

1.   Introduction
Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.

Guru Ghasidas Vishwavidyalaya, a Central University established by an Act of the   Parliament   called   Central Universities Act 2009, 25 of 2009. Initially the University was established as   State   University   by   an   Act   of   State Legislative Assembly of the then undivided Madhya Pradesh on 16 June 1983.GGV is an active member of the Association of Indian Universities and Association of Commonwealth University. The National Assessment and Accreditation Council (NAAC) has accredited the University as B+.

The Vishwavidyalaya is a residential institution. It covers almost the total spectrum of higher education and has 34 teaching departments. The University offers various courses in the areas of Arts, Commerce, Education, Engineering and Technology, Humanities, Life Sciences, Management, Pharmacy, Natural Sciences and Social Sciences.

The lush green sprawling campus, of the Vishwavidyalaya spread over an area of aprox. 753 acres, is located five Km. away from the main Bilaspur City. River Arpa, the lifeline of Bilaspur, runs parallel to the Vishwavidyalaya campus. Bilaspur is having a large number of industries and many more units are coming up in the region. The area is the nerve center of trade in iron and steel, coal, aluminum, textiles, food grains, ' Kosa' silk, cement, paper, furniture and jewellery and is internationally known for its rice production.

The city is well connected with all parts of the country by road and rail. Being a railway zone, Bilaspur facilitates travel by train to and from any part of the country. The nearest airport is 120 Kilometers away, at Raipur, the Capital of Chhattisgarh.

STATISTICAL INFORMATION	
Requirement	**Remarks**
Number of Departments (Teaching + Non Teaching)	60
Average number of Students registered per year	2500
Affiliated College	121
Total Students Including Affiliated Colleges Approx	70000

2 PROJECT SCOPE

2.1 Scope of Work

The scope of work includes for Outsourcing of IT Services for Customization, & Implementation of an integrated University Management System (UMS). The University expects to deal with a single vendor, who shall be a System Integrator (hereinafter referred to as —SI Vendor), who would provide ALL the elements of the solution. The SI Vendor is expected to propose an integrated IT solution, which includes off-the-shelf (i.e. readymade, integrated & customizable) items suitably adapted to the University requirements. Further this system would be implemented on network developed by BSNL under the NMEICT scheme.

SI shall be responsible for installing and implementing the UMS, developing the LAN, supply of all the relevant hardware and software products and operating the system for 5 years as a Facility Management Service. The Terms of Reference under the scope of this Bid are listed below. The Payment Terms & details of the project requirement are given in the next sections The contents of this Bid are only indicative in nature. SI may suggest technically superior alternative, wherever applicable, along with the explanation. The major components of the solution under the scope of this Bid are listed below:

2.2 Components of Scope of Work

The Components of Scope of Work are as follows:
2.2.1. Customization, Installation & Implementation of --
   a) The University will have the option to implement the various modules/products in a phased manner.
   b) System security, including anti-virus solution, etc. as detailed in (5.4.7)

2.2.2. Installation of Hardware, including --
   a) Appropriate Server(s) along with OS, associated database & other related software, for --
   • UMS ;
   • System security, including anti-virus solution, etc.
   b) Associated hardware for Business Continuity & Backup;
2.2.3. User Training on –
   a) UMS;
   b) System security.
   c) Network Management
2.2.4. Providing post-implementation Maintenance Support for all components listed above.

The SI is expected to provide complete specifications of all the products and services quoted for, together with the details of the manufacturer. The University reserves the right to make appropriate verifications on all the products / components.

2.3 Supervisory Committee Formation

• A supervisory committee shall be constituted which will review the progress and provide necessary advice for mid-course corrections to the service provider. The committee will comprise of representatives of the University, and the SI .

2.4 Project Execution Approach & Methodology

The SI should propose a comprehensive strategy for project execution, which should clearly bring out the integration of UMS. These will be implemented on a LAN developed by BSNL. The SI should take up the following sequence of activities during the course of project execution:

2.4.1   For Product Customization:
- System Study and Gap Analysis
- Study the workflow and functional requirements at GGV
- Estimate the exact customization effort & costs depending upon the requirements.
- Present the Gap Analysis report and detailed findings as part of Gap Analysis Document (GAD) Obtain sign off for GAD and agreement on the customization effort.
- Prepare a detailed project plan for executing the project
- Finalize the project reporting and project monitoring procedures
- Finalize the training schedule and training participants along with the GGV team.

2.4.2   Customization
1. Prepare the Design Document (in case of enhancements)
2. Customization of UMS modules
3. Prepare Unit Test plans (UTPs) and System Test Plans (STPs)

2.4.3   System Testing
1. Execute System Tests
2. Review of System Tests results
3. Prepare User Manual

2.4.4   Acceptance Testing
1. Install the application software in the User Acceptance Test (UAT) environment
2. Execute acceptance tests using the Acceptance Test data provided by the University
3. Document discrepancies and defects encountered in the course of acceptance testing
4. Jointly review with authorized University personnel the discrepancies and defects with a view to diagnosing the nature of the problems
5. Attend to and fix the deficiencies/defects arising from the software not performing in accordance with the GAD.
6. Once the discrepancies are resolved, repeat the necessary Acceptance Tests
7. Formal acceptance of the system by GGV

2.4.5   Implementation
1. Deployment of the UMS in the working environment
2. Resolution of problems/bugs reported during support period

2.4.6 <u>The SI is required to specify the following in details in the Bid:</u>

1. Implementation Methodology followed
2. Quality Plan
3. Project Team Structure
4. Review and reporting mechanism
5. Representative profiles of Key
6. personnel Project Implementation
7. Timelines
8. Key Deliverables and Milestones

2.5 Documentation

It is the responsibility of SI to provide at least the following documents to GGV:

