

Tender Document
for
Campus Management System

Tender No. 18/05/ERP/CAPT-2018/Bhopal

Dated 25/06/2018

The Director
Central Academy for Police Training
Vill-kanasaiya,Bhopal – (MP)-462021
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2. TENDER NOTICE:

Central Academy For Police Training, BHOPAL

Tender No.18/05/ERP/CAPT-2018/Bhopal

Dated : June 2018

TENDER NOTICE FOR CAMPUS MANAGEMENT SYSTEM

The CAPT Campus, Bhopal (MP) intends to start a centralized web based solution to computerize all the functionalities of the Campus. CAPT Campus invites sealed tenders from eligible firms for *Campus Management System*. For details of work, minimum eligibility criteria and other requirements, interested firms may visit the “Tender Section” of CAPT Campus website www.captbhopal.in and download /view the “Tender Notice for Campus Management System”. The last date of submission of duly filled ‘Tender Application Form’, to the Office of the Director, CAPT Campus, Bhopal (MP), only through Speed Post / Registered Post, is 03rd August, 2018. The Campus reserves all rights to reject any or all applications without assigning any reasons thereof.

Director

3. GENERAL TERMS AND CONDITIONS : **(To be submitted in Envelope-B)**

Bidders should read the following conditions carefully and comply strictly while sending their tenders documents. If a bidder has any doubt regarding the terms and conditions and specifications, mentioned in the tender notice or in case any clarification is required, the bidder may seek it from Director, CAPT Campus, Bhopal before submitting the tender. The decision of the Director, CAPT Campus, Bhopal (MP) shall be final and binding on the bidder. The Campus reserves all rights to reject any or all applications without assigning any reasons thereof.

1. The CAPT Campus, Bhopal, (MP) intends to develop a centralized web based solution to computerize all the functionalities of the Campus. This Tender Notice is issued for *Campus Management System* by the Director, CAPT Campus Bhopal – 462021 (MP).
2. The bids will be accepted in the Physical form or by Registered Post/Speed Post up to 03rd August, 2018 (17:00 hrs) only to the Office of Director, CAPT Campus, Bhopal – 462021 (MP)
3. The tender document placed on website www.captbhopal.in can be downloaded or viewed. The bidder can also purchase the tender document in hard copy upto 03rd August , 2018 (15:00 hrs) by making payment of non-refundable **tender fee of Rs.1,000/- (Rs One Thousand only) in the form of demand draft/Cash** towards the cost of Tender Document in favour of **Director, CAPT Campus Bhopal (MP)**. In case the tender document is downloaded from the Campus website **the non-refundable tender fee of Rs. 1,000/- (Rs One Thousand only) in the form of demand draft/Cash** towards the cost of Tender Document in favour of **Director, CAPT Campus, Bhopal (MP)** must be submitted in a sealed **Envelope A**. Otherwise the tender will not be accepted.
4. Earnest Money Deposit (EMD):

(i) Tender shall be accompanied by an EMD of **Rs. 25,000/- (Rs. Twenty Five Thousand only)** as bid security in the form of demand draft in favour of **Director, CAPT Campus, Bhopal (MP)**. The EMD must also be submitted in the sealed **Envelope A. Otherwise the tenders will not be accepted.**

(ii) Refund of EMD:- The earnest money of unsuccessful bidders will be refunded soon after finalization of Tender.

Note:

The non-refundable Tender Fee (fee receipt or DD) and EMD (DD) must be submitted together in a sealed Envelope-A Physically or by Registered Post/Speed Post only while submitting tender documents in hard copy to the Office of the Director, CAPT Campus, Bhopal (MP) upto 03rd August, 2018 (17:00 hrs).

5. The Campus will not be responsible for any type of postal delay. The tenders received after the declared due date of submission of the tenders will be rejected.
6. The CAPT Campus, Bhopal (MP) (hereinafter 'the Client') now invites tenders proposals from the eligible firms/company to provide the following sendees:
'Campus Management System'. Further details of the services required by the Campus are mentioned in this tender document.

