



**G. B. Pant Institute of Engineering & Technology,
Pauri Garhwal (Ghurdauri)
(An Autonomous Institute of Govt. of Uttarakhand)**

Tender Notice

**For Enterprise Resource Planning (ERP) System
(Online solution)**

Price of the Tender document copy: Rs. 1100/-+(18% GST)

Principal

GovindBallabh Pant Institute of Engineering & Technology

PauriGarhwal, Uttarakhand

Phone - 01368-228030

Fax: 01368- 228062

Email: principal@gbpec.ac.in

Website: www.gbpec.ac.in

Last date for submission of Tender is 4th Feb 2022



G. B. PANT INSTITUTE OF ENGINEERING & TECHNOLOGY
PAURI GARHWAL – 246194 (Uttarakhand)
(An Autonomous Institute of Government of Uttarakhand)

Tender Fee with GST—RS. 1180-00

Tender for the supply of	Supply, Installation, Testing and Commissioning Module wise ERP System
Quantity	As specified
Delivery Place	G. B. Pant Institute of Engineering & Technology, Pauri-Garhwal, Uttarakhand, 246194
Duration of Supply	30 days
Estimated Cost	Rs 25 LACS
Earnest Money	Rs 25000/- as FDR/TDR/CDR, Demand Draft, NSC in favour of Principal, G. B. Pant Institute of Engineering & Technology Pauri, payable at Pauri and will be treated as security money for at least 45 days.

Signature of Issuing Authority

Signature of the Applicant with Seal

G. B. Pant Institute of Engineering & Technology, PauriGarhwal (Ghurdauri)

INVITATION TO BID

On behalf of the Principal G. B. Pant Institute of Engineering & Technology, Pauri Garhwal-246194, sealed tender is invited by this Organization in the prescribed Bid forms. “**Instructions to Bidder**” enclosed at Annexure-I. The details of the Tender are given in the schedule below:

1. Tender No & Date : -----
Dated -----
2. Issue of Tender Forms : Between 10.00 a.m. to 04.00 p.m. from -----
----- except Second Saturday and Sundays.
3. Due Date (Closing Date) & Hours (Last Date of Receipt of Tenders) : ----- upto 04.00 p.m.
4. Opening of Tenders : ----- at 11 am
5. Description of item : ERP System as mentioned in the document
6. Delivery period : As per the tender document
7. Tender Fees : Rs.1000-00 (Non-Refundable)+ 18% GST
8. EMD : Rs 30,000/-
9. i) EMD Validity upto : 90 (Ninety) days beyond Bid validity.
ii) Bid Validity upto : 120 (One Hundred & Twenty) days from the date of opening of Technical Bid.
10. Warranty : Required as per the document
11. Performance Bank Guarantee/Security Deposit : 10 % of the Contract value which should be valid upto 90 (Ninety) days from the date of uploading of ERP software
12. Correspondence Address : Registrar
G. B. Pant Institute of Engineering & Technology,,
Pauri Garhwal
Mob- _____
13. Paying Authority : Principal, G. B. Pant Institute of Engineering & Technology, Pauri Garhwal- 246194

The tender will be governed by the “**Instructions to the Bidders**” as per Annexure-I; and other terms and conditions as per the tender document.

Two Bid Systems shall be followed for this tender. Tenderers should take due care to submit tenders in accordance with requirement in sealed covers as specified.

Date : -----

Principal, GBPIET, Pauri



**G. B. Pant Institute of Engineering & Technology,
PAURI GARHWAL – 246194 (Uttarakhand)
(An Autonomous Institute of Government of Uttarakhand)**

Technical Bid

“Please carefully go through this document and ensure compliance. Non-compliance of any one of the conditions may make your offer invalid.”

Tenderer’s Reference No.....		Date:
1.	Application for the supply	
2	Name of the Tenderer	
	Address	
3	Telephone No.	Fax No.
		Mobile
		E-mail
4	Earnest Money	
	(a) Amount	
	(b) FDR/TDR/CDR No. & Date	
5	Status of the applicant (Whether manufacturer/authorized Indian stockist/dealer)	
6	Manufacturing license No. & date	
7	Service Tax Registration No. & date	
8	Income Tax PAN No.	
9	ISO/ISI award letter No. (in case it is awarded to the firm)	
10	Turnover:	Rs.....
	2019-2020 2020-2021	Rs.....
11	Please certify that you are not blacklisted by any Department of Central/State Govt./G. B. Pant Institute of Engineering & Technology, Pauri or any Organization	An affidavit is to be attached.
12	Details of Clients (to be enclosed)	
13	Detail of Consortium, (if any)	
	(a) Name of client & address	
	(b) Amount	
16	Please enclose separately the technical specification of the product for which tender rates are submitted	

Check List

PLEASE ATTACH THE FOLLOWING DOCUMENTS:-

(Technical Bid: Following documents / certificates / proposals to be attached.)

S. No.	Name of the <u>ATTACH DOCUMENTS</u>	Yes/no
1.	Earnest Money (FDR/TDR/CDR)	
2.	Manufacturing license from appropriate authority /Authority letter from the manufacturer in case of dealer	
3.	Service Tax registration certificate	
4.	<i>ISO CERTIFICATE</i>	
5.	<i>MSME CERTIFICATE</i>	
6.	<i>UDYAM CERTIFICATE</i>	
7.	Turnover of at least INR 10 Lac annually in each of the previous 3 financial years Organizations should submit Certificate from CA on revenue from Consultancy services. The Organizations should have made profit during each of the previous 3 financial years.	
8.	Terms & conditions duly signed by the tenderer	
9.	Experience Should have undertaken at least Three (03) ERP/ Institute Management/ Educational Module /e-governance projects.	Yes
10.	Notarized affidavit regarding non-blacklisting	
11.	List and brief description of ERP/ Institute Management/ Educational Module/ e-governance projects undertaken in last three years with documentary proof.	
12.	A concept plan including the brief proposal and the strategies of development for the ERP and its software for GBPIET, PauriGarhwal.	
13.	Copy of certificate of registration of the firm i. Copy of PAN ii. Copy of Service Tax registration Certificate iii. Copy of the company profile	
14.	Tender document Signature of the Applicant with Seal	
15.	Any other documents for strengthening the proposal	

NOTE:

Before sending/submitted the application, the applicant should read carefully the attached general terms & conditions.

Signature of Issuing Authority

Signature of the Applicant with Seal

GENERAL TERMS & CONDITIONS

1. Sealed tenders are invited by the Principal, G. B. Pant Institute of Engineering & Technology, Pauri-Garhwal for supply of “**Supply, Installation, Testing and Commissioning Module wise ERP System**” (As per Appendices A)
2. The last date for tender submission is **Dt. up to 2.30 p.m.** and will be opened on the same day at 3.00 p.m. The tender received after the due date and time will not be accepted.
3. The sealed tender must have two sealed envelopes in it, one envelope should have **Technical bid** and second envelope should have **Financial bid**. The sealed covers should have clear marking as “**Technical bid**” and “**Financial bid**”.
4. The technical bid will be opened first on the due date and financial bid will be opened later for those tendered which qualify in technical bid.
5. Each tender is to be enclosed in a sealed envelope duly super scribed “**Tender for the Supply, Installation, Testing and Commissioning of ERP System**”. The tenders should be addressed to the **Principal, G. B. Pant Institute of Engineering & Technology, Pauri Garhwal** and should also bear the address of tendered.
6. Rates quoted must be F.O.R. G. B. Pant Institute of Engineering & Technology, Ghurdauri, Pauri Garhwal. The rates must include packing, forwarding and transit insurance charges. The same should be insured against theft, loss, damage and/or breakage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the college.
7. Supply and installation of the ERP Software is acceptable on bill (*as per milestone progress*) basis only. R.R. or documents through bank are not acceptable.
8. **Payment shall be made as per milestone progress.**
9. Tender documents must be submitted consisting of notice inviting tender, tender form, general terms & conditions of supply, schedule of quantities duly filled, completed & signed by the tenderer.
10. **The tender should be submitted along with an FDR/TDR/ CDR as Earnest Money in favour of Principal, G. B. Pant Institute of Engineering & Technology, payable at Pauri. Tender without proper earnest money shall not be considered. No cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR should be drawn from the account of tendering firm; otherwise, the same shall be rejected. FDR/ TDR/ CDR issued in personal name shall not be accepted.**
11. Bid Security will be liable to be forfeited, if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect within the period of validity of his tender.
12. The Earnest Money Demanded (EMD), so deposited with tender, will be treated as performance security at least for 45 days.
13. The purchaser has the right to forfeit performance security in case of any breach of contract committed by the supplier.
14. The supplier will have to attach a certificate to the effect that the material to be supplied will be of the specifications conforming to the standard of the item specified in the attached schedule.