- Gap Analysis Document (GAD) or System Requirement Specification (SRS)
- Software Design Documentation (SDD)
- User Manuals
- Training Manuals
- Implementation Manuals

2.6 Facility management service

The SI, which will be finally awarded the project, shall be fully responsible for the entire UMS project integration, its implementation on the LAN and provide Facility Management Service [FMS] to maintain the same. The SI shall provide complete onsite warranty and Facility Management Services including upgrade & maintenance for a period of five years and this will be extendable. The SI shall permanently post its personnel for the period of contract in the University campus, who shall be responsible for the overall operation of the system –
Network, Hardware and the entire software UMS. This would also include addressing and fixing any technical snags reported by the end user. The personnel should have minimum qualification of MCA or B.Tech/B.E. with reasonable experience of handling a network of this size. The entire payment of the FMS for the period may be included in the financial Bid. However the actual payments of FMS shall be made annually. The SI shall be ready to make further customization / any changes in the code as the need may arise from time to time during the above said period , without any extra financial cost.
SI shall be responsible for complete maintenance support for all the items supplied, day-to-day operations & management of complete infrastructure.

2.7 Guaranteed Uptime
FMS shall ensure a guaranteed uptime of not less than 98%, which shall be calculated as
follows:

On all 24x7 hrs x 365 days a year, the UMS shall be up and running. It is assumed that GGV will be working, 24 hrs round the clock for 365 days in a year and hence the total up time works out to 365 x 24= 8760 hour/annum. 2.0% downtime accordingly shall mean 175 hours in a year. However, the UMS shall be maintained in such a manner that on no occasion the network shall be down for more than 4 hours at a stretch and 20 hours in a calendar month. The same shall be construed as failure of FMS to rectify the system within the stipulated period and the penalty as indicated below shall be recovered, even though the total down time in the year up to that point of time/month/year may be less than the permissible downtime.

2.8 Downtime Penalty
For whole UMS downtime as defined above beyond the permissible period in a day/month/year a penalty at the rate of Rs. 2000/- per hour will be recovered for every additional hour of failure. However, if only a portion of the UMS is down beyond the permissible limits, a penalty of Rs. 500/- per hour will be levied. The penalty time shall

be arrived on the basis of 24 hours operation on each working day. Penalty for non-availability of the services of the UMS manager will be levied at twice the quoted rate per day derived from the quoted rate for providing the services of the UMS manager.

2.9 Services & Service Level Requirements

The total outsourcing model expected by the University includes service requirements related to the solution for University, college and students within scope of this Bid

The services would include, but will not be limited to - hardware and software installation, maintenance, administration, network access, user support, training etc*.*

2.9.1. Definitions & Reference

i. The general working hours for the reference of the services are from 0800 Hrs. to 2 0 00 Hrs. However, the service availability for certain critical functions is a must as and when requirement arises. Such critical functions are:
a) Examination / Results processing : 0800 Hrs to 1400 Hrs - 6 days a week
b) All other support services of the University : 24 x 7 Hrs
c) Administrative services : 24 x 7 Hrs

ii. Services shall include standard maintenance services, complaint tracking and record keeping. These would apply for the IT related infrastructure of the University/GGV but limited to, the applications, databases, servers etc.

iii. Hardware, Software & Peripherals :Maintenance.

iv. A request for hardware or software maintenance shall be recorded as service request, which include requests such as installation / re-installation, to change software applications. Turn around for such service request expected is within 3 days of logging of service request. Suitable alternative arrangements be provided in such situation.

v. System Administration services shall include, for example, troubleshooting and user support, file / system / application management, data storage monitoring, and reporting, system error detection and correction, backup management, etc.

vi. Turn around time expected for all the scheduled services shall be defined at the time of finalization of M O U with the SI Vendor for non-scheduled services (within working hours) is 1 day and during non-working hours is before the end of next working day. If however complaint is lodged on the last day of the week it should be rectified before end of the day of the subsequent working day. The critical functions defined above cannot have any failure, and thus proper redundancies must be built in to the solution design.

vii. Centralized Help Desk service at s o m e location, covering complaint registration, resolution & tracking services shall be established by SI Vendor, to support service calls for hardware, application software as applicable. The help desk service shall also include the generation of trouble tickets and submitting unresolved problems to the appropriate internal service providers.

viii. Server-class systems Service Level requirements shall provide for services to ensure availability of appropriate server platform coupled with operating system and middleware, for each specified server type. The services shall also include installation of application as required. These services shall be available to the University on an ongoing basis.

2.9.2 Data Storage availability

The University requires the on-line storage capacity to be monitored and upgrade suggested whenever storage exceeds 70% of disk capacity. the University also expects the solution to include provision for complete online storage with a view to ensure seamless & automatic retrieval of data from reasonable past periods.

2.9.3 Operations Management service

a) The IT Vendor shall be responsible to identify, track, and report all vendor supplied application software. The networking support will be provided by BSNL, but the coordination responsibility will still be with the SI vendor.
b) The SI Vendor shall provide quarterly reports to support asset tracking, analysis, and strategic planning.
c) Asset tracking and inventory data must be provided to the University authorized persons, upon request.

2.9.4 Security service

The SI Vendor shall be responsible for development, documentation and implementation of IT and IS security management systems.

2.9.5 The performance of the SI Vendor will be monitored and recorded as necessary over the duration of the contract with respect to satisfactory fulfillment of all contractual obligations. Performance assessments may comprise of:

a) Delivery of services
b) Condition of delivered equipment
c) Compliance with service levels
d) Availability of services within established timelines

The SI Vendor shall assemble and create regular reports on the performance of application functions, in order to assist in the effective management of the Service agreement, and enable continuous improvement of the in-scope services that the University receives.

Routine meetings and reporting processes must be defined to ensure a smooth interface and timely resolution of issues. The University requires a single interface to coordinate the delivery of all services from the SI Vendor.

