



TENDER DOCUMENT

FOR

**DESIGN, DEVELOPMENT, IMPLEMENTATION &
SUPPORT**

FOR IMPLEMENTING

COLLEGE AUTOMATION SYSTEM

FOR

**ALL THE CONSTITUENT, GOVERNMENT & AFFILIATED COLLEGES
UNDER**

**MUNGER UNIVERSITY,
MUNGER, BIHAR**

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A. SCHEDULE OF EXPRESSION OF INTEREST

S. No.	Items	Details
1.	Tender No.	Mgr. U.R/800/21
2.	Name of the Work	Tender document for “DESIGN, DEVELOPMENT, IMPLEMENTATION & SUPPORT FOR IMPLEMENTING COLLEGE AUTOMATION SYSTEM (COLLEGE ERP) in all Constituent, Government & Affiliated Colleges under Munger University, Munger”
3.	Date of Downloading of Bid Document	09/09/2021
4.	Last Date and Time for Receipt of Bids	16/09/2021 at 04:00 PM
5.	Date and Time of Opening of Technical Bid including presentation	18/09/2021 at 03:00 PM
6.	Date and Time of opening Financial Bid	20/09/2021 at 11:00 AM

Vendors are requested to read the complete tender documents before submission of Bids.

OTHER IMPORTANT INFORMATION RELATED TO BID

S. No.	Information	Details
1.	Cost of Tender Documents: (To be paid at the time of submission of the tender)	INR 1000/-
2.	Bid- Security (Earnest Money) To be paid in the form of Bank Draft	INR 50000/-
3.	Financial Bid:	Annexure -I
4.	Undertaking	Annexure-III

COLLEGE AUTOMATION SYSTEM

B. Broad Scope of the Work

The Agency will have to facilitate for the “Development, Implementation & Support of College Automation System” for the colleges of **Munger University, Munger**. The System should be Secure, Robust Web application for College Automation. Proposed Web Application System should have the facility of -

1. College Dynamic and Vibrant Web-Portal
2. ERP Master Administration
3. Online Enquiry & Admission System
4. Student Information System
5. Fee Management System
6. Academic System
7. Document Procurement System
8. Transport Management System
9. Hostel Management System
10. Alumni Management System
11. Stock Management System
12. Library Management System
13. Grievance Redressal System
14. Online Recruitment System
15. Training & Placement

C. Invitation of Bid

Munger University is a state university and was established through bifurcation of Tilka Manjhi Bhagalpur University, Bhagalpur. It has jurisdiction spreading over five districts: Munger, Lakhisarai, Sheikhpura, Jamui and Khagaria under Munger Division in Bihar.

Munger University came into existence on 18th March, 2018 under the Bihar State Universities (Amendment) Act, 2016 (Bihar Act – 1/2017), and is presently functioning from SCIENCE BLOCK of R. D. & D. J. College Munger – 811201, which is situated almost in between ruins of ancient Nalanda and Vikramshila Vishwavidyalaya.

MU invites tenders for “**DESIGN, DEVELOPMENT, IMPLEMENTATION & SUPPORT FOR IMPLEMENTING COLLEGE AUTOMATION SYSTEM (COLLEGE ERP)**” from leading, reputed, professionally and financially sound and duly registered companies/agencies/organizations which have required experience in relevant and similar fields for Development, Supply, Implementation and Maintenance of complete College Management Automation Solutions. Through this solution, University wishes to automate the manual works like admission, attendance, submission of fee and other academic processes of the college to achieve error free and accelerated work processing within the stipulated time-frame.

Procedure for submission of Tender/EoI (Expression of Interest): Vendors proposing to submit the Tender/EoI, may visit University website <https://www.mungeruniversity.ac.in/> for downloading full document of the tender/RFP including details of Scope of Work and the desired prerequisites. The University reserves the right to amend, withdraw or cancel the tender and if any amendment/updates to the RFP (Request for Proposal) or its Terms and Conditions is made it will be uploaded on official website of the University. The EoI has to be submitted in the prescribed format along with all the supporting documents in compliance with the requirements of the RFP. The companies/firms/organizations will be shortlisted after detailed presentations by them before the designated Committee. The date for presentation shall be intimated on the University website.