15. Supply of ordered material should be/is required to be completed within stipulated date/time from the date of issue of purchase order, failing which the College reserves the right to forfeit the earnest money and cancel the order. Part supply shall not be accepted normally. However, in genuine cases, permission may be granted.
16. The supplier should quote clearly in figure and in words the rate and amount quoted by him. The amount of each item should be worked out and requisite totals given including all charges F.O.R. destination.
17. Trade/Sales Tax/VAT or any other tax or other charges on the material, which has not been mentioned while quoting their rates, shall not be paid by the College under any circumstances.
18. The tenderer should enclose the recent copies of the purchase order. If the tenderer has supplied the tendered items at the cost below the quoted rates in the recent dealing, then the tender will be automatically cancelled and EMD will be forfeited.
19. The terms & conditions given by the supplier will not be binding on us. Conditional tenders shall be rejected at the sole discretion of the competent authority of the College.
20. The manufacturer should mention their address of manufacturing unit so that the site may be inspected, if required.
21. In case of supply order being placed on you: "As time is the essence of this order, the date of delivery should be strictly adhered to; otherwise, the College reserves the right not to accept delivery in part or full and claim the liquidated damages at the rate of 1% per week subject to a maximum of 10% of total value of the supply order."
22. A tenderer shall not submit more than one tender for the same set of schedules.
23. The tenderer shall, at all times, assure the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in his offer.
24. The tender so submitted shall be governed by the laws of India and be interpreted in accordance with such laws.
25. In case of any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Principal, G. B. Pant Institute of Engineering & Technology, Pauri and whose verdict shall be binding on both the parties.
26. The tenderers may be called for technical discussion by the purchase committee duly constituted or nominated by the Principal.
27. The tenderer must supply the goods/items according to the specifications given in the tender.
28. The acceptance of a tender will rest with the College who does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept, any or all the tenders received without assigning any reason.
29. The College reserves the right to place order for the scheduled quantity and/or part thereof.
30. Tenders are likely to be rejected in case the same are not conforming to the laid down terms and conditions.
31. The tenders may be dropped in the Tender Box kept in the office of Registrar by due date & time. The tender may also be sent or submitted through post or courier. The tenders received after the due date & time are liable for rejection. The College shall not be responsible for receipt of tenders after due date, due to postal delays or any other reason whatsoever.

32. The validity of rates shall be 120 days from the date of opening of technical bid/offer.
33. The supplier should invariably incorporate guarantee/warranty clauses in his offer wherever applicable. While incorporating guarantee/ warranty clause, nature & duration should be specifically mentioned.
34. If during the currency of the contract, the price(s) of the contracted stores falls, the supplier shall have a binding to charge the prevailing lower rates against the higher contract price. However, the purchaser is not liable to compensate the supplier for any hike in the contract price during the contract period.
35. Free replacement will be made against defective/damaged supplies by the firm/supplier at their own cost & risk.
36. Supplies will be strictly as per brand/specifications as specified in the purchase order. Container and product must bear the same brand name, lot no., batch no., date of manufacturing and date of expiry, etc., as the case may be. Substandard supplies shall be rejected outright and the supplier shall be held responsible to make the goods loss so incurred and the College shall take necessary action against the firm/supplier, as deemed fit.
37. The consignment shall be booked always in favour of the consignee only and as per instructions mentioned in the purchase order.
38. In case the due date is declared holiday, the tender shall be opened on the next working day at the same time.
39. The tenderer must ensure that all the entries are made by one person, using same ink and without any cutting and overwriting. If there is any cutting, it should be countersigned.
40. **Experience** The firm should have undertaken ERP / Institute Management / Educational Module / e-governance (The supporting documents should be enclosed).
41. **Support:** The firm should have experience in providing functional and technical support and in program management.

Earnest Money Deposit (EMD), and Performance Guarantee.

Earnest Money Deposit

- I. An EMD of Rs. 20000/-, in the form of DD drawn in favour of “**The Principal G. B. Pant Institute of Engineering & Technology, Pauri Garhwal**” and payable at Ghurdauri, Pauri Garhwal, must be submitted along with the Proposal.
- II. Proposals not accompanied by EMD shall be rejected as non-responsive.
- III. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- IV. EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.

Performance guarantee / Security deposit

The selected consultant / vendor shall be required to furnish a Performance / Security Deposit equivalent to **10% of the contract / agreement value** (Purchase order value), in the form of an unconditional and irrevocable bank guarantee / DD / FD from a scheduled commercial bank / Nationalized bank in India in favour of “**The Principal G. B. Pant Institute of Engineering & Technology, Pauri Garhwal**” for the entire period of contract / agreement plus 60 days as claim period. The bank guarantee / DD / FD must be submitted after award of contract but before signing of consultancy contract / agreement. The successful bidder has to renew the bank guarantee FD on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee / Security Deposit would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable /payable from/by the contender on any account under the contract. On submission of this performance guarantee and after signing of the contract/agreement, demand draft submitted towards EMD would be returned in original.

Signature of Issuing Authority

I have read the above terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

Signature of Tenderer with Seal

Sealed tenders are invited from respectable software vendors for development and implementation of College ERP (Enterprise Resource Planning) system.

1. Procedure

The bidder has to submit his bid in two separate sealed envelopes superscribing “Commercial Bid” and “Technical Bid” respectively. The commercial bid should contain the Financial Proposal for the College ERP System and Technical Bid should include Technical Proposal for the College System.

2. EMD

The EMD for the project is Rs. 20,000/- in the form of demand draft in favor of “**The Principal G. B. Pant Institute of Engineering & Technology, Pauri Garhwal**”, must be submitted along with the Proposal and same will be refunded to the unsuccessful bidders without any interest.

3. General Conditions

- 3.1 The bidder should be an original IT Service provider of national/international repute Dealing with IT services. The bidder must have requisite infrastructure and resources to successfully execute the project and provide services.
- 3.2 The bidder should be a reputed Organization engaged in Software Development.
- 3.3 Preference will be given to those who have domain expertise of similar nature and have an understanding of Indian College System.
- 3.4 The College reserves the right to carry out the capability assessment of the Bidder and the College’s decision shall be final & binding to all in this regard.
- 3.5 Preference may be given to those bidders who have Implemented total campus solution of an Indian Colleges.
- 3.6 Incomplete tender such as unsigned tender, absence of supporting documents, late submission of quotation, conditional quotation will not be accepted.
- 3.7 The dispute, if any, will be subject to jurisdiction at Garhwal or arbitration, the decision of the Principal will be final.

4. Experience

Should have undertaken at least **Three (03)** ERP/Institute Management/ Educational Module /e-governance projects.

5. Eligibility Conditions

The bidding is open to all qualified Bidders who fully meet the following qualifying Requirements:-

- 5.1** The bidder must have a proven track record of implemented/ implementing College Management system in at least **three** or institutes/Universities .