There must be routine and continuous interaction between the SI Vendor's staff and the users at the University location. They shall contribute significantly to bridge gap between the users, the University and SI Vendors management.

2.10 Project and Technical Risk Management Plan and Procedures

The SI will be responsible for assisting the University in Identifying and assessing potential technical risks of the project as well as identifying and managing actions to avoid, mitigate, or manage those risks. The Bidder is responsible for providing appropriate methods, tools and techniques for active identification and assessment of project technical risk; development of risk avoidance , mitigation , or management strategies; and monitoring and reporting of risk status throughout the life of the project , the University shall fully co-operate with the SI in this regard.

2.11 Time line

The entire work in the GGV campus, and all the associated University buildings of GGV shall be completed and 'Go Live' within 9 months from the day of signing of MOU. Failing this, liquidated damages at a rate of 1/2 % of

the contract amount per week of delay beyond the stipulated period, subject to a maximum of 10% of the total contract value for the delayed portion of the contract will be levied for delayed supply. The successful SI shall submit a Bar Chart / Programme for completion of supply, erection & commissioning of the various components & sub assemblies along with manpower schedule.

3 Payment Terms

The University proposes the following payment terms:

3.1 Hardware and Software implementation

1. 50% on Delivery & Installation of hardware and software
2. 47% after project execution as defined in 2.4 and obtaining completion certificate
3. 03% after completion of warranty obligation

3.2 Facility Management Service

This will be paid on an annual basis to the SI at the end of each year from the date of completion of initial one year of warranty period of the project. The entire five year cost may be budgeted in this Bid. SI shall declare its rates on a yearly basis in the financial Bid.

3.3 Other Information related to Payment Terms:

- The currency of payments shall be Indian Rupees. The prices quoted by the SI shall be in Indian rupees, firm and not subject to any escalation if the order is placed within the validity period. (If there is any item, rate of which has been quoted in foreign currency, the conversion will be done on the rate applicable at the time of negotiation of Letter of Credit between the SI and their suppliers). **No request for enhancement of rates will be entertained in the interim period of five years on any pretext**.

- Further, subsequent to order being placed/ MOU executed, the SI shall pass on to the University all fiscal benefits arising out of reduction in Government Levies. Also the University may revise the payments to the SI vendor in case of increase in Govt. levies such as viz., sales tax, excise duty, custom duty etc.

- Arithmetical errors will be rectified on the following basis:

    a. If there is a discrepancy between the unit price and total price that is obtained by multiplying unit price and quantity, the unit price shall prevail. The total price will be corrected accordingly.
    b. If there is discrepancy between words and figures, the higher of the two shall be treated as final. If the SI does not accept this procedure, the Bid will be rejected.
    - The prices quoted for all products and services in the proposed solution shall be competitive.
    - The SI will submit its quotations after carefully examining the documents / conditions. The SI must obtain for itself on its own responsibility and at its own expenses all the information necessary to enable it to prepare a proper quotation, and submission of the same.
    - The SI shall not omit items or leave blank against price of an item, instead, the SI shall indicate 'Nil' or "included in item----" explicitly.
    - Any other Tax / Levies such as Sales Tax / Octroi / Entry Tax/ Trade Tax/ Service Tax, VAT etc. which may be payable on actual basis wherever applicable at the place of delivery should be included in the financial Bid. In case any way-bill or road permit is to be obtained, the SI shall make necessary arrangements for obtaining/submitting the same and liaison with authorities as required.
    - The University may at any time, by written order to the SI, make changes within the Scope and Terms of Reference of this Bid in any one or more of the following:
        a. Configuration/Specifications
        b. Place of delivery or installation.
        c. Services to be provided by SI.
        d. Delivery schedule.

Any increase/decrease in the cost on account of above change shall be mutually discussed and equitable adjustment shall be made in the price.

- For indigenous goods the price should be on F.O.R. Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G. basis inclusive of all levies and duties wherever applicable which should be indicated clearly as specified in proforma. The rates of sales tax should be clearly indicated wherever chargeable. Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G. is not eligible to issue 'C' or 'D' Form, however the concession rate of Central Sales Tax admissible to Research Institutions on purchase of Scientific Instruments / Equipment etc from certain states like Maharashtra, Delhi, West Bengal etc is applicable to Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G..
- For imported goods, prices shall be quoted on F.O.R. Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G. basis. Indian Agency commission / rebate payable to Indian Agent, if any, shall be shown separately and that will be payable in equivalent rupees directly to Indian Agent as per declaration furnished by foreign suppliers. The University reserves the right to get their goods air / sea freighted and air insured / marine insured up to the site.

4 General Information for SI

SI shall note the following information:

4.1 Bid Submission

- SI is advised to study the Bid document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications. Failure to furnish all information required by this Bid document or submission of a Bid not substantially responsive to the Bid document in every respect will be at SI's risk and may result in the rejection of its Bid.
- The University reserves the right to reject any particular Bid or all Bids without assigning any reason whatsoever to anyone, and failure of the University to select a SI shall not result in any claim whatsoever against the University
- The University reserves the right to accept/reject any deviation in the Bid by SI.
- The SI must bear all the costs associated with the preparation and submission of its Bid and the University will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the Tendering process
- The Bid will not be returned to the SI after the decision is made.
- Submission of Bid in response to this Bid shall not be construed as an obligation on the part of the University to award a purchase order for any products / services or combination of services proposed
- Blank columns and Overwriting is not permitted in filling up the bids and may entail rejection of the Bid.
- The Bid terms and conditions must be clearly typed or legibly written and have the full name and address of the SI.
- Each and every page shall have the signature and seal of the authorized representative of SI.
- A copy of Sales Tax registration certificate duly attested by a Gazetted officer shall be enclosed.
- Sales Tax, Income Tax clearance certificate along with an affidavit from the Notary that the firm has never been black-listed must be attached along with the Bid, failing which the Bid shall be rejected.
- • Last date and time for Bid submission is _____ **upto 3.00 PM.**
- All responses that are received after the due date / time will be treated as invalid and would not be accepted or opened unless called for.
- Technical Bid (Two copies: One original and one duplicate) and Financial Bid (Two copies: One original and one duplicate) must be submitted in separate sealed envelopes. The envelope cover in each case should be superscribed with "Technical Bid for UMS" and "Financial Bid for UMS" respectively. SI name and address should also be superscribed on each envelope. These two envelopes enclosed with the prequalification questionnaire, duly answered with documentary proof, should be put in another sealed envelope and super scribed with " Bid for UMS Implementation" along with SI name and address. This sealed envelope should be submitted to 'The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G." on or before the Bid due date/time by registered / speed post. The place of submission shall be 'The Office of the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur, 495009, C.G.'
- The Technical Bid must contain, Product catalogue, Literature of Product, Copy of Product manual and Network Diagram, besides a detailed technical Bid encompassing all the attributes of this Bid. SI shall also submit the