Please refer to the below mentioned information and guidelines for submission of the tender/RFP.

General Instructions, Terms and Conditions:

The tender Document can be downloaded from the University website <https://www.mungeruniversity.ac.in/> from **09/09/2021**. The tender document fee of **Rs. 1,000/- (One Thousand Rupees)** only is non-refundable, non-adjustable and non-transferable and is payable through a demand draft on any nationalized bank drawn in favour of the **“Registrar, Munger University, Munger, Payable at Munger”** and it should be submitted along with **EMD of Rs. 50,000/- (Fifty Thousand Rupees Only)** and tender documents as per the instructions given below in this tender. The sealed tender papers (Technical bid and Financial bid) should reach in the office of the Registrar, **Munger University, Munger** latest by **16/09/2021 at 04:00 PM**.

1. Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by the University.
2. The bidder shall be responsible for the delivery of the Service(s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the sites allocated by the colleges.
3. A Demand Draft for **Rs. 50,000/- (Fifty Thousand Rupees Only)** drawn in favour of the **“Registrar, Munger University, Payable at Munger”** should be submitted towards **Earnest Money Deposit (EMD)** which must accompany the bid. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to security deposit upon the bidder's acceptance of the award of contract.
4. The bidder's Security may be forfeited:
 - (a) If the bidder withdraws his bid during the period of bid validity specified in contract/agreement.
 - (b) If the successful bidder fails to sign contract/agreement within **07 days** of issue of Letter of Intent.
5. The prices must be quoted in the format as specified in the tender document, and should be inclusive of packing, forwarding, insurances, delivery at sites.

6. All items, deliverable and price mentioned in the tender document should be valid for acceptance up to a period of **01 month**. The bidders should be ready to extend the validity, if required by the University.

7. The selected bidders shall be responsible for the supply, installation, testing and the bidder should commence work as per the scope mentioned in the tender document within **3 months** from the date of issue of final order and/or entering into contract.

8. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

9. University reserves the right to select certain items/Module (in single or multiple units) and reject the other mentioned in the tender document without assigning any reasons whatsoever. University also reserves the right to revise or modify or cancel the specifications of the items/Module before the acceptance of any bids.

The sealed bids should be addressed and delivered by registered post or speed post or courier or by hand in the Registrar's Office:

Registrar,

Munger University

Academic Block, R. D. & D. J. College Campus,

Munger - 811201, Bihar (India)

The corresponding sealed envelopes should be titled as **“DESIGN, DEVELOPMENT, IMPLEMENTATION & SUPPORT FOR IMPLEMENTING COLLEGE AUTOMATION SYSTEM (COLLEGE ERP)”** and all the bids must reach on or before **16/09/2021 by 04.00 PM**. Bids received after the specified time will be rejected and no intimation will be sent in this regard.

The University is not under obligation to accept the lowest bid on any bid and reserves the right of accepting the whole or any part of the bid or portion of the quantity offered; and the bidder shall supply the same at the rate quoted. The Registrar on behalf of University reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

The bidder must enclose a copy of **GST Certificate, PAN Card, Income Tax Clearance Certificate** and **Last Year Financial Statement** and all other details required under eligibility criteria. All bidders should enclose the self-certified on Letter head of a **“Warranty Declaration”** of their firm/company’s in their bids as detailed below:

“We shall abide by all the specifications, terms and conditions listed in the tender document.

We warrant all deliverable to be supplied by us as part of the tender shall be free from all defects and faults in material, workmanship. All products and services shall be of the highest quality, material and services of the type ordered, shall be in full conformity with the specifications therein.

We accept that any deviations in the material and/or solutions/software and/or services from that specified in the tender document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods/Services in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.”

D. SCOPE OF WORK (Work-Details)

COLLEGE AUTOMATION SYSTEM (COLLEGE ERP) should be Centralize, Role Based, Secure System Hosted on Cloud. There are several Modules inside **COLLEGE AUTOMATION SYSTEM (COLLEGE ERP)** that will facilitate the College Employee and the Students of the university to automate the manual process.