5.2 Bidder should be in operation for a minimum of last 3 years.

5.3 Bidder should have a minimum turnover of INR 50 Lac annually during last 2 financial years.

6. Delivery Period & Installation

6.1 The Bidder shall clearly indicate the period of completion of the project in the College.

6.2 The successful completion period of the said tasks should be adhered to as shall be mentioned during award of Contract.

6.3 The bound copies of Documentation of System Study, System Requirement Specifications (SRS), System Design Documentation (SDD), Users Manuals are to be handed over to the Principal or duly authorized representative after its completion at respective stages along with its soft copies on the latest media available at that time.

7. Schedule of Payment

Payment shall be made as per milestone progress.

8. Warranty Period

8.1 The warranty period for the running of software shall be 12 months from the date of successful installation.

8.2 However, the Bidder shall be responsible *for providing engineer for Training purpose for successful running of the Application Software for the training schedule for the college team up to a maximum period of 5 working days*

8.3 The bidder shall do preventive maintenance once a quarter for upkeep of the application running. This schedule shall have to be adhered to strictly by him.

9. Prices

The prices quoted for the Items/ Services shall be firm throughout the period of contract & this contract shall be valid up to the date of final payment to the supplier and shall not be subject to any upward modification whatsoever. The rates should be quoted inclusive of supply, installation, commissioning, acceptance, warranty and maintenance during warranty period and delivery as per schedule specified in the award of contract.

10. AMC (Annual Maintenance Cost)

Subsequent to warranty period, AMC terms and conditions shall be mentioned in the tender.

11. Scope of work

The Scope of the work includes:

- Analysis & Design of the College Activities

- Developing and customization of integrated modules
- Migrating the existing data to the new application
- Installing the software
- ***Providing 22 numbers of biometric machines for each department & Hostels (networking excluded)***
- Implementation and
- Providing Documentation and Training

12. Other terms and conditions

12.1 Training should be provided to Users and Administrators.

12.2 Clear time schedule should be given for SRS, Design, Development / Customization, testing and final implementation.

12.3 Service/ Site (***remote/ offsite***) engineer should be provided by the Bidder to the College for providing the Technical support for successful running of the Application.

12.4 Complete Documentation and User Manuals are to be provided.

G B PANT Institute of Engineering & Technology reserves the right to carry out the capability assessment of the Bidders and decision of Technical Committee/ Director, G B PANT Institute of Engineering & Technology in this regard shall be final & binding to all.

GENERAL REQUIREMENTS: The intent of G B PANT Institute of Engineering & Technology is to translate the existing students related academic business processes and procedures through fit/gap analysis to conform to the standard processes delivered with the application. The application should be state-of-art technology to improve the delivery of services through workflow and web-enabled access. The application should:

- Be fully web-enabled including all the cyber security features
- Must be a single fully integrated web based readymade customizable application catering to all the below mentioned features.
- Be capable of supporting decentralized as well as centralized processing,
- Provide user oriented self-service capabilities
- Have a robust set of communication and reporting tools
- Utilize modern workflow capabilities in streamlining interactions among functional processes,
- Provide application development tools to support the continuous development/ refinement of applications.
- Provide interactive validation of data entry by users
- Import/Export Data

- Upload data from all the existing local academic records held by G B PANT Institute of Engineering & Technology
- Facilitate Import from/Interface with the third party applications in the institute.
- Extract data in various formats.
- Import and Export to the archived files.
- Produce reports on all areas of data that can be exported to standard office suites.
- Facilitate the cut-copy-paste function from the application to standard office suites.
- Target users - The proposed application must be able to support a spectrum of users, namely the following with a personalized access:
 - Administrative offices (centralized operations and backend support)
 - Departmental administration (distributed operations and support)
 - End-users (students, faculty, and staff)
 - Management (informational and analytical)
- Archiving - The application should
 - Provide a Data Archival utility as a part of the standard offering.
 - Facilitate the query and reporting on archived data.
- Audit Trail - The application should
 - Record changes in data in every field with user ID and time stamp, with ability to record reasons in some cases.
 - Enable which fields or tables are to be audited through a delivered tool
- Access and authorization
 - Only authorized users should have access to the system. As such, the system should therefore have the ability for the specification of who will have access to which functions.
 - Where appropriate, further discrimination at the screen / form level (e.g. Respective departments may only have access/update to data related to their own departments) is required. In this regard, the capability to support multi-role differentiation based on a single user sign-on will be essential.
 - The proposed system(s) must support a comprehensive access and authorization mechanism, including
 - Single sign-on for all system components
 - Support for a central authentication scheme
 - Ability to define multiple level authority, comprehensive set of user roles and permission lists, and flexible segmentation of data
 - Ability to manage access to authorized functions based on the roles represented in the account
 - Ability to manage access to different segments of data depending on the role
- **Single and minimal data entry**
 - Data should be entered and validated at source only once and be used throughout the system(s)

- There should be provisions to facilitate and minimize data input (e.g. use of intelligent default values, inheritance from previous entries, etc.)
- Facility to strictly avoid any duplication of data. Search/ match facility required that can help restrict the entry of duplicate data by providing interactive alert messages.

□ **Organization Structure**

- The proposed application needs to be able to model both our existing internal organizational structures, and be flexible enough in this regard to cope with future organizational change.
- Develop and maintain complex organisational structure of G B PANT Institute of Engineering & Technology including Faculty, Departments/ Centres, Financial units, administrative units, staff and students and their inter relation links.
- Maintain sophisticated organizational unit's functionality enabling user definition of terminology (e.g. Faculty; Departments, Centers, Units, Sections etc.)
- Maintain locations within Organizational units.

□ **Reporting and data extraction** - The proposed system(s) should support

- Interface with Data Mining Tool
- Facilities for free text search
- Include a standard set of reports based on industry best practice
- Have ad hoc reporting capability that is user friendly and easy to use
- Support ability to report to file as well as other means
- Provide good interfacing mechanism
- Support downloading capability in a variety of formats as well as direct import from software such as EXCEL.

□ **Management Information**

- To support resource allocation and decision-making at G B PANT Institute of Engineering & Technology, it is mandatory that robust and user-friendly facilities be available with the system(s) using a web-based environment.
- Pre-packaged analytic functions that provide interactive dashboards for faculty, students, management etc., Integrate well with source data, support easy reporting with export facility to desktop suites like EXCEL, WORD, Open Office etc. in a suitable format compatible with G B PANT Institute of Engineering & Technology 's other systems is essential.

□ **Interfacing provisions / Interoperability with other key systems** - The proposed system should have the ability:

- To interface with external systems, either through import/export facilities or batch programs.
- Support for callable functions to access internal data or invoke internal functions should also be available, via services that conform to industry standards.

- Support for bio-metric, Internet Banking and/or smart card based inputs.
- Customizability - To minimize the need/ impact of customization, the proposed system should, wherever appropriate, support
- Flexible customization capabilities
 - Flexible data structures with user-definable fields
 - Callable functions to access data/ functions with application conforming to industry standards
 - Ability to extend/ change existing pages without much impact on the application
 - Ability to add/ modify the existing workflows

SCOPE OF WORK

Detailed Process Study: Detailed analysis of the existing systems, whether computerized or manual is essential. This shall include analysis of documentation in use, detailed information requirements, reporting procedures and formats, reporting levels, coding and classification being followed etc. Identification of unique data elements, their size, format, source, use and sequence of data storage, data volume, its frequency of updating, responsibility of the department/sections for updating, inter-system flow of data, current volume and growth rate etc. are also mandatory.

Configuration, Customization, Implementation, Data Load and Acceptance Testing: After completion of the above tasks, the successful bidder shall be asked to implement the systems. System implementation for each application shall include:

- Configuration of system as per the process
- Implementing customizations if any
- Collection and preparation of data
- Data entry and validation
- Trial run with live data for 6-8 weeks under actual conditions.
- Implementation of systems and handing over to the users for acceptance and operation
- Preparation of user manual.