completed checklist given in the appendix. Each page of the original document must be sealed and signed by the authorized person of SI.

• Financial Bid on the letter head of the SI must conform to the proforma provided in the appendix, and bear seal and signature of SI on every page. The prices shall be quoted excluding taxes. All taxes and other charges shall be declared in the adjoining column. All rates shall be F.O.R. destination Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G.

4.2 Consortium: - the University expects the Vendor to use the latest state-of-the-art technology, the appropriate hardware & software product(s), workflow procedures and maintenance & security policies in the proposed solution. For this purpose, the SI Vendor may form a Consortium for the proposed solution. However, the University shall deal with a single Vendor (herein after referred to as SI Vendor) who shall be the Prime Vendor / Consortium Leader and a single point solution provider.

4.2.1. Consortium Bid:

a) The bid would be a Consortium Bid, if:

    i. The SI Vendor, as a part of the proposed solution, proposes the use of some product(s) which are not owned by the SI Vendor; or

    ii. The SI Vendor, as a part of the proposed solution, proposes on behalf of another Vendor, the use of some service(s) which are not provided by the SI Vendor; or

    iii. The SI Vendor, as a part of the proposed solution, proposes product(s) on behalf of another Vendor.

b) In the case of a Consortium Bid, the SI Vendor shall submit the proof of authorization to bid for the product(s) / service(s) not owned by the SI Vendor and authentication from Consortium members.

    i. This proof shall be a letter from a duly constituted attorney of the Owner(s) of such product(s) / service(s), authorizing the SI Vendor to bid as a Consortium Leader for this Bid and A copy of the Memorandum of Understanding (MOU) between the Consortium members. This MOU must essentially contain --
• Name of the Lead member of the Consortium;
• Names of all other members of the Consortium other than the Lead member;
• Agreed roles and responsibilities of each of the Consortium member, including the Lead member;
• Power of attorney to the Lead member / its authorized signatory to negotiate and enter into the Contract for the Project on behalf of the Consortium.
    ii. The SI Vendor shall be responsible for all details presented on behalf of the Consortium, in the response to this Bid. All such details will form a part of the final Contract.
    iii. The SI vendor shall be totally responsible for delivery of end-to-end contractual services.
    iv The SI Vendor shall be responsible for all obligations under the Commercial Bid. the University would deal with the SI Vendor only, for all commercial and legal matters.

4.3 The University and SI Memorandum of Understanding (MoU)

• By submitting a Bid in response to this Tender, the SI agrees to promptly engage in contract with the University if it is selected for the assignment

• The University will first issue a Letter of Intent (LOI) to the SI. The SI shall submit its acceptance within a week of issue of the LOI.

• From the date of issuance of a Letter of Intent to the selected SI, the SI shall sign an agreement in this Bid document, with the University at the time, place and in the format prescribed by the University, The MoU agreement shall include all agreed terms, conditions and specifications of this tender document and also the Bill of material and price, as agreed finally after Bid evaluation. The MoU shall be executed in English

language in 2 (TWO) original, with both University and the SI receiving the duly signed original. The MoU shall be valid till all contractual obligations are fulfilled

- The effective date of start of the MoU with the selected SI shall be the signing of the MoU by the SI.

- All questions, disputes and differences arising under and out of , or in connection with the MoU shall be referred to the sole arbitration by an arbitrator appointed under the provisions of the Arbitration and Conciliation Act by the Vice-Chancellor, Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.

- Any notice by one party to the other pursuant to the MoU shall be sent by telegram/telex/cable/fax/e-mail and confirmed in writing to the address specified for that purpose in the Memorandum of Understanding.

- By entering into a MoU with the University, the SI acknowledges that the SI has the expertise and the competence in executing all phases of work involved in the provisions of this Bid. The SI also acknowledges that University relies on this statement, therefore neither accepting responsibility for, nor relieving the SI of the responsibility for the performance of all provisions and terms and conditions of this Bid.

- All goods or materials shall be supplied by the SI, whose Bid is accepted, strictly in accordance with the specifications, drawings, data sheets, other attachments and conditions stated. Any alterations of these conditions shall not be made without the consent of University in writing which must be obtained before any work against the order is commenced.

- All material furnished by the SI pursuant to the MoU (irrespective of whether engineering, design data or other information has been furnished, reviewed or approved by the University) will be guaranteed to the best quality of their respective kind (unless otherwise specifically authorized in writing by the University) of workmanship and materials, and to be of sufficient size and capacity and of proper materials so as to fulfill in all respects with all operating conditions.

- In the event that the material supplied is defective or do not meet the specifications and are not in accordance with the drawings, data sheets or the terms of the order, SI shall replace the material at no extra cost to the University . Failure on the part of SI may prompt University to immediately replace the material at the cost of SI.