1. COLLEGE Dynamic and Vibrant Web-Portal

- (i) Should be on **ac.in/edu.in** domain
- (ii) SSL Certificate
- (iii) Dynamic Unlimited Pages that may Create/Modify by the College Admin
- (iv) Dynamic Category by News / Notice / Tender with date and time of publish
- (v) Dynamic Slider and Photo Gallery
- (vi) NAAC Required Reports and Data.
- (vii) Dynamic Faculty Profile and Notes / Assignment Uploading facility to Faculty

2. ERP Master Administration

This section will deal with administration part of the system such as user creation & their role assignment, document management, department creation, session configuration, menu allocation, report generation etc.

- (i) User Creation and Role distribution
- (ii) Master creation such as
 - a. Departments
 - b. Sessions
 - c. Courses
 - d. Subjects
 - e. Documents
 - f. Fee Heads
- (iii) Menu creation
- (iv) Master report generation

3. Online Enquiry & Admission System

Through this system prospective candidates should be able to post their enquiry for the courses run by the colleges and they can fill online admission form as well.

- (i) Online Enquiry/ Lead Generation and automation
- (ii) Online Admission form filling with Payment Gateway and SMS Gateway Integration*
- (iii) Online Enquiry report generation for various courses running in college with various filters.

**Payment Gateway & SMS Gateway integration expense will be borne by college*

4. Student Information System

This section will deal with all the information pertaining to a student such as personal, academic as well as digital document and student report generation as per different criteria like state, category, religion, gender etc.

- (i) Student Enrolment
- (ii) Mapping in different courses
- (iii) Document uploading in digital form
- (iv) Course/ Branch transfer
- (v) Semester/ Year academic progression (semester marks etc.) of enrolled students can be stored into the system
- (vi) TC generation
- (vii) Character Certificate Issue
- (viii) Expected reports which are necessary for an Institution:
 - State-wise admission
 - Gender-wise admission
 - Category, religion-wise admission
 - Deficit document report
 - Session/ course wise details
 - TC/ CC issued status report
 - Fail/ Pass/ Drop out reports and many more.....

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

5. Fee Management System

Using this section all types of fee under different heads can be collected from the student through online using college provided Payment Gateway and can generate different types of reports.

- (i) Fee Configuration for different heads
- (ii) New admission fee deposit
- (iii) Semester/ Yearly Fee deposit online
- (iv) Examination fee collection online
- (v) Miscellaneous Fee Collection online
- (vi) Receipt generation
- (vii) Main receipt / miscellaneous receipt
- (viii) Student fee payment track record
- (ix) Expected reports:
 - Daily/ monthly/ semester/ yearly fee collection/ miscellaneous report
 - Defaulter report
 - Head wise (hostel, transport, alumni etc.) collection report
 - Any customize report

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

6. Academic System

It would be an automated academic system through which subjects can be assigned to students & faculties; faculties can fill attendance & distribute e-content. Faculties will be capable to create question bank under different subject topics, design model paper from them for students & schedule answer submission, design online quizzes for students using question bank etc.

- i. Student and subject mapping
- ii. Faculty and subject mapping
- iii. Attendance recording of allotted subjects
- iv. E-content distribution to selected/ all assigned students
- v. Topic creation under assigned subjects
- vi. Question bank creation under different topics of the subject
- vii. Online quiz design, allocation and submission
- viii. Model paper design using already stored question bank and schedule its submission

7. Document Procurement System

This system should be capable enough to procure documents in categorized form digitally into the system, retrieval as and when required such as confidential (affiliation, approval etc), faculty achievements (FDPs/ Conference/ Seminar/ Refresher/ Orientation/ Induction Programmes/ Publication etc.).

- i. Document head creation such as confidential, circulars, notices etc.
- ii. Faculty achievements documents in digital format such as conference/ seminar/ FDP/ MDP/ Workshop/ Refresher/ Orientation/ Induction Programs attended, Research & Publication etc.
- iii. Report generation of faculty achievement session-wise/ department-wise etc.

8. Transport Management System

This section will deal with college transport such as number of vehicles, their types, different routes in which vehicles are running, students can be allotted to different vehicles which are running in selected routes.