Phase Wise implementation: G B PANT Institute of Engineering & Technology would go for a phase wise implementation methodology and following are the suggested phases: (May be finalized after Business Analysis)

oPhase 1 (to go live in 1 months or completion of module from the start of project)

a. Student Information Management

b. Admission Management Module

c. Academic Management

- d. Financial accounting module*
- e. Fee Management*
- f. Student Portal*

o Phase 2 (To go live in 2 months or completion of module from the completion of Phase 1)

- g. Hostel Management*
- h. Human Resource Management*
- i. Material and Purchase Management*
- j. Training & Placement*
- k. Examination Management*

o Phase 3 (To go live in 3 months or completion of module from the completion of Phase 2)

- l. Payroll management module*
- m. Library Management*
- n. Employee Portal*
- o. Alumni Portal*
- p. Grievance & Feedback*
- q. Additional Features*

The duration of the trial run for the system shall be mutually decided by the G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY and the successful bidder keeping in view the complexity of the system.

Training: The successful bidder shall provide training on appropriate aspects of the Software per module at appropriate location of the concerned department/ section to System Analysts, Programmers, Operating staff, Senior executives etc. of the user department or such other persons nominated by the **G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY** in a systemic manner according to a suitable training schedule.

Maintenance of Application Systems shall include:

- Maintenance of the Application systems during warranty and technical support period i.e. for a period of three years from the date
- Go-Live of the complete system. During this period system will be supported for any issues as reported by the users.
- Maintenance of the Application Systems after the expiry of the warranty period on agreed terms.

DELIVERABLES: The deliverables expected from the supplier are:

- Implementation plan containing schedule and milestone details

- Software Build Tools (if any)
- Released Software
- Test Case Document and Test Report
- Configuration Details
- User Manual
- Maintenance Manual
- Installation document with media
- Annual Technical Support proposal for 3 years after the completion of the warranty period
- Functional Requirements Specification (FRS)
- Design Documents (DFD), Process flow diagram
- Complete Source Code of the application
- *Biometric machines (as per the number specified by the GBPEIT)*

System Requirements: This section details the system environment in which the campus software should operate.

Hardware / Software Considerations

- **Hardware Configuration: Hardware (SERVER IS WITH GBPEIT and may be used, if in working condition/ if not, a cloud based dedicated server, with backup facility, and supporting OS will be provided by the Vendor.**
- The successful bidder is required to customize the ERP Solutions as per available hardware.

Performance Characteristics

- Speed, throughput, and response time of software should cater to 3000 registered users, (with a maximum of 500 users accessing simultaneously), with flexibility for augmentation of the number of users and the simultaneous accesses, through hardware augmentation, and not calling for any software changes.

	<u>Specification</u>
1.	<p>ADMISSION MANAGEMENT</p> <p>Inquiry Management: Inquiry (Bulk Upload/ Update Inquiry (Direct File & Through Web)), Templates Designing Tools for Bulk SMS/ Email, Auto generated updates with SMS and Email Integration, Counselor Profile, Counselor Dashboard, Counselor's day work summary, Follow-ups Today /Fresh Leads /Hot Inquiries/ Lead Routing/ Special Consideration, Communication History / Inquiry Status, Enquiry form link with website, Search Inquiry with different parameters, User wise inquiry upload/ converted / discarded with reason</p> <p>Pre Admission Module: Application From - On Line Application Filling/ Off Line Application Filling, List of Application Course Wise, Application/ Entrance fee collection through online payment gateway and/or through challan, Verification of Application form and preparation of list of eligible students, Eligibility check, Exam Centre Details, Roll No. Generation and Centre allotment, Admit card, Room Setup, Seating Arrangement, Invigilation duty, Exam Attendance, Result and Merit list preparation and declaration of Result, Counseling, Document Verification, Distribution of admitted students to different departments with their full data, images and other details, SMS/ Email alert facility at different stages, Admission cancellation process, fee refunds management, Centralized Admission through Entrance test.</p>
2.	<p>STUDENT INFORMATION MANAGEMENT</p> <p>Registration Form with unique Id, Admission form with receipt, Provision to add / edit / delete individual student information (personal and educational) as required. This also includes uploading of signature and photo and Thumb Impression, Provision to maintain Parents & Guardian Details & Address Details, Document Management (Bonafied, CC, Loan Letter etc.), Identity Card Generation, Student Search(with different parameters)/SMS/ Email with unique ID, Admission Summary, Custom Report Generation- Hostel Student details, Student details as required. Mailing Label Printing, Login (Student/ Parent).</p>

3.	<p>ACADEMICS MANAGEMENT</p> <p>Change of Discipline, Attendance Regular/ Extra Special, Group Create facility for attendance, Daily/Weekly/Monthly Attendance Report, L, T, P attendance Breakup, Absentee Statements, Attendance Subject wise, Student absent SMS, Short attendance SMS/Reminder etc, Student Discipline/ Activity Management, Faculty Allocation Report, Faculty Wise Attendance, Provision for absent faculty load balancing, Different Login Student-Parent Faculty/Admin, Syllabus Management and Time Table Management: Semester / year wise syllabus setting based on the programme specialization, Student Grouping, Upload Assignment, Time Slot Setting, Lecture Plan Management, Time Table Setup (Course, Faculty, Subject, Semester), Faculty wise load mapping Report, Module wise Topic/ Sessional upload, Student Attendance with Topic, Online Submission of Assignment: Allocation of assignment to different groups, Student submitting online, tracking the submissions, Due date related constraints, Checking on assignments, grading them, contribution of the same to final grades, Course Management, Define Paper included under each of the courses, Enter details of paper such as its nomenclature, paper type like theory practical, Enter Marks detail for each paper, which include max marks, min marks for passing etc.</p> <p>* Outcome Based Assessment Process covering direct and indirect assessment tools to compute attainment of course outcomes and program outcomes.</p>
4.	<p>EXAM MANAGEMENT</p> <p>Defining the exam session, Design exam form, Select examiners for paper setting, assessment, evaluation, reevaluation, dissertation, practical etc, Get the examination application forms duly filled by student from respective Departments, Design the hall tickets and student register (Candidate list), Student detail statistics, Generate and issue the hall tickets to the student. Maintain the student register, Issue of exam programme to the centre, Exam Setup, Date Sheet Generation, Independent Grading for subjects, Internal Marks Analysis, Subject wise Max marks setting and Entry, Examination related Details, Back paper integration, Numerical Sheet, Room wise seating plan, Assigning Invigilator, Student Attendance Sheet, Student Marks Entry, Tabulation Sheet Grading report, Verification Sheet, Student Report Card, Student Life time Performance analysis, Class Toppers & Subject Toppers, Graphical analysis based on performance in Exam Complete grade management system for students; roll ups available for semester end, year end and program end grading systems, Handling of all kind of grading parameters via marks, percentages, grades, credits, GPA, CGPA etc, Print and Publish mark sheet on student portal, Rule based student promotion configuration options</p>