- The entire responsibility of supply, warranty and the MoU execution lies with the SI, on whom the Purchase-cum-Work Order is placed and with whom the MoU is signed.

- The SI shall be overall responsible for the entire work, including that done by its consortium partners. University shall not enter into any dialogue with the consortium partners. University shall only interact with the SI.

4.4 Amendment of Bidding Documents:

4. 4.1   At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

4.4.2   All prospective bidders who have received the bidding documents will be notified of the amendment in writing which will be binding on them.

4.4.3   In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the University, at its discretion may extend the deadline for the submission of bids.

4.5 Tender Bid Clarification

- To assist in the examination, evaluation and comparison of Bids, University may, at its discretion, ask the SI for clarification of the same. The request for clarification and the response shall be in writing and no change

in the price or substance of the Bid offer shall be sought, offered or permitted.

- A prospective SI requiring any clarification of the Bid Document may notify University in writing or by fax, telex or email at the University mailing address as indicated in the Bid Document. No query from any SI shall be entertained by University if it is received more than 7 (seven) days after the release of this Bid. The University will respond in writing to any request for clarification of the Bidding documents which it receives, not later than 7 (seven) days prior to the deadline for the submission of bids prescribed. Written /email copies of the University response (including an explanation of the query but without identifying the source of the query) will be sent to all prospective SI who have purchased the Bid documents and also be uploaded on the university web site.
- The preferred mode of communication shall be email.

4.6 Governing Language

- The bids prepared by the SI and all correspondence and documents relating to the bids exchanged between the SI and the University, shall be written in the English language, provided that any printed literature furnished by the SI may be in any another language as long as the same is accompanied by an English translation in which case, for purposes of interpretation of the Bid, the English translation shall govern.

4.7 Force D'Majeure

The SI shall not be liable for forfeiture of its performance security, liquidated damage or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the MOU is the result of an event of Force D'Majeure. For the purpose of this clause "Force D'Majeure" means an event beyond the control of the SI and not involving the SI's fault or negligence and not foreseeable. Such events shall mean and limited to, war or revolution, riot, earthquake, fires, floods, epidemic, quarantine restrictions, freight embargo and terrorist attack, strike or lock-out (only those exceeding 10 continuous days). If a "Force d' Majeure" situation arises, the SI shall promptly notify University in writing of such condition and the clause thereof. SI shall notify University by registered letter duly certified by Local Chamber of Commerce of Statuary Authorities, the beginning and end of the above causes of delay within 7(seven) days for occurrence and cessations of such conditions, in the event of delay lasting over one month, if arising of causes of Force d' majeure, University reserves the right to cancel the order and the provisions/articles governing termination of order shall apply. Unless otherwise directed by the University in writing the SI shall continue to perform their obligations under the MOU as far as reasonably practical, and shall adopt all reasonable alternative means for performance not prevented by "Force d' Majeure" clause. For delays arising out of Force d' majeure, the SI shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of force d' majeure and neither University nor the seller shall be liable to pay extra costs provided it is mutually established that Fore d' majeure conditions did actually exist.

4.8 Late Bids

Any Bid received after the Bid due date and time prescribed in the Bid Document shall be rejected. Telegraphic/fax/E- mail offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

4.9 Modification and withdrawal of Bid Document

The SI shall not be allowed to modify or withdraw his Bid after the Bid submission even if the deadline for submission is not reached.

4.10 Canvassing

Any efforts by a SI to influence University on Bid evaluation, Bid comparison or contract award decisions may result in the rejection of its Bid.

4.11 Right to vary quantities at the time of award

University reserves the right at the time of award of Contract to increase or decrease the quantity of Goods specified in the scope (in respect of each item of scope), without any change in unit price or other terms & conditions.

Any variation in quantity will be mutually agreed upon by University and the SI.

4.12 Bid Processing Fee: -

The Bidder shall submit a separate Bid Processing Fee (non- refundable) of Rs. 5,000/- (Rupees Five Thousand Only) along with the Bid, in the form of a Banker's Cheque / Demand Draft drawn on any Nationalized Bank, in favor of —"The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.".

4.13 Earnest Money Deposit : -

The Bidder shall submit an Earnest Money Deposit (EMD) of **Rs. 2,00,000/- (Rupees Two Lakh Only**)

along with the Bid, in the form of a Banker's Cheque / Demand Draft / Bank guarantee drawn on any Nationalized Bank, in favor of — **"The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur, C.G.".**

4.14 Ownership of Data

a) The SI Vendor shall be the custodian of such data , and shall also ensure its security and integrity.

b) The SI Vendor shall ensure the provision of appropriate and adequate security levels, for protection of such data and other technology resources, which shall come into its custody during the implementation of the proposed solution.

c) The infrastructure for the proposed solution, at each of the sites, shall be strictly and exclusively used

by the SI Vendor for processing data related to the University only. Under no circumstances shall the infrastructure be used for any other purpose by the SI Vendor.

d) The University / its authorized representative(s) shall conduct periodic / surprise security reviews and audits, to ensure the compliance by the SI Vendor to these control / access provisions.

e) The SI Vendor shall develop and implement an —IT Security Policy" for the proposed IT solution.

This IT Security Policy shall be in line with international guidelines and standards. The SI Vendor shall also keep itself updated with the latest IT Security Policy of the Government.

4.15 Change Management:

a) A **Supervisory Committee** shall be constituted by the University at the time of award of the final

Contract / Agreement, which shall have a representative/s from the University as well as the SI.

b) In the event a change is requested (either by the University or the SI) post customization & implementation of the proposed UMS solution, the Supervisory Committee shall consider the change in scope along with the development / change implementation time estimate for the same.

c) The Supervisory Committee shall evaluate the change Bid and if needed, recommend the change to the

University.

d) The approved changes shall be carried out by the SI Vendor as per the —rate per "person-month" quoted through this Bid.

