BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY
MUZAFFARPUR-842001

Short Tender Notice Dated 05-11-2018

Quotations for Student's Life Cycle modules

(Student's Life Cycle modules for
e-Governance of the University)

This Tender Document Set contains the following:

Part	Particulars	Page No.	Remarks
A	General Description	2 to 4	To be retained by the bidder
B	Technical/Qualifying Bid	5 to 6	To be submitted by the bidder in Envelope-1
C	Cost-Price Bid	7 to 9	To be submitted by the bidder in Envelope-2
D	System requirements of the proposed Student's Life Cycle Modules	10 to 11	To be retained by the bidder
E	Terms and Conditions	12	To be submitted by the bidder in Envelope-1

Important dates:

Publication date   : **05th November 2018**

Last Date for Submission : **26th November 2018**, 5.00 p.m. by courier / speed post / registered post / by Hand only to "The Registrar, B.R. Ambedkar Bihar University, Muzaffarpur-842001, Bihar"

Technical Bid Opening Date : **27th November 2018**, 11.30 a.m. in the office of the Pro Vice-Chancellor, BRABU, Muzaffarpur

Technical Presentation Date : **28th November 2018**, 10.00 a.m. IQAC Room, BRABU Administrative Bldg, BRABU, Muzaffarpur

Financial Bid Opening Date : **29th November 2018**, 3.00 p.m. IQAC Room, BRABU Administrative Bldg, BRABU, Muzaffarpur

Note- Companies are encouraged to visit B.R. Ambedkar Bihar University, Muzaffarpur to interact and understand our system before technical presentation. Visit and technical presentation will be at no cost to the University.

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Instructions/ Guidelines to Bidders

- Total estimated manpower required for development, installation & training, service support during warranty from the similar experienced bidder is around 60 to 80 man month. The project (System Analysis, Designing, coding, testing, installation & training) is to be completed within six months. There shall be onsite warranty of minimum **Three years** after completion.

- **Atleast three stages of training for our staff on the Modules supplied shall be responsibility of the bidder. Bidder shall provide two separate trainers who will train & assist our administrative staff for one year on this Student's Life Cycle modules. Your price bid shall include the training cost also.**

- The bidders are requested to enclose the copy of the Income tax PAN card & last three years IT returns, GST Nos. & Gross Turnover of the company.

- Selected bidder will have to sign service level agreement for functioning of software, training the BRABU, MUZAFFARPUR staff and updating the software for initial period of Three years.

- The bidders, if required, will have to give demonstration of the software to BRABU, MUZAFFARPUR.

- The bidder should enclose relevant documents wherever necessary.

- **The bidder should enclose client list with contact address for reference. Attach photocopies of work orders and their completion certificates.**

- **The bidder should be able to provide local support.**

- **The bidder should have minimum turnover of rupees One Crore per year in last three financial years.**

- **The bidder should provide two affidavits.**
  1. **The firm is not black listed.**
  2. **Bid should not be let out by the bidder.**

- The successful vendor will have to successfully complete the software development & install maximum within six months from the date of agreement.

- BRABU, MUZAFFARPUR will make arrangement of all necessary hardware, networking, system software manpower (system administrator, office automation coordinator, etc.,) in consultation with successful vendor within one month. As already mentioned, two exclusive trainers for one year & necessary data entry operators are to be provided by the bidder for one year.

- A agreement will be signed between BRABU, MUZAFFARPUR & the successful bidder regarding Pre requisite/ site preparation (Hardware / system software / networking / manpower requirements), warranty, License agreement, source code, Installation & Training, time schedule, payment terms, penalty clause, facilities required for vendor, AMC charges etc.

- The warranty period will be **Three years** after successful completion of the project. During the warranty period local support shall be provided by the vendor.

- The product selection is based on BRABU, MUZAFFARPUR rules.

- Maximum downtime should be specified. During implementation / warranty / post warranty AMC phase, at least one resident software professional must be deployed on the BRABU, Muzaffarpur campus solely for BRABU, MUZAFFARPUR campus for software maintenance.
- Post warranty AMC / ATS charges are to be specified clearly.
- The Student's Life Cycle modules should be based on commercially available open market software packages. Custom-built software requiring expert involvement by the supplier at every stage of trouble-shooting and up-gradation will not be encouraged.