5.	<p>UNIVERSITY FEE MANAGEMENT</p> <p>Complete automation to fees Management process, Breakup (Fee Head, Course Fee), Fee Setup (Course, Individual Student), Fine Setup (Daily/ Lump Sum/ Course/ Installment), Fee Receipt Generation/ Challan/ SMS, Fee Collection Report:- Daily/ Monthly Fund Collection, Branch Wise, Course Wise, Hostel, Transport, Other, Head Wise, Miscellaneous Collection, Fee Balance:-Branch Wise, Course, Hostel, Transport, Fees Receipt: Bank, Cash, Draft, adjustable, Cash/ Bank, Student Ledger, Balance and dues/defaulters report, Bank Payment report, Installment details, Search receipt, student complete details (dues, receipt, fund, refund, bank list, Fee Relaxation, Excess Report, Excess Adjustment, Fees adjustment through fund, Excess Refund etc.), Defaulter's & Fine Listing with SMS, Fee Summary, Cheque bounce, Fund transfer, Fine / Penalty Collection</p>
6.	<p>UNIVERSITY FINANCIAL ACCOUNTING</p> <p>Financial Accounting –Flexible & Infinite Grouping of Accounts, Head of Account Creation, Cash Receipt Voucher Cash Payment Voucher, Bank Receipt Voucher, Bank Payment Voucher, Contra Entries, Payments, Receipts, Journal Vouchers, Day Book, Cash Book & Bank Book, Ledger Posting, Ledger View, Trial Balance, Income over expense A/c, Balance Sheet, Bank Reconciliation</p>
7.	<p>HR INFORMATION MANAGEMENT</p> <p>Employee Profile with UID: Official details, Basic Details, Address Details, Personal Details, Employee reports like Staff List, Department wise, qualification wise, and experience wise, Employee Search Management via UID, Personal Unique ID for Personal Dashboard, SMS / Group email/ document sending/ receiving facility, Various Reports - Area Wise, Experience Wise, Salary Wise etc, Recruitments – Handling employee recruitment process, Leave and Attendance – Leave management process with leave rules configuration, Online leave approval workflow, Attendance Management – Smart Card/ Bio-metric Attendance Integration, Manual, Export Daily attendance data to payroll, Daily absence reports for administration, Customized reports, Employee Performance Management - Appraisals - Self / Superiors, Evaluation by Students, Increments and Incentives handling, Separation Management - Resignations, exit interview, no dues and full and final handling, Employee Training and Development - Running training courses for faculty and staff through the system and managing their development programs</p>
8.	<p>FACULTY PROFILE MANAGEMENT</p> <p>Maintaining Databases from date of joining till retirement</p>

9.	<p>HOSTEL MANAGEMENT</p> <p>Hostel Registration/ Approval/ Admission, Hostel Attendance, Hostel Expenses/ Recoveries/ Fines, Room shifting & Withdrawals, Room Allocation & Maintenance, Mess Bill Collection, Advance Booking, Room History & Status, Reports integrated with Fees</p>
10.	<p>UNIVERSITY MATERIALS AND STORES MANAGEMENT – PURCHASE OFFICE</p> <p>Item Management, Categorize Items using Category, type & Unit Definition, Vendor Management, Purchase Requisition, PO Generation, Purchase & Sales Handling, Purchase Returns & sales Returns, Goods Receipt Notes, Bill of Materials, Damage Handling, Purchase Register & Sales Register, Purchase Return Register & Sales Return Register, Physical stock & variance report, Minimum Stock Warning, Stock Status, Stock Card etc, Item In / Out Status, Creditor’s Sale statement, Interfacing with accounting module for payments and accounting.</p>
11	<p>UNIVERSITY PAYROLL MANAGEMENT</p> <p>Management of automated payroll processing, Salary processing and reporting, Salary Structure Definition, Advanced Staff search & Report, Manage Staff Applications, Staff wise pay scale setting, Salary Calculation, Salary Statement and Other Reports Printing, Salary components, deduction, leave, PF, any other allowance, etc, Advance Management, Pay Slip, Salary Voucher, Loan Advance Detail, Loan Advance Application, Statement (Cash, Bank, Cheque, DD etc), Monthly Allow Deduction, Salary Summary Report, Salary Pay bill, Arrear bill, Salary Chart, Attendance Summary, Form Generation like 16 A or as required, Rule based income tax and PF calculations and option for creating reports and formats for filing returns, Income tax rule based rebates handling for employees, Interface with accounting module for accounting of salaries in various heads and under various schemes</p>
12	<p>TRAINING AND PLACEMENT</p> <p>Company Registration, Interview Details with company and qualification criteria, Vacancy Posting, Student apply online for company (if eligible), Students Applications, Student Confirmation for registration, Student registered list, Company round setup, Student attendance for placement, Student placement performance, Student list status wise, Selected student SMS integration to parents, Institute wise, course wise sheet detail sheet, Vacancy Report, Selection Report</p>
13	<p>GRIEVANCE AND FEEDBACK MODULE</p> <p>Grievance Manager, Grievance Status, My Grievance, Grievance Response, Communication details, Feedback criteria setting, Feedback upload, Faculty/ Employee wise Feedback Rating</p>

14	<p>PORTAL FOR STAFF/FACULTY</p> <p>Unique ID for all staff/ Teacher, Salary/Perks Information, Leave Management, Internal Email (Group email, Search, Folder), Notice, Events Management, Event Attendance, Academic Calendar, Upload Module/ Subject Details (with sessions/ topic), Integrated with student, staff personal dashboard, Date wise subject lesson Planner, Upload content, Presentation, Sample question, Hints, Tips etc, Mark Module/ Subject wise attendance, Upload Module/ Subject wise assignment</p>
15	<p>PORTAL FOR STUDENTS</p> <p>Access through student ID & password, My profile (Updating of personal information (Residential address, contact details), Attendance, results, academic data available on the portal, Examination notification and time table, View examination result and related analysis (Grade Card/ Mark sheet Download/ View), Library Search/ Book Reservation/Dues/Fines/ Reminders, Hall ticket information and hall ticket printing facility available on the portal, Fees Receipt/Ledgers, Training & Placement, Grievance/ Feedback for faculty, Internal Email (Group email, Search, Folder), Notice/ Circular, Academic Calendar, Assignment (Module/ Subject/ Sessions/ Topics), View content, Presentation, Sample question, Hints, Tips etc, Request for duplicate documents, News on University Sports/ Other activities, On line submission of exam form, Suggestion and Request, Download</p>
16.	<p>ALUMNI PORTAL</p> <p>Alumni Registration, Alumni Permission, Alumni Login, Alumni Dashboard, Alumni Data Search, Alumni Profile, Group Email Facility</p>
17.	<p>LIBRARY MANAGEMENT SYSTEM</p> <p>Request & Request Feedback, Purchase Order & Order Receiving, Accessioning, Book Transfer, Suggestion Summary/Member, Fine/Dues/Privileges Setting, Book Issue/Return, OPAC Search/ OPAC (Serial), Due Reminder/ Due Reminder Notice/SMS/Email, Library Report like Author Wise, Subject Wise, Overdue Books, Shelf Wise, etc, Catalogue of books with ISBN, Author, Title, Publisher, Number of copies of a particular book, and any other customizable information, Librarian is provided with an interface to issue / return a book to/ from a person, System alert to the user when a book is due for return or is already late, Various system generated reports, e.g., books due this week, late returns, etc,Library tobeabletofunction offline, BarCode Generation/ Member ID Card, News Paper Subscription/ Billing, Stock Verification</p>
18.	<p>BIOMETRIC</p> <p><i>biometric machines for each department, can be configured with the ERP total number 20</i></p>

PROPOSED SYSTEM SOFTWARE STACK DETAILS – TO BE FILLED BY THE BIDDER

S.N.	Usage	Technology Stack/ Tools used	Ownership of Technology Stack/ Tools Used	Licensing information (open sourced or licensed)
1	Base System			
2	Solution Development Platform			
3	Solution Development Framework			
4	Front End			
5	Proposed Application Server Platform			
6	Proposed Database/RDBMS Platform			
7	Proposed Server Operating System			

CONDITION OF CONTRACT:

1. Legal Agreement - A detailed license deed will be executed & signed between the successful bidder and the G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY for covering all the aspects stated in this document (copy of license deed to be executed attached).
2. Warranty - The system shall be under warranty for a period for one year after completion of implementation and go live of all the modules under the first phase. Further, the warranty period will continue till the start of technical support period i.e. the complete implementation of the project. G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY may enter into a support contract with the Successful bidder after the expiry of the warranty period.
3. Payment - The Successful bidder's request(s) for payment shall be made to G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY in writing accompanied by the details of work executed, supported with evidence of accomplishment of the module wise work for which

payment is being claimed. Payments shall be made to the successful bidder on submission of the claim, complete in all respects. Payment shall be made in Indian Rupees. Income tax at source and other taxes as applicable under the prevailing laws will be deducted from payment at every stage. All the payments to the vendor shall be subject to the satisfactory accomplishment of the concerned task.