5 Project Requirements

University looks for a 'turnkey project' from the SI. The SI is required to propose a composite UMS solution for University in line with the following general requirements:

5.1 Network

The Solution envisages integration of Software and hardware for the complete Guru Ghasidas Vishwavidyalaya campus. Any other parts of the University / GGV Building that may need to be connected.

The LAN envisages to comprise of at least 500 nodes with possibility of expansion in future (developed by BSNL). The SI is expected to obtain more details of LAN, location and number of nodes in each building available in the university web site.

It is important to note that the proposed UMS must have the facility of adding new departments as more departments may be added to those already existing. The bidder should also propose setting up of an intranet site as a solution for knowledge repository requirements of the university.

-
- The SI shall be responsible for providing proper "Electrical ground" at all the required points as per the approved IEEE standards for Grounding of Sensitive Electronic Equipment and as per the OEM guidelines.
- The SI shall install, wire the UPS power at required locations and provide proper electrical ground for the same before installation of the equipment. Civil works if any required for installation of the system will be the responsibility of the SI.
- All the work shall be done in a conscientious manner as per the OEM guidelines and best industry practices.
- The system shall be subjected to inspection at various stages. The SI shall follow all Safety Regulations and practices.
- The SI shall configure quality of service parameters on network switching devices for end-to-end QoS for critical traffic over the network.
- SI shall be responsible for integration of security components in the network to ensure a secured network access for users.
- SI shall configure network management policies for managing all the network and security devices using network management systems.
- SI shall prepare detailed acceptance testing plan (ATP) for each of the components i.e. Image & Data and submit the same to the University.
- All the functionality, features and configuration shall be documented for all the equipments/components and shall be demonstrated with respect to the documentation prepared.
- The SI shall be responsible for obtaining approvals (if any) for any Statutory &Regulatory requirements from any of the authorities.

5.2 Functionality Requirements

All the features and functions desired for the optimal operation of a tertiary care multi specialty University is to be provided in an integrated platform.
A detailed study of existing systems and required functionalities for the UMS system is to be conducted to be able to understand the customizations that will possibly be required. Results of these are to be documented by the vendor.

The SI should also submit information in response to desired features listed below

5.2.1. __The Total Automation Work is divided into the following modules.__

- Vice- Chancellor's office Management
- Dak /Courier Management
- Student Admission , Examination , Fees , Scholarship , Student Progress Report Management & Administration
- Student Web Portal Creation
- Document & File Management
- Central Purchase ,Stores and Distribution Management
- Human Resource Management , Payroll & Pension

➤ Establishment Management (Hostel , Transport ,Guest House Management)

➤ Financial Accounting & Budgeting

➤ Knowledge Management Software Solution

➤ Access Right Control for Management Information System

➤ Workshop / Symposium / Seminar Management

➤ RTI & Court Cases Monitoring System

5.3 Application Architecture

Proposed implementation of UMS is aimed at deriving benefits for the administrator, teacher and students as well as in more ways than one. To site a few -

5.3.1.Administrator
Optimum resource utilization
Computerized scheduling of staff and services
Online reports
Paperless virtual office
5.3.2.Teacher
• Online access to students records
• Computerized student attendance
• Online library, referrals
• Paperless virtual office
5.3.3. Student
• Computerized student record
• Results,
Library
5.3.4.The application architecture should be such that it has capability to deliver the expectations of the University. Following are some of the salient points that are desired from the architecture design:
5.3.5. Scalability
• New servers can be added dynamically to increase capacity
• Load balancing can be used to ensure that the servers are proportionately utilized
5.3.6. Performance
• Application framework designed to ensure good performance
• Use of caching techniques
5.3.7. Security
• Data encryption
• Firewall and DMZ provides security from outside attacks
• Application level security in terms of user roles & responsibilities
5.3.7a. Security must be addressed through OS security and application Security. Please give details of the security architecture for the following
Log in security
Network security
Operating System
security Application
related security Antivirus
measures
Intrusion Detection measures
Intrusion prevention measures
5.3.8**. Availability**
• 24 x 7 availability
5.3.9. The proposed UMS should be based on fully redundant N-tier architecture which is vendor agnostic

like J2EE technology, which allows for scalability, central management of business rules, reduced maintenance and single point of deployment. Platform independent, and open source compliant application with web-based clients is what GGV is looking forward to implement.

5.3.9a Presentation Layer

- HTML : platform independent
- Browser based client : thin client model
- Compatibility with multiple browsers
- No client installation for application

5.3.9b. Web Tier

- JSP / Servelets
- Open Source Rapid Application Development
- Support for open source servelet container

5.3.9c. Application Layer

- Support for all leading application servelets
- Option for open source, free servers without loss of performance / features
- Reusability i.e. component based
- Standards driven i.e. no vendor locking
- High availability
- Easy to upgrade i.e. server level upgrade only

The application should be platform independent at the server side, and should allow any operating system from client side to connect to the application over intranet or internet. Data mining and warehousing support, providing multi-dimensional view of data, MIS and DSS reports is desirable from the application

5.4 Innovative Solutions

University also looks forward to innovative solutions from the SI Vendor. These solutions should be such as to make

the system easy to handle for the user or inclusion of value added solutions to the system. Some of the solutions may be given for

1. VoIP Telephony on the network,
2. Wireless access points in the University wards,
3. use of smart card for students,
4. Connection to PDA's. or any other such solution which SI considers important for IMS.
5. LCD Display for counseling / conference / seminar turn

(These can be separately Quoted)

6 Project Requirements

The project requirements given here are a high end view and only indicative in nature. The SI is expected to follow International Industry standards for project implementation. The SI is expected to perform the system study of the University and propose its own technically superior solution.