Qualifying criteria for bidders

- The bidder should have satisfactorily completed installation of similar Student's Life Cycle modules mentioned at 'Part C' in two educational institutions. One of them should have at least 10,000 students in one academic session.
- The bidder shall be in a position to give the complete source code with documentation to BRABU, MUZAFFARPUR for study & further use by BRABU, MUZAFFARPUR for BRABU, MUZAFFARPUR premises. The source code shall be available on our server without any lock for BRABU Administration and at no extra cost.
- Bid assigned will not be let out by vendor.
- The firm has to provide an affidavit that it is not blacklisted anywhere in India.
- Average Income Tax return filed by the bidder for last three financial years should be more than Rs. 25,00,000 (Rs. Twenty Five Lakhs).
- The bidder should have minimum turnover of Rs. 1,0000000 (One Crore) in last financial year.
- In case of consortium of companies bidding, bidders must submit legal agreements with terms and conditions on judicial stamp paper of Rs. 1,000.

5/11/18

BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY
MUZAFFARPUR-842001

PART-A
(To be retained by the bidder)

Procedure for preparing Quotation documents

It is a two-bid (Envelope-1 and Envelop-2) system. Both the envelopes will be sealed separately and will be enclosed in one main envelope subscribing on it as below. :

MAIN ENVELOPE

Quotation for Student's Life Cycle modules for e-governance of the University
To
The Registrar
B.R. Ambedkar Bihar University
Muzaffarpur, Bihar – 842001
India
From: ....

Envelope – 1

Envelope 1 will contain Part – B (Technical / Qualifying bid documents) documents & shall super-scribe on it Technical / Qualifying bid. This envelope will include

- Declaration by the bidder (Format given)
- Checklist for Technical / Qualifying Bid
- Supporting documents such as registration certificates (Income tax Return, PAN no, GST Registration No. Turnover, etc.), EMD DD, Client list, bidders profile, proof of experience in educational institutions / University system etc.
- Any other relevant paper which bidders feels necessary
- Terms and Conditions duly signed by the Bidder
- Two affidavits that it is not blacklisted anywhere in India and it will not let out to other party.
- Legal document for consortium of companies, if applicable.

Envelope – 2

Envelope 2 will contain Part – C (COST / PRICE bid documents) documents & shall super scribe on it COST / PRICE BID. This envelope will include

- Duly signed Cost / Price bid in the exact prescribed format
- Any other relevant documents which bidder feels it necessary

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5/11/18

Page No. 4 /12

BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY
MUZAFFARPUR-842001

PART-B
(To be submitted by the bidder in Envelope-1)

DECLARATION BY THE BIDDER

1	Name of the Firm		
2	No. of Technical Qualified Staff / Engineers		
3	EMD Details for Rs.1,00,000.00 (One Lakh Only) in the name of 'The Registrar, BRABU, Muzaffarpur-842001, Bihar.	DD No. / Pay Order No.	
		Date	
4	GST Registration No.		
5	Income Tax PAN		
6	Turnover of the Firm		

Declaration to be invariably signed by the bidder

This declaration is signed by the undersigned after having duly understood the detailed specifications given in the document, along with the terms and condition of supply and qualifying conditions for bidder. The quotes are offered after carefully studying the specifications and hence submit on solemn affirmation that, in case of dispute or arbitration of any of clause/condition, the decision of the Registrar, BRABU, MUZAFFARPUR shall be final.

Date:

Seal

Signature of the Bidder

Name:

BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY MUZAFFARPUR-842001

PART-B

CHECK LIST FOR TECHNICAL / QUALIFYING BID

(Please enclose Supporting documents wherever necessary)

(Please tick the appropriate box)