- (i) Vehicle(Bus/Van) setup
- (ii) Route setup
- (iii) Vehicle-route allotment
- (iv) Student-vehicle allotment
- (v) Reporting
 - o Student-vehicle wise
 - o Student-route wise

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

9. Hostel Management System

Different type of hostels can be setup in this system such as hostel allocation, hostel room capacity, and Room numbers

- (i) Hostel room types with costing configure
- (ii) Hostel room capacity
- (iii) Student room allotment
- (iv) Reporting
- (v) Booked rooms

- a. Room-Student wise boarding
- b. Vacant rooms report
- c. Session wise vacant and occupied rooms report

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

10. Alumni Management System

Alumni system to collect and organize the data of alumnus so that college and its existing students can take the advantage of this database in better placement as well as career guidance.

- i. Alumni profile creation
- ii. Job switching update
- iii. Image gallery posting
- iv. New Job requirement posting by alumnus
- v. Notification by alumni coordinator/ Admin
- vi. Admins creation
- vii. Feedback posting
- viii. Alumni dashboard notification
- ix. Reports can be generated:
 - Course-wise alumni list
 - Current and previous job record of alumnus
 - Passing Year wise report etc

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

11. Stock Management System

This section of the whole system transacts with stock of the college under different funded projects such as purchase head, supplier, location, purchase entry, stock info, stock issued/ return and stock verification etc.

- (i) Purchase head setup
- (ii) Location setup
- (iii) Supplier/ vendor update
- (iv) Stock entry
- (v) Stock issue/ return
- (vi) Stock verification

- (vii) Report generation:
 - Stock under different projects
 - Stock issued
 - Stock returned/ received

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

12. Library Management System

It should be used to manage/ organize the record of college library in such a way so that book issue return can be done easily. Report of daily issue & return of books etc.

- i. Keep record of different categories like; Books, Journals, Newspapers, Magazines, etc.
- ii. Classify the books subject wise.
- iii. Easy way to enter new books.
- iv. Keep record of complete information of a book like; Book name, Author name, Publisher's name, Date/ Year of publication
- v. Easy way to make a check-out.
- vi. Easy way to make a check-in.
- vii. Automatic fine calculation for late returns.
- viii. Different criteria for searching a book.
- ix. Different kind of reports like; total no. of books, no. of issued books, no. of journals, etc.
- x. Easy way to know how many books are issued to a particular student.
- xi. Easy way to know the status of a book.

All reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

13. Grievance Redressal System

Grievance Redressal System can be handled directly by institutes through their own website. Also the smart web portal for grievance processing connects students and action-takers directly through online platform. Grievance System helps to pursue quick action for solving the grievance, while maintaining affordability and ease to the users.

- (i) Grievance Category Creation
- (ii) Grievance Cell Members Creation
- (iii) Grievance Category and Grievance Cell Members Mapping
- (iv) Category /Members Activate and deactivation facility
- (v) Expected Reports:

- Course – wise Grievances stats/ detailed
- Session- wise Grievances stats/ detailed
- Action taken report
- Category- wise Grievances stats/ detailed

All above reports can be produced in graphical as well as in text format like pdf, excel, csv etc.

14. Online Recruitment System

This system will handle the recruitment process of employees for the college. In this system applicants are applying for job opening through online mode with their personal, educational, research & publication data and college can filter such candidates for the further process.

- i. Setup the requirement positions in different departments
- ii. Call applications against current open positions
- iii. Application can be of six steps process for applicants Post Apply selection choice, Personal details, Qualification, Research & publication, Work Ex & reference and declaration.
- iv. Applications can be shortlisted as per any customized criteria such as category, gender, UGC-NET qualified, PhD. Completed, work experience etc.

15. Training & Placement System

This system should support to the college placement cell to record the information of company visited for the campus placement drive, their job offerings, selected students etc.

- i. Company/ Recruiter enrolment
- ii. Job offering/ opening details such as eligibility, package, location etc.
- iii. Upload updated resumes
- iv. Placement Notices and Circulars
- v. Result announcements
- vi. Report generation

E. ELIGIBILITY CRITERIA FOR THE BID

Below mentioned is the minimum Eligibility criteria decided by the university to identify suitable/prospective bidders; whose technical criteria bids will be opened for review by the University evaluation committee.