6.1 University Management System (UMS)

The proposed UMS system should be a comprehensive system that integrates all the departments in a University and automates most of its major functions. The University is looking at the following key benefits from the proposed UMS system:

- Online availability of information
- Improved administration & control
- Automated information flow across departments avoiding duplication
- Simplified fee process
- Optimized resource allocation

The proposed UMS should have the following features that will benefit GGV:

- Multiple level Security
- Graphical User Interface
- Online Help & User Manual
- Web enabled
- ICD 10 / CPT codes incorporation
- HL7 compliance
- Mobile Device Interface (SMS/WAP)
- Smart Card Interface
- RFID and Barcode Compatibility for library
  LCD Display

Proposed UMS system may have the following **modules**:

6.1.2 Security & Administration
The Security module should provide controls to access information available in the application. It deals with user level security for the other modules and their functions. Each user should have access to a predefined set of actions (add/modify/delete/query) on various functions in a given module. User-defined error and help messages should also be maintained and customized in this module. The General Administration module should deal with the configuration of the UMS for a University . The physical layout of a University , its logical partitioning into departments, specialization details and various University services should be defined in this module.

6.2 Hardware Requirements for UMS

The vendor should propose appropriate Industry standard high-end configuration for the Application, Database, Mail Servers and any other type of servers. This should be done keeping in mind the complexity of the SSH, IMS requirements and also from the perspective of current and future needs of response time, data storage, archival etc. It is recommended that the Application, Database and Backup servers should atleast be dual processor based with at least 1 GB RAM and appropriate hard disk storage with Redundant Array of Inexpensive Disks (RAID) technology.

6.2.1 SI shall provide offering for the following:

Backup Server:
SI needs to propose backup server for the Image storage solution. The Backup server should be able to take-over if the Primary Server fails (in case of server crash, disaster/fire, etc). As and when the Primary Server becomes live again, it should automatically synchronize with the data on Secondary Server. This is to avoid administrators from being stranded without access to data at any point of time. Backup Server should consist of RAID-5 storage. The backup Server should be able to be used as Primary Archive also.

- Central Short-Term and Long-Term Image Storage
- Calculate Primary Storage for the given data. The proposed Archive Server should be compatible to RAID-5 Technology with atleast 2 TB effective storage.
- Calculate Long-Term Storage equal to 2 years worth of volume according to the data provided. The proposed Archive should be proposed on the following technologies:
- Spinning disk based storage for Long term Archive.
- NAS Archive

Please provide complete configurations, with the corresponding Financial information for the configuration.

6.2.2. Web Server

The Web Server proposed should be a complete s olution. SI shall supply a cache-less web server as an Intranet or Internet solution to permit access to data and their relevant reports from a UMS to GGV Offices. This should be a cache-less system where data and reports from the Primary Storage are readily available to privileged users. Access to the server shall be accomplished via a normal Financial Web Browser, (preferably Microsoft Internet Explorer 6.0 or latest).

Please keep in mind the following server sizing considerations for the same-

The relation between user roles and server performance is influenced by the ratio of user roles within the concurrent user group. A user would open a lot more data and perform more processing than Referring. Server performance is also determined by the number of requests being processed by the server at a time. Even though sizing documents are not requested now, the University can later, request server-sizing documents to understand the sizing calculations of the vendor .To prevent unauthorized access to university data the web server must provide data security with a user Login and Password. Based on user logon, the system shall know what privileges and studies a user has access to. These access rights and privileges shall be configurable by the administrator.

7. Bid Evaluation

The evaluation of the Bid will be based on Prequalification criteria (Stage I), Technical Evaluation (Stage-II), Bidder Presentations & Client References (Stage-III) and Financial (Commercial) / Price Evaluation (Stage-IV).
a) Once the bidder qualifies on the basis of prequalification criteria (Stage I), the Technical Evaluation Score (Stage-II) shall be computed on the following grounds:

Sl.	Strength	Max. Score
Part A - For UMS & other software		
1.	Quality Certifications	5
2.	System Architecture and Technical • Performance (3 sec) for single transaction except for PACS. • Scalable. • Reliable. • Available. • Secure.	10
3.	Implemented Customer sites of the Proposed UMS	5
4.	UMS Functionality Requirements	50*
	Total	**70**
Part B- For Bidder		
5.	Past Experience in Managing System Integration (SI) Projects	5
6.	Manpower Strength-SI Vendor (including PMP certified PM)	10
7.	Quality Certifications –SI Vendor	10
8.	Facilities Management & Maintenance Support Methodology	5
	Total	**30**

(* this weightage will be equally distributed in all the functionalities mentioned under Section 5.2)

b) The qualifying criteria for Stage II shall be:

      i. Part A Score must be >= 50
      ii. Part B Score must be >= 20
      iii. Total Score (Part A + Part B) must be >= 70

c) Stage-III evaluation would be limited to an exercise of verification of information provided the Bidder by means of presentation & client references, which may include site visits. However, **Stage-III evaluation may lead to rejection including forfeiture EMD of any bid found to be inconsistent with claims made by the Bidder in Stage I & Stage II evaluation**

d) After completion of Stage-III evaluation, the Commercial / Price Bids of those Bidders who meet the criteria mentioned in (b) & (c) above shall be opened. The Price Evaluation Score (Stage-IV) of these Bids shall be computed on the following grounds:

If commercial bids for Bidder 1, 2, 3, 4………..are taken as L1, L2, L3, L4……..wherein L1 is the lowest bid;

The weightage given to commercial bids would be L1/L1, L1/L2, L1/L3, L1/L4……for Bidder 1, 2, 3, 4………..respectively.

Similarly weightage will be calculated for technical evaluation:

If scores of technical evaluation for Bidder 1, 2, 3, 4………..are taken as T1, T2, T3, T4…………wherein T4 is the highest score;

The weightage given to technical evaluation would be T1/T4, T2/T4, T3/T4, T4/T4…………. For Bidder 1, 2, 3, 4………..respectively.