4. **Payment Terms** - The following milestone based payment term shall be followed:

For Implementation and customization of ERP:

- 20% of total implementation fee upon completion of Business Analysis Phase (AS IS– TO BE Studied) of phase 1
- 15% of total implementation fee upon completion of UAT signoff of PHASE ONE modules
- 10% of total implementation fee upon go live PHASE ONE modules
- 15% of total implementation fee upon completion of UAT of PHASE TWO modules
- 10% of total implementation fee upon go live PHASE TWO modules
- 10% of total implementation fee upon completion of UAT of PHASE THREE modules
- 20% of total implementation fee upon go live PHASE THREE modules

5. The earnest money (as mentioned above) must be paid through E-payment mode e.g. RTGS/ NEFT/ Debit Card/ Credit Card etc. No interest shall be paid by the Institute on earnest money or Bid Security. The Earnest Money Deposit in any other form shall not be accepted. The Bid Security/ EMD Deposit will be refunded to the successful bidder after complete implementation of work.

6. In case, the successful bidder does not sign the Agreement within 15 days or start the work or within 20 days of award of the contract, the Earnest Money Deposit shall be forfeited and the work order will stand withdrawn.

7. Intellectual Property Rights - No software or services covered by the contract shall be developed, sold, disposed or done by the Successful bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien. The Successful bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply Software and the documents, which are subject matter of this project.

8. Change of order:

- 1) During implementation phase: G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY may at any time, by way of a written request or notice to the successful Bidder, make changes within the general scope of the work. The successful

bidder will be bound to carry out such changes without any extra cost, over and above the bid amount.

- 2) During the support phase: the changes, if required, will be analyzed by the successful bidder as to its impact on the price and/or time schedule and accordingly, the G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY shall be informed about any such impact. Any change, requested or the schedule shall be implemented. All other changes and the consequential change in the price and/or time-schedule must be agreed in writing between G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY and the vendor before implementation.
- i. The changes, required as per norms/ guidelines, issued from time to time by the Government of India, will be incorporated by the successful bidder without any extra cost.
 - ii. Training should be provided to user and administrators free of cost.
 - iii. Resident Engineer shall be provided by the successful bidder to the Institute during support period for providing technical support for successful running of the ERP solution for a period of three years from the date of its successful completion of the project.
 - iv. Observance of Labour Laws: The successful bidder will be solely responsible for the applicability and observance of all labour laws and other legal requirements. The institute shall be at liberty to ask for removal/ transfer of any person of the party/ successful bidder.
 - v. Liability of the Institute: The Institute shall not provide any residential accommodation to the personnel employed by the Agency except to resident engineer. However, the accommodation can be provided to resident engineer, on payment basis, only subject to availability of accommodation. The Institute will be under no legal obligation to provide employment to any of the personnel of the Agency after expiry of tender/agreement/contract period and the G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY recognizes no Employer-employee relationship between G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY and the personnel deployed by the Agency. The Institute shall not be responsible financially or otherwise for any injury during the implementation / technical support period of the project.
 - vi. Arbitration: In case of any dispute or difference arising out of or in connection with this contract agreement or the implementation or interpretation of any of the clauses of this agreement, the matter will be referred to the Sole Arbitrator to be nominated / appointed by the Director G B PANT INSTITUTE OF ENGINEERING &

TECHNOLOGY, Pauri The decision of the Arbitrator shall be final & executable and binding on both the parties. The fee of the Arbitrator appointed shall be determined by Director G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY and both the parties at dispute will pay fee to Arbitrator in equal proportion.

- vii. Forfeiture of Security Deposit and Termination of Contract: Any violation of the terms and conditions under the agreement will tantamount to breach of the contract agreement and the Institute reserves the right to forfeit the security deposit and termination of the contract agreement after giving 07 days' notice and no claim on account of damages to the Agency on this account shall be payable.

PROPOSAL EVALUATION AND COMPARISON OF BIDS:

BID EVALUATION

Preliminary examination of the bids: The committee constituted by **G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY** will scrutinized the bid documents. In case of any clarification, if required, the same will be asked from the bidder. However, no changes can be made in the bid documents at time of scrutiny.

Evaluation Procedure & Criteria: Evaluation of the bids will be done in two stages (technical and financial) and at the end of every stage, short listed bidders will be informed of the result to have a fair and healthy competition. The following is the procedure for evaluation.

Evaluation of Technical bids: The evaluation of the Technical bids will be carried out in the following manner:

- a. The bidders' technical solutions proposed in the bid document are evaluated as per the requirements specified in the RFP and adopting the evaluation criteria spelt out in Technical evaluation metric as per below.
- b. Proposal and Technical Presentations: G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY may invite each bidder to make a presentation to G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY at a date, time and location determined by the G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY. The purpose of such presentations would be to allow the bidders to present and demonstrate their readymade proposed solutions to the G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY committee and the key points in their bids.

- c. G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY (directly or through appointing a Committee for evaluation) may undertake oral clarifications with the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its bid. The committee may seek inputs from their professional, technical faculties in the evaluation process.
- d. Depending on the evaluation methodology mentioned in points a, b and c, each Technical Bid will be assigned a technical score out of a maximum of 100 points.
- e. The bidders who score a minimum Technical score of 70% will only qualify for the evaluation of the respective financial bids.
- f. During the course of the bid evaluation the committee may ask for reference customer visit and a demo of the pre-defined functional modules from the respective bidders.

Parameter	Supporting Documents	Max Marks
COMPANY PROFILE	Attach profile with details	10
Average Annual Turnover in last two Financial year 2019-20,2020-21 from IT/ITES Services should be between Below 30 lacs : 2 marks 30-50 lacs : 5 marks More than 50 LACS : 10 marks	CA Certificate , mentioning the year wise details	10
<i>Bidder should have experience of development and maintenance of ERP software application in Government Education Institute or equivalent:</i> <i>For >=4 Work Orders : 05 Marks</i> <i>For >=6 work orders : 10 marks</i> <i>For >= 8 orders : 15 marks</i> <i>For above 10 orders : 20 marks</i>	LOI/Work order /Completion certificate from the client department	20
The bidder must have its Registered office in state of Utter Pradesh/UTTRAKHAND Yes: 5 Marks No: 0 Marks	If yes please provide the registered address proof Document.	5
Bidder must provide Escalation Matrix	Please Provide supporting Document	5
Bidder should have ISO Certificate	Provide valid Certificate	5
UDYAM CERTIFICATE		5
MSME REGISTRATION		
PRESENTATION: Prior work related knowledge/ experience Approach, methodology Action plan for Proposed work.	Presentation will be given at GBPIET Office.	40
	TOTAL MARKS	100

Evaluation of Financial bids

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation Criteria mentioned below:

QCBS Evaluation metric 70% - Technical, 30% - Financial
Formula for BIDs Evaluation
Financial Score (Fs) = $100 * F_m / F$
Overall Score = $0.7 * T_s + 0.3 * F_s$
Where in : Ts: Technical Score of the bid being evaluated as per Table Fs: Financial score of the bid being evaluated F: Price Proposal of the bid being evaluated Fm: Lowest Price Proposal amongst all the bidders The Bidder having the Highest Overall Score will be awarded the contract

Final Evaluation: Based on the technical and financial evaluation of the bids, a final report will be submitted by the evaluation committee to G B PANT INSTITUTE OF ENGINEERING & TECHNOLOGY. In determination of the best value bid, the weightage of 70% and 30% shall be given for technical and financial scores respectively.