Sl.No.	CRITERIA	YES	NO	REMARK IF ANY
1.	Whether the bidder has installed the office automation software at the minimum of a total of two educational institutions. Enclose photocopies of necessary Work orders and completion certificates.			
2.	Has the bidder supplied and successfully commissioned similar Student's Life Cycle modules to at least any NIT / IIT / similar Deemed University / University/any state or national educational board. Enclose photocopies of necessary Work orders and completion certificates.			
3.	Whether the bidder has enclosed the Demand Draft of Rs. 1,00,000/- against EMD in the name of The Registrar, BRABU, Muzaffarpur.			
4.	Whether the bidder has Enclose the clients list along with their contact addresses?			
5.	Will the bidder be able to provide two software professionals to remain full time available for implementation /monitoring / troubleshooting of proposed Student's Life Cycle modules?			
6.	Whether copy of turnover, Income tax PAN card & three years IT returns and GST registration certificate, gross turnover is enclosed by the bidder?			
7.	Does the bidder agree to give source code with full documentation to BRABU, MUZAFFARPUR for further modification by BRABU? This handover of source code shall be totally unconditional, (Of course BRABU, MUZAFFARPUR will confirm that same will be used only for BRABU, MUZAFFARPUR).			
8.	**Affidavits** i. Firm is not blacklisted. ii. Bid assigned will not be let out. iii. Legal agreement for consortium of bidders on judicial stamp paper of Rs. 1000/-, if applicable.			

Date:

Seal

Signature of the Bidder

Name:

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MUZAFFARPUR-842001

PART-C

(To be submitted by the bidder in Envelope-2)

Subject: Supply of Student's Life Cycle modules for BRA Bihar University.

Price Bid

(TO BE RETURNED DULY FILLED IN AND SIGNED ALONG WITH OFFER)
(OFFER IN INDIAN RUPEES FOR INDIGENOUS MATERIAL)

Bill of Material for Sl. No. 1 to 6

Modules: (Please refer **Form-D** for detailed specification)

SI. No.	Modules	Cost (Rs.) (Incuding GST)
1	**Students Admissions** a. Form Download & Online Application b. Selection process of online admission and allotment of temporary registration number c. Payment Option d. College Dashboard to confirm admission e. Permanent Registration Number f. Identity Card g. Sports and cultural activities h. Grievance redressal	
2	**Pre Examination** a. Academic calendar management b. College dashboard for submitting students attendance and Internal Marks c. Eligibility checking to fill examination form d. Setting of questions	
3	**Examination** a. Filling of Examination Form b. Examination Fee c. Examination Schedule d. Centre allotment e. Centre wise attendance sheets f. Admit Card g. Choice based credit system management h. Delivery of question papers to centers i. Practical Examination and Viva-Voce Marks	

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MUZAFFARPUR-842001

4	**Post Examination** a. Tabulation Work b. Tabulation Register c. Result (On College Dashboard also to see) d. Degree Certificates e. Migration and Transfer f. Alumni Management g. Thesis research management h. Mail integration, bulk sms, alerts	
5	Dashboard for Controller of Examination, Dashboard for Registrar, Pro Vice-Chancellor, Vice-Chancellor etc. and integration to Chancellor Common Dashboard	------------------------------
6	Other complimentary aspects may be included to make the student life cycle and examination complete, if necessary during the formulation to implementation stage.	

Price of the individual Student's Life Cycle modules should be specified

Date:

Seal

Signature of the Bidder

Name:

5/11/18

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MUZAFFARPUR-842001

PART-C
(To be submitted by the bidder in Envelope-2)

Particulars	Percentage	
Sales Tax/ VAT/ GST †		Inclusive
Any other Charges/Duties †		Inclusive
AMC Charges after Three Year Warranty†		
Student's Life Cycle modules Trainer cost per person per month †		Inclusive

† **Indicate these charges as a percentage of the total order value**

Date:

Seal   Signature of the Bidder

                                                 Name:

Ashutosh
5/11/18

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MUZAFFARPUR-842001

SYSTEM REQUIREMENTS OF THE PROPOSED STUDENT'S LIFE CYCLE MODULES

BRABU, Muzaffarpur may decide to carry out the office automation in a phased manner. The Student's Life Cycle modules to be supplied should be independent and should have sufficient interfaces so that it is interworking with software, which may be developed by us. Integration with other modules with the progress of development of University Management Information System will be taken into consideration.