SI shall submit their proposals in three parts as prescribed in the Section General Information above.

Each proposal would be evaluated against the 70-30 criteria. This means 70% weightage will be given to Technical proposal and 30% to financial proposal.

As a last step, the technical and financial scores obtained by all the organizations screened thru stage IV would be summed and the organization that scores the highest would be AWARDED THE BID.

The final scores for the bidder 1, 2, 3, 4…………. Would be a follows:

Bidder 1:
$(T1/T4)*0.7 + (L1/L1)*0.3$

Bidder 2:
$(T2/T4)*0.7 + (L1/L2)*0.3$

Bidder 3:
$(T3/T4)*0.7 + (L1/L3)*0.3$

Bidder 4:
$(T4/T4)*0.7 + (L1/L4)*0.3$

8 Financial Bid

Kindly use the format given below to provide details of your Commercial Bid. It is mandatory that any change in these formats, inclusion of any remarks, etc. be mentioned under" Deviation Schedule" to be submitted along with the Technical Bid.

Item Description	System Cost
System Software-License Fees	
Proposed UMS Software-License Fees	
Implementation Costs	
Training Costs	
Support Costs	
Onsite manpower charges per person	
Upgrades and Enhancements	
Infrastructure (networking)	
Hardware (servers & clients)	
Duties & Taxes	
Other Costs	
Grand Total	

Cost of Annual Maintenance Contract (AMC) for 5 years	Year 1	Year 2	Year 3	Year 4

The SI Vendor is required to provide detailed, item-wise Bill of Material with break-up of costs as an Appendix along with the Price Bid.

Also, an un-priced, detailed, item-wise Bill of Material shall be provided as an appendix along with the Technical Bid.

SI should also give the cost of the person month along with Price Bid.
SI should also give the 5 year Annual Maintenance Contract (AMC).

INVITATION FOR EXPRESSION OF INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR / FIRMS
E.O.I. Notice No.:

FORMAT - I

ORGANISATIONAL STRUCTURE
(This form to be furnished not only by the Prime System Integrator firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of professional staff	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest	
12	Any other information considered necessary but not included above.	
13	Address of local office if any	

INVITATION FOR EXPRESSION OF INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR / FIRMS

E.O.I. Notice No.:

FORMAT - II

Brief Bio- Data of Key Professionals

(This form to be furnished not only by the Prime System Integrator / firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

Name of Firm: _____

Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe *degree of responsibility* held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these biodata correctly describe my qualifications, my experience and myself.

Date:

INVITATION FOR EXPRESSION OF INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR / FIRMS

E.O.I. Notice No.:

FORMAT - III

DETAILS OF SIMILAR PROJECTS HANDLED / COMPLETED DURING THE LAST FIVE YEARS

	SIMILAR NATURE OF ASSIGNEMENT – COMPLETED WORKS			
Sl. No	**Description**	**1**	**2**	**3**
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Litigation / arbitration pending / in progress with details *			
8.	Service rendered a. Inhouse teams			
	b. Associated Consultants/Consortia Members			
9.	Names of Project In charge & Key staff & nos. of staff involves.			
10.	Any other information			

 * Indicate gross amount claimed and amount awarded by the Arbitrator.

INVITATION FOR EXPRESSION OF INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR / FIRMS

E.O.I. Notice No.:

FORMAT - IV

PROJECT- WISE DETAILS OF SIMILAR NATURED ASSIGNMENTS

SIMILAR NATURE OF ASSIGNEMENT – IN HANDS				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Litigation / arbitration pending / in progress with details *			
8. a.	Service rendered Inhouse teams			
b.	Associated Consultants/Consortia Members			
9.	Names of Project In charge & Key staff & nos. of staff involves.			
10.	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

INVITATION FOR EXPRESSION OF INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR / FIRMS

E.O.I. Notice No.:

FORMAT -V

<u>CLIENT WISE PERFORMANCE REPORT OF WORKS</u>

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	i. Stipulated date of completion	
	ii. Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	i. Quality of work	Very Good/Good/Fair/Poor
	ii. Financial soundness	Very Good/Good/Fair/Poor
	iii. Technical Proficiency	Very Good/Good/Fair/Poor
	iv. Resourcefulness	Very Good/Good/Fair/Poor
	v. General Approach & Behaviour	Very Good/Good/Fair/Poor

Dated: Signature & Seal of Bidder

INVITATION FOR EXPRESSION OF
INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR /
FIRMS E.O.I.

Notice No.:

FORMAT - VI

FINANCIAL DETAILS

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

Particulars	Financial Year				
	04 – 05	05 – 06	06 – 07	07 – 08	08 – 09
i. Gross Annual turnover on construction work. (In Lakhs)					
ii. Profit / Loss					
iii. Certified by					

II. Financial arrangements for carrying out the proposed work.

III. The following certificates are enclosed:

    (a)   Current Income Tax clearance Certificate / Profit & Loss account

    (b)   Solvency Certificate from bankers of Applicant.

Signature of Chartered Accountant with seal

**INVITATION FOR EXPRESSION OF
INTEREST
DOCUMENT FOR PREQUALIFICATION OF SYSTEM INTEGRATOR /
FIRMS**

E.O.I. Notice No.:

FORMAT - VII

LETTER OF TRANSMITTAL

To
The Registrar
Guru Ghasidas
Vishwavidyalaya, Koni,
Bilaspur (C.G.)

SUBJECT: Submission of EOI from System Integrator firms

Sir,

Having examined all the details given in EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'I' to 'VII and accompanying statements are true and correct.

2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.

3. I/We welcome you to approach in person or can send any person(s) to verify our competence and general reputation.

Enclosures

Signature(s) of Applicant(s)

Seal of applicant

Date of submission