Price Schedule – Financial Proposal Format:

A) Software Licenses including warranty

S. No.	Item Description	Total Amount
1.	Proposed ERP system all the modules mentioned in functional requirements	
2.	System software – if applicable - RDBMS & Middleware/Application server (if required)	

B) Implementation and Customization Cost

S. No.	Item Description	Total Amount
1.	Installation, Implementation, Configuration, Customization, Testing, Documentation, Data Migration, Go Live, Handholding/ Helpdesk and any custom development, if any	

C) Support Cost – Annual Technical Support

S. No.	Item Description	Total Amount
1.	Per Annum Support Charges with Resident Engineer after expiry of warranty period	

Format for covering letter to be submitted on printed letterhead of the firm and duly signed by an authorized signatory

To,
Principal
Govind Ballabh Pant Engineering College
Pauri Garhwal-24619

Subject: Submission of Tender for ERP

Sir,

With reference to your press notification inviting tender for ERP system, we are herewith submitting the necessary documents. We are of the firm belief that we are competent to undertake this project.

The necessary documents in support of our application are enclosed.

Yours sincerely

(Authorized signatory)

Encl: List of documents (may be given separately)

Format for undertaking to be submitted on printed letterhead of the firm and signed by an authorized signatory

UNDERTAKING

We understand that if the details provided above are found untenable or unsubstantiated, our application is liable to be rejected without any reference to us.

We further clearly understand that Principal Govind Ballabh Pant Engineering College Pauri Garhwal-24619 is not obliged to inform us of the reason of rejection of our bid.

The decision taken by the Principal Govind Ballabh Pant Engineering College Pauri Garhwal-24619 will be final and binding on all bidders.

I hereby declare that our company has not been debarred / black listed by any Government /Semi Government organizations. I further certify that I am the competent authority in my company authorized to make this declaration.

(Signature)
(Seal of the Company)

Agreement Draft:

The said agreement is for Supply, installation, Customization, Design, Development, Integration, Testing, Training and Implementation of Enterprise Resource Planning System at GBPIET PauriGarhwal.

I > MISCELLANEOUS

- a. GBPIET Pauri Garhwal is an autonomous Institute under Ministry of Technical Education, Government of Uttarakhand, and its aims, structure and way of working may differ from that of Technical Education. Potential vendors should be aware of the status and environment of GBPIET Pauri Garhwal. and must take particular note that intellectual property rights relating to any software, equipment, products and materials acquired for this project are properly observed.
- b. M/s(the selected vendor) shall be entirely responsible for all taxes, duties, octroi, license fees, etc., incurred for performance of the services. If there is any reduction in taxes/duties etc. due to any reason whatever, after Notification of Award, the same shall be passed on to GBPIET Pauri Garhwal.
- c. M/s (the selected vendor) shall perform the services and carry out its obligations under the contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Vendor shall always act, in respect of any matter relating to this Contract, as faithful advisors to GBPIET Pauri Garhwal and shall, at all times, support and safeguard Principal Govind Ballabh Pant Engineering College Pauri Garhwal-24619 legitimate interests in any dealings with Third parties.
- d. GBPIET Pauri Garhwal, reserves the right to inspect the performance of the vendor prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work agreement / purchase order, especially methodology, manpower, infrastructure etc. If found guilty, GBPIET Pauri Garhwal reserves the right to cancel the said agreement / purchase order assigned to the vendor at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case the purchase order is cancelled then the costs incurred will be at the risk of the vendor and shall be born by the vendor and under no circumstances the vendor shall be eligible for any payment or damages fromGBPIETPauriGarhwal.

- e. M/s (the selected vendor) shall not, without GBPIET Pauri Garhwal prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, software code, sample of information furnished by or on behalf of GBPIET Pauri Garhwal, Pune in connection therewith, to any person other than a person employed by the vendor in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- f. If M/s (the selected vendor) is not able to fulfill its obligations under the contract, which includes non completion of the work, the GBPIET Pauri Garhwal reserves the right to accomplish the work through another vendor and EMD / Security Deposit of vendor will be forfeited. Also any costs, damages etc. resulting out of the same shall have to be born by the selected vendor.
- g. The selected vendor will automatically agree with GBPIET Pauri Garhwal for honoring all aspects of fair trade practices in executing the agreement / purchase order/s placed by GBPIET Pauri Garhwal.
- h. If the name of the product is changed for describing substantially the same in a renamed form then all techno financial benefits agreed with respect to the original product, shall be passed on to GBPIET Pauri Garhwal, Pune and the obligations with GBPIET Pauri Garhwal taken by the Vendor with respect to the product with the old name shall be passed on to the product so renamed.
- i. GBPIET Pauri Garhwal and/or subsidiaries and/or affiliates and/or sister concerns etc. reserves the right at their discretion to employ this ERP System.

II > Project Specific Terms & Conditions

Notwithstanding any assumptions and/or deviations, if any, as mentioned by M/s(the selected vendor in its response submitted to GBPIET Pauri Garhwal in response to the said EOI the following terms and conditions shall be binding on M/s the selected vendor and the same should be strictly adhered to and complied.

- i. The M/s the selected vendor shall designate a single point of contact for the project, for GBPIET Pauri Garhwal to interface with, on all project issues.
- ii. M/s the selected vendor shall intimate the contact details including mobile numbers and e-mail address etc. within a week of the letter of Award to GBPIET Pauri Garhwal.
- iii. All project work after Proof Of Concept (POC) testing & thereafter shall be carried out at GBPIET’s premises or as decided by GBPIET Pauri Garhwal, at its sole discretion.
- iv. In case GBPIET Pauri Garhwal decides for carrying out work at its premises then GBPIET Pauri Garhwal will only provide electricity, hardware equipments, space & furniture and rest all other logistics including, software etc will be responsibility of M/s the selected vendor.

- v. M/s the selected vendor shall deploy one person at GBPIET Pauri Garhwal to facilitate communications, monitoring, control etc. till the final acceptance. GBPIET Pauri Garhwal will only provide seating space with furniture and LAN connection facilitating access at its premises for the responder's personnel.
- vi. Any additional equipment and/or product and/or accessories required by M/s the selected vendor, will be M/s the selected vendor's responsibility, subject to GBPIET Pauri Garhwal approval. All risks and costs related to such equipment(s) will be borne by M/s the selected vendor.
- vii. M/s the selected vendor shall provide GBPIET Pauri Garhwal with a work breakdown and project schedule for all activities specified and any subsequent amendments and/or clarifications, within a week of the Letter of Award.
- viii. IEEE standards should be followed wherever applicable during the project. If there is no corresponding standard or any other standard is to be followed, then the M/s the selected vendor should get his/ her template formally approved by GBPIET Pauri Garhwal before proceeding.

Acceptance criteria for any other activity not covered by this document will be decided between GBPIET Pauri Garhwal and selected vendor in their fortnightly status review meetings and then will be signed off by GBPIET Pauri Garhwal.