Student's Life Cycle modules should support multi-user, multi counter network with 100% protection against unauthorized access. Every user shall have login name & password for every module he wants to work. System administrator shall be in a position to give access to limited menus – sub menus to a user. Powerful backup & recovery procedures must be available & must ensure 100% security of data and smooth functioning of the system. This shall be a time tested MIS & must support smart card / bar code. The smart cards may be purchased from other agency at later date. Smart card vendor will provide SDK (System Development Kit) for the interface. The successful bidder will be required to interface the smart card system with the Student's Life Cycle modules developed.

The bidder shall ensure to give the software as per our requirements. The modules described above give general idea about our requirements. The successful bidder, after on site system studies, will submit the final specifications to BRABU. BRABU, after necessary modifications, will approve the same.

The source code shall be given to BRABU, Muzaffarpur. BRABU, Muzaffarpur agrees that the same will not be divulged to outside agency & will not be used outside BRABU, Muzaffarpur. The necessary agreement will be signed.

Integration, Security & Backup

- It should be possible to build the Student's Life Cycle modules into a fully integrated system and various modules shall be totally interlinked. As far as possible, system shall remove duplication of work.

- Every module shall be provided with user login & password security with no unauthorized access to modules.

- Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to auser.

- All the transactions such as data entry/modification shall be stored with user names so that accountability of User ispossible.

- IP address based protection shall be given for more critical applications. Normally administrative activities such as fees collection, etc are to be performed from specific computers. To such users, IP address based protections may be provided. So such crucial transactions can be entered through specific nodes only.

- Well-established backup & security procedures shall be defined. Backup MUST be automatic. Practically there shall be no chance of dataloss.

The exact data security & backup arrangements shall be worked out after System studies and total network study by the successful bidder.

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MUZAFFARPUR-842001

(To be retained by the bidder)
PART-E
(To be submitted by the bidder in Envelope-1)

TERMS AND CONDITIONS FORM

READ ALL THE FOLLOWING TERMS AND CONDITIONS & SIGN IN THE ACCEPTANCE

1. The offers should be addressed to "The Registrar, B.R. Ambedkar Bihar University, Muzaffarpur – 842001, Bihar and should be sent in a sealed envelope superscribed "QUOTATION AGAINST SHORT TENDER NOTIFICATION for Student's Life Cycle Modules, 2018"so as to reach us on or before 5.00 p.m. on 26th November, 2018 by courier / speed post / registered post only / by hand.

2. The offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.

3. Technical Bid will be opened on 27th November, 2018 at 11:30 AM in the presence of the vendors present with authorization letter from the respective companies /firms. Financial Bid of Technically successful bidders would be opened on 29th November, 2018 at 3 PM.

4. No revision of the price bid will be allowed once the price bids are opened.

5. Complete documentation including system and data flow diagram are to be provided at the time of Installation of the Software.

6. The Registrar reserves the right to modify or alter the specifications after shortlisting of tenderers.

7. **For any delay solely because of the vendor in supply & installation of the software, 0.5% penalty on the basic module cost of unsupplied modules will be charged per fortnight delay for the unsupplied module. However the maximum penalty will not exceed 5% of the unsupplied modules.**

8. The form should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the details offered by the bidder against eachspecification.

9. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.

10. The successful bidder should submit security audit certificate from CERT or CERT impanelled vendors with respect to the Integrated Software Application. The security audit should be done at Network Level, System Level and Application and Data/Database Level and submit a security audit certificate, which is mandatory.

11. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

12. **The Registrar reserves the right to order only some of the Student's Life Cycle modules instead of ordering all the modules. The selection of modules to be procured is at the discretion of the Registrar.**

13. The Registrar reserves the right to change the order quantity or change in sub-modules or split the orders among multiple vendors without assigning any reason(s) whatsoever.

14. The Registrar reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

15. Companies will have to provide data backup arrangement both on cloud and in-house system. In-house system will be developed on the recommendation of the bidder company.

16. Companies will provide security money 5% of total bid amount on selection of the bidder including the EMD.

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ACCEPTANCE
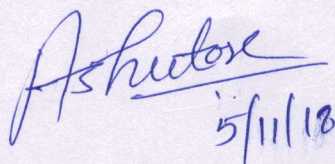We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE BIDDER:

ADDRESS:

Seal

SIGNATURE
Date:

Ashutosh
5/11/18