Sl. No.	Eligibility Criteria for the Bidder	Documentary Evidence to be at Attached
i)	Should be a Government organisation/ Government Undertaking or a Company Registered under the company Act 1956	For a registered Company Registration Certificate issued by ROC or for govt. undertaking company, documents whichever applicable
ii)	The organization should be profit making company (profit after tax)	Last Years Audited Balance Sheet
iii)	The organization should have similar worked with Government/State Govt./Private Educational Institutional/ College/University	i. Work Order or Agreement Copies ii. Institution's name iii. Scope of work & value iv. Contact person's name and contact details
iv)	The bidder should have in-house software Development capability and manpower on the company payrolls involved in development and training Activities	Details of infrastructure and manpower availability and break-up to be provided as self-declaration on company letter head
v)	The Bidder Should have following Certification at the time of Bidding	Copy of Certificate ISO 9001:2015 Certification (QMS)
vi)	The bidder turnover of last financial year 2019-20 should be not less than 50 lacs.	Audited Profit and Loss Statement and Balance sheet.

BID EVALUATION PROCESS

(A) First stage technical evaluation:

Technical Evaluation will be carried out as per the following criteria. The proposal of the bidders, not registered under company act shall be rejected except Government organization at the primary stage and their proposal shall not be evaluated at any stage. The points given to evaluation criteria are:

Sl#	Activities/Criteria	Max Score
1.	The Company should have positive net worth with two years audited balance sheet.	3
2.	ISO 9001 – 2015 (2 Marks) Turnover of last financial year 2019-20 should be not less than 50 Lacs. (3 Marks)	5
3.	MSME	2
4.	Project Experience Implemented Web Based Application/Software Solutions/ERP Projects in- - <ul style="list-style-type: none"> • Govt. University/ Educational Institution/Central Govt./ state Govt./Colleges • ERPs & Software Projects of different nature 	30
5.	Technical Presentation about the strategy/planning of execution of work/ work plan and understanding of scope of work, proposed technology, Data Backup and Security to be used for the development etc.	60

Note: A technical proposal should score at least 70 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 70 points will not be opened.

(B) Financial bid:

Before opening of financial bids of successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidders with the lowest quote as below: $F_s = 100 * FI / F$

Where:

F_s = The financial score of the Financial Proposal being evaluated;

FI = The price of lowest priced Financial Proposal;

F = The quoted price of Financial Proposal under consideration;

(C) Combined evaluation: The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the Technical bid including presentation (**T_s**), and Financial proposals (**F_s**) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 70\% * T_s + 30\% * F$$

The first ranked i.e., the highest scoring bidder is eligible for appointment.

F. Important Technical Information Regarding the Bid

The strategic technical considerations for the envisaged College Automation System (College ERP) are:

- a) Cloud based system - The information loaded using this ERP should be hosted in cloud for accessibility by the stakeholders using assigned login ID. There should also be a provision of switch over of cloud from vendor to vendor. Alternatively, the information can be on an online secure server provided by a company of repute.
- b) Role based & Secured Application: ERP should be a secured system with defined roles for staff/users of different levels.
- c) Integrated and Secured database: Different components of ERP should be appropriately integrated and each component should have a secured system.
- d) Access Points: Each concerned department should have access to the ERP.
- e) Ownership: The ownership of the database would be of the College/University.
- f) Back Up: There should be a provision of periodical backup of database with backup server.
- g) SSL Certificate enabled Web Portal.
- h) Time schedule: The time allotted in this tender for completing different functional components of the ERP should be strictly followed by the vendor and failure to do so will invite penalty as per terms and conditions of the MOU.
- i) Future Expansion: The solution will be used for automating all the functions of the college as listed above and will be required to meet future expansions in terms of programs, departments, centers, scale of student intake capacity, etc.

F.1. Implementation Methodology

The methodology to be deployed by the bidder to implement the solution will have different work elements and activities. All these activities and work elements should coherently focus on achieving following key results:

- a) Quality of the solution deployed.
- b) User satisfaction while deploying and usage.
- c) Successful implementation in terms of completeness and accomplishment of the outcome.

While there are different techniques and tools available as a part of the methodology, followings are expected to be part of the implementation methodology to be adopted by the bidder.

- a) Workshops with different stake holders for capturing business requirements, creating awareness of best practices, communicating the changes, building consensus on system design, for signing off the deliverables etc.
- b) Stakeholder Consultations other than workshops, with those stakeholders who will be identified by the respective departments, for the purpose of critical inputs, review, suggestions etc.
- c) Review Sessions with different stakeholders for signing off the deliverables, walking through the deliverables for facilitating quick understanding, etc.