IV) The bugs will be categorized as follows:

- i. **Critical:** The defect results in the failure of the complete software system, and/or of a subsystem, and/or of a software unit (program or module) within the system
- ii. **Major:** The defect results in the failure of the complete software system, and/or of a subsystem, and/or of a software unit (program or module) within the system. There is no way to make the failed component(s) work completely, however, there are acceptable processing alternatives which will yield the desired result.
- iii. **Average:** The defect does not result in a failure, but causes the system to produce incorrect, incomplete, or inconsistent results, or the defect impairs the system usability.
- iv. **Minor:** the defect does not cause a failure, does not impair usability, and the desired processing results are easily obtained by working around defect.
- v. **Exception:** The defect is the result of non-conformance to a standard, is related to aesthetics of the system, or is a request for enhancement. Defects at this level may be deferred or even ignored

V> On-Site Comprehensive Warranty Maintenance and Change Management

- i. The selected vendor will provide comprehensive warranty maintenance for both baseline products and application software and hardware if any during the maintenance period.
- ii. The comprehensive warranty maintenance would include:
 - a. Adaptive Maintenance
 - b. Perfective Maintenance

- c. Corrective Maintenance
 - d. Emergency Maintenance
 - e. Preventive Maintenance
- iii. All the supplied products shall be maintained by the M/s the selected vendor and not by the GBPIET Pauri Garhwal during the warranty and maintenance period
 - iv. The scope of maintenance includes acquisition and installation of upgrades/ patches/ revisions on the supplied products
 - v. The scope of comprehensive warranty maintenance etc includes porting the application and data migration to accommodate upgrades/ patches/ revisions etc. of the supplied products
 - vi. All comprehensive warranty maintenance work, where the severity of the bug is 1 or 2 (as per categorization in acceptance criteria above), is to be carried out within 24 hours of reporting the problem, for 95% of the bugs reported.
 - vii. The upper ceiling of the penalty on the on-site comprehensive warranty maintenance services shall be the total amount to be paid to M/s the selected vendor for providing on-site warranty maintenance/ annual warranty maintenance services in a year under the contract (after one year of successful installation). In case the total penalty in a year is more than the balance payment to be made to M/s the selected vendor during the year GBPIET Pauri Garhwal may request the vendor to deposit the amount with GBPIET Pauri Garhwal with in a stipulated time period or may revoke the performance guarantee either in part or full to realize the outstanding dues and for non-performance as per the contract.
 - viii. A schedule will be drawn up for preventive, adaptive and perfective maintenance during the fortnightly project status review between GBPIET Pauri Garhwal and the selected vendor.
 - ix. All maintenance will be carried out at GBPIET Pauri Garhwal premises or as decided mutually between GBPIET Pauri Garhwal and the M/s the selected vendor on a case to case basis. M/s the selected vendor may have to provision for a scaled down version of the system to facilitate debugging at GBPIET Pauri Garhwal premises. No debugging shall be carried out on the live production system.
 - x. Notification of all bugs or enhancement requests will be logged onto M/s the selected vendor's bug reporting site and sent by e-mail, or delivered by hard copy (Fax etc) to the selected vendor's Project Manager by GBPIET Pauri Garhwal (the format for details of bugs can be decided by selected vendor after discussion and approval of GBPIET Pauri Garhwal).
 - xi. All enhancement requests will be governed by the Change Control Procedure. The change control board will be constituted comprising of both GBPIET Pauri Garhwal and selected vendor staff, within a fortnight of letter of Award.
 - xii. During the period of warranty maintenance support service, M/s the selected vendor should and is liable to implement the changes in the software required (e.g. new functionalities, improvement in execution time, performance tuning etc.) and which were not there in base line i.e. SRS, design description, etc. Any change management shall invariably be governed by the terms and conditions of the initial software solution and the same acceptance, penalties, maintenance and payment terms shall stand subject to the discretion of

GBPIET Pauri Garhwal. The decision of the Director, GBPIET Pauri Garhwal shall be final and binding on the vendor in all regards.

- xiii. During the period of warranty maintenance the vendor is liable to implement the changes in the supplied product and/or services and to suggest changes if any and which are essentially required as well as adequate for efficient and effective functioning of ERP system in terms of other products and/or servers. GBPIET Pauri Garhwal reserves the right to decide on any such suggestion(s).
- xiv. The selected vendor should estimate the efforts (man hours and function point) required to implement the change for each functional process based on function point analysis.
- xv. Warranty of all supplied products if any is the responsibility of the responder and not the GBPIET Pauri Garhwal.

Comprehensive Warranty Maintenance period any modifications and/or additions to the commissioned/ implemented software shall be carried out by M/s the selected vendor free of cost even if it is categorized under change management etc. within GBPIET Pauri Garhwal stipulated time period, failure to comply with which may invite forfeiture of Performance Bank Guarantee and any other sanctions including additional liquidated damages as decided by GBPIET Pauri Garhwal and/or GBPIET Pauri Garhwal at its/ their sole discretion.

VI>Training

- i. The M/s ... the selected vendor shall provide the training at GBPIET Pauri Garhwal on working days (Monday through Friday) between 1030 hours to 1700 hours only. M/s ... the selected vendor has to make arrangements for all logistics for training including Desktop computers, Space etc (However GBPIET Pauri Garhwal at its convenience may provide the logistics assistance). M/s ... the selected vendor shall provide for courseware including demonstration and hands-on training facilities.
- ii. M/s ... the selected vendor shall conduct repeat training if the written feedback from the audience/ students / staff as obtained by GBPIET Pauri Garhwal (on the template jointly prepared by M/s ... the selected vendor and GBPIET Pauri Garhwal for the same) indicates that less than 70% of the audience / staff / students were satisfied with the said system implementation.
- iii. All training shall be conducted as instructor-let training and should have at least 90% time as hand-on training.
- iv. Training should include functional training, training on the base product and system / database administration activities.
- v. M/s the selected vendor shall provide a detailed training plan to GBPIET Pauri Garhwal, before the commencement of the training. This should include:
 - a. The training schedule and venue
 - b. Course Objectives and pre-requisites, including learner profile
 - c. List of courses and delivery mode (Hands-on component, self-learning component and instructor-led component)

- d. Infrastructure required for each training
- e. Course material being provided for each training
- f. Feedback mechanism for trainer.
- g. Evaluation mechanism for trainee

VII> Escalation Path

- i) The escalation path at GBPIET Pauri Garhwal for M/s the selected vendor to resolve any outstanding issues is:
 - i. Oic ERP System
 - ii. The Principal, Chairman ERP system committee

VIII> General

- a. M/s the selected vendor will make available a skilled technically qualified team to plan, prepare & submit the technical specifications for entire ERP system and supervise commissioning of equipments by skilled technically qualified personnel. The schedule which will be followed for this activity will be delivered by M/s the selected vendor to GBPIET PauriGarhwal within three weeks of Letter of Award.
- b. POC testing will be carried out with concurrent users (numbers to be decided mutually between GBPIET Pauri Garhwal and selected vendor)
- c. GBPIET Pauri Garhwal reserves the right to order the superset and/or subset of each and/or all items quoted by the selected vendor as per EOI financial response – price schedule

IX> Schedule and Timelines

The following schedule and timelines to be met by the selected vendor during the execution of the project and contract period. **(Each Week is equal to 7 calendar days)**

Performa for the Financial Bid

DESCRIPTION OF THE MODULES

S. No.	Name of the Module	Cost of the Module in Rs included all Taxes	
		In digit	In words
1.	Admission Module		
	Student Information Management		
	Student Attendance Management System		
	Syllabus & Time Table Management		
	Student Examination		
	Library Management System		
	Training and Placement		
	Alumni		
	Fee Management		
	Payroll Management System		
	Financial Accounting & Book keeping		
	Hostel Management		
	Staff & HR Information		
	Staff Attendance Management		
	Assets /Inventory Management		
2.	<p>Hardware : (Hardware available) The Institute is currently having the following server, the bidder is required to ensure the compatibility and configuration before bidding) HPE DL380 Gen10 8SFF CTO Server with Intel Xeon-Bronze 3206R (1.9GHz/8-core/85W) FIO Processor</p> <ul style="list-style-type: none"> • Intel Xeon-Bronze 3206R • 16GB 2Rx8 PC4-2933Y-R • 8SFF Hard Drives Bays • 500W Power Supply <p>Serial Number : SGH828WG57 Product Number : P06420-B21</p> <p>Description : HPE PROLIANT DL380 GEN10 4110 1P 16GB-R P408I-A 8SFF 500W PS PERFORMANCE SERVER</p>		
3.	<p>AMC for 3 Yr. of above items (optional) %of quoted rate.</p>		
	TOTAL		

1. All rates quoted must be F.O.R GBPIET Pauri.
2. Payment shall be made after successful Installation.
3. The modules will be customized by the vendor as per college requirements & flexible for future expansion. Detailed requirement of each module is attached herewith.

Authorized Signatory
Seal of the company / Firm

Signature of the Applicant with Seal