- d) Internal Review Mechanisms of bidder for ensuring the quality of the solution and the deliverables.
- e) Online/ offline Training of teachers and staffs as and when required.

F.2. Training

The successful bidder must provide the online/ offline training and documentation for all users of the system.

Capacity Building is a highly critical component of Solution rollout. The objective of Capacity Building (CB) initiatives is to equip the users with the right skills, and knowledge to optimally use the IT solution being implemented.

Every user group would have a separate Pre and Post Implementation Training. The Training program would be split into series of sessions for different user groups and across functional areas of the system.

The implementation agency shall be responsible for the following activities as part of the End User and Train the Trainer. Training should include:

- a) Develop overall training plan including formation of user groups and classification.
- b) Develop Location-Wise Training Schedule, Curriculum, and Training Material for Departmental Staff.
- c) Deliver training to end users including carrying out the training effectiveness evaluation.
- d) Measuring the Effectiveness of Knowledge Transfer.

The following activities need to be performed by the bidder as part of Training documentation:

- a) Defining overall training requirements in consultation with college authority
- b) Preparation of training plan, schedule etc.
- c) Make provision of self-guided online training modules accessible over web or offline.
- d) Plan and impart training for trainers.
- e) Preparation of training guides / user manuals for the application and installation manual and administration manual.
- f) Documentation to be provided to the college in electronic medium.
- g) Bidder is required to provide training manuals and tutorials for all the modules and applications of the customized solution as per the University/College requirements. The manuals should be updated as and when features/ functionalities in the system changes.
- h) Based on the skills of the users, the bidder has to provide comprehensive training, recommend approach for the same.
- i) Bidder is required to provide application software training to end user. The classroom trainings can be provided at University / College Level as mutually decided by the bidder and various University Dept. / College.

Preparation of Online Training Modules

Use of recommended training tools / software(s) for providing various training is essential. Adequate training material which includes training manuals, quick reference cards etc. should be provided during the training sessions. The recommended training material should be in paper or electronic media with courses on fundamentals, business process overview, job activity training, and delivery options being on-line, instructor led classrooms, etc. Online training modules shall be made available so that users can keep on taking these training in case of eventualities like promotion and transfers. Online should cover all the training as mentioned in above section.

F.3. Refresher Training

The System Integrator shall also be responsible for retraining the above staff when-ever changes are made in the application and/or personnel. It is the responsibility of the System Integrator to ensure that the staff from the departments and college involved in the operations is familiar with new versions (if any) of the IT system.

F.4 Instructions for submission of Technical & Financial bids

VIII. Duration of the Project:

Any contract that may result from this bidding process will be effective from the date of signing of contract and shall, unless terminated earlier in accordance with its terms, continue for a period till Automation System is made live plus ten (10) year maintenance and it can be future extended on mutually decided terms and conditions.

(H) Other Terms & Conditions:

- (i) No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii) Hypothetical and conditional tenders will not be entertained.
- (iii) The University reserves the right to accept or reject all or any of the tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the University as and when supply of software/hardware is required during the currency of the contact.

F.5 Instructions for submission of Technical & Financial bids

i. Envelope-1:

It should contain two envelopes; one small envelope containing DD towards cost of tender document Rs 1,000/- (One Thousand only) as well as EMD Rs 50,000/- (Fifty Thousand only). The Envelope should be written on top as “**Tender Cost + EMD**”. The other envelope shall contain all material, documents as stated above like credential, turnover, reports, photographs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexures downloaded from website (<https://www.mungeruniversity.ac.in/>) shall be duly signed on each page by the bidder and should be enclosed along with the envelope. It should be written on top as “**Documents for Technical Bid**”. Both these envelopes should be placed in a cover envelope which should be written on top as “**Envelope-1: Technical Bid**”. In case of no deposit of cost of tender document and EMD, the technical bid of the firm shall not be evaluated and the firm shall be kept out of consideration in further bid process.

ii. Envelope-2:

Financial bid as per the format enclosed in the **Annexure-I** should be packed in a separate envelope and sealed and written on top as “**Envelope-2: Financial Bid**”. Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

iii. Envelope-3:

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the **Name of the project, date & time of submission and sent by Regd. Post/Speed Post/Courier or by hand only** at Registrar, Munger University, Munger, Bihar, which should reach within prescribed time for submission.

Note: Authentication of Bids

The original bid will be signed by a bidder’s person duly authorized to bind the bidder to the contract. A letter of authorization in the name of the person signing the bid shall be supported by a written power-of- attorney accompanying the bid. All pages of the bid including the duplicate copies, except for un-amended printed literature, shall be duly signed and stamped.

I. Financial bid: Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

II. Termination of the bid

- Against all expectation entertained by University, if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.
- University, reserves right to accept or reject any/ all bidders without assigning any reason (s) thereof.

III. Award of work

The work will be awarded as per recommendation of the Selection Committee.

The decision of the Selection Committee shall be final & binding on participating firms.

VI. Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any lapse in security, inaccuracy or mishandling/misuse, or any other found thereafter, penalty equal to 100% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Performance Security Deposit or will-warrant any other action as deemed fit by University.

VII. Terms for Payment:

Terms and conditions for payment will be made after AWARD OF THE WORK as per the mutual agreement. Payment will be made on Deployment of ERP on per College Basis. On successful deployment of the College ERP of a particular college, the bill can be raised by the service provider for the payment purpose to the university.

VIII. Duration of the Project:

Any contract that may result from this bidding process will be effective from the date of signing of contract and shall, unless terminated earlier in accordance with its terms, continue for a period till Automation System is made live plus 10 (Ten) year maintenance.

(I) Other Terms & Conditions:

- (i) No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.
- (ii) Hypothetical and conditional tenders will not be entertained.
- (iii) The University reserves the right to accept or reject all or any of the tenders without assigning any reason.
- (iv) There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Work orders shall be placed on the firm against the Contract for such quantities as may be decided by the University as and when supply of software/hardware is required during the currency of the contract.

ANNEXURE - I
I. FINANCIAL BID

S. No	Particulars	Description	Total Amount
1.	Development Cost of Per College Onetime Fee payable for 01 year of successful operation	Fixed Cost – One Time payable	
2.	Per College Maintenance and Constant Support charges payable annually after 01 year of successful deployment (AMC).	Recurring Cost	
TOTAL		One Time Development Cost of 17 College ERPs	
GST 18%			
GRAND TOTAL			

Note: EMD will be refunded after 06 months of successful deployment to the solution providing organization.

Note: Number of Students is given only for finalizing the bid which may vary at the time of work-order.

ANNEXURE - II

J. Expression of Interest (EoI) Response Form

(To be compulsorily submitted with EoI)

Note: Details filled in this form must be accompanied by sufficient documentary - evidence, in order to verify the authenticity and correctness of the information.

S. N	Description	Details (to be filled by the responder to the EoI)
1.	Application fee/ cost of tender document (Rs.1,000.00)	
2.	EMD (Rs. 50,000.00)	
3.	Annexure I- Financial Bid	
4.	Annexure III- Undertaking by the Bidder	
5.	Warranty Declaration on Self Certified Letter Head as per the draft above.	
6.	Name of the Company	
7.	Official Address	
8.	Phone no.	
9.	Corporate Headquarters Address with phone no.	
10.	Name & E-mail address of contact person	
11.	Website Address	
12.	Details of company registration (please enclose attested copies)	
13.	Name of Registration Authority	
14.	Registration No. and Year of Registration	
15.	Product/service for which registered	
16.	GST Registration No.	
17.	Permanent Account Number (PAN)	
18.	Whether the company registered under MSME.	
19.	Name of Bankers along with Branch (as appearing in MICR Cheque) and Account	

20.	Name of the Authorized Signatory, who is authorized to respond to the EoI	
21.	Audited reports of the last year	
22.	Copies of orders/ agreement of the previous works or orders	
23.	Other Documents provided	
24.	Name and address of the Organization/University with which the company has agreement or MOU	

Annexure III

K. UNDERTAKING BY THE BIDDER

I declare that I have gone through the Instructions of the Tender, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Price Agreement and I shall abide by these conditions.

(Signature of Bidder with Seal)