7. Submission of Tender Document:

The tender shall be submitted under TWO BID system in **three different sealed envelopes.**

Envelope A:- DD for EMD and DD for the tender document fee, if downloaded from the web site of the Campus (www.captbhopal.in)

Envelope B:- Technical Bid and Terms and Conditions containing all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list and the sealed envelope should be superscribed as **'TECHNICAL BID FOR [Campus Management System] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'**.

Envelope C:– Financial Bid, containing the rates quoted by the tenderer on the prescribed format and the sealed envelope should be superscribed as ‘FINANCIAL BID FOR [Campus Management System] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE’. **NOTE:**

All the above three envelopes should be inserted in a larger outer envelope and duly wax-sealed before submitting the tender document. The outer envelope should be addressed to the Director, CAPT Campus Bhopal – 462021 (M.P.) and superscribed as ‘TENDER FOR CAMPUS MANAGEMENT SYSTEM’ and should be submitted in the Physical form or by Registered post / Speed Post only on or before Aug 03rd , 2018 (17:00 hrs) to the Office of the Director, CAPT Campus, Bhopal – 462021 (MP).

8. All information contained in this document should be treated as commercially confidential.
9. A firm shall be selected under Quality and Cost Based Selection (QCBS) amongst technically qualified bidders and a detailed procedure of selection is described in this document under section ‘Evaluation criteria QCBS’. This procurement shall be governed as per the Campus procurement guidelines.
10. This document includes the following items:
 - (a) Tender Notice
 - (b) General Terms and Conditions
 - (c) Data Sheet and Instructions to Bidders (see Annexure A)
 - (d) Scope of Work - Phase wise and Standard Forms (see Annexure B)
 - (e) Financial Proposal and Standard Forms (see Annexure C)
11. Please note that while all the information and data regarding this Tender Notice is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the bidder to check the validity of data included in this document.

12. The submitted proposals will be evaluated technically and the financial bids of the technically qualified firms will be opened following the QCBS procedure. Please refer to section of Instruction to Bidders on evaluation procedure as per QCBS.
13. The Campus is willing to implement this project in Three Phases (See the Annexure A), only after the successful completion of Phase-I, the Campus will allow to start the next phase work.
14. If in case bidder failed to deliver the Phase-I requirement as described in this bid, the Campus reserves the right to null and void awarded Work order and can call for revised tender.
15. The Campus reserves all rights to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to signing the Contract by both the parties i.e. the Campus and the selected bidder, without thereby incurring any liability to bidders.
16. The bid will be rejected in case the bidder has submitted the conditional bid and/or the specifications of the terms to be supplied are not complied with this tender notice.
17. The submitted tender document should be filled with pen only. The tenders filled with erasable pencil will be rejected.
18. The interested eligible bidders may fill, sign and seal on all pages of the document, enclose specified tender fee and EMD along with all require documents and may submit the tender to the address given below.
19. All attested documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be submitted along with the copy of original document.
20. Tender will be liable for outright rejection if:
 - (i) Any rates are disclosed in Technical Bid.
 - (ii) Any discount/special offers are made in Technical Bid.

21. The rates in the financial bid shall be filled in figures as well as in words. Overwriting of figures is not permitted. All erasures, cuttings and alterations made while filling the offer document should be initialed by the Tenderer.
22. Address for submission of hard copy of the tender in physical form or by Registered Post/Speed Post only is given below:

The Director
Central Academy for Police Training
Vill-kanasaiya,Bhopal – (MP)-462021
Telephone & Fax: +91755-2900144, 06260542446
Fax No. +91755-2900144 (Office)
E-mail: directorcaptbhopal@gmail.com

23. The website of CAPT Campus, Bhopal (MP) is www.captbhopal.in and www.bpr&d.nic.in

4. DATA SHEET AND INSTRUCTIONS TO BIDDERS :

4.1 Datasheet

| | |
|----|--|
| 1. | Name of the Client: CAPT Campus, Bhopal – 462021 (MP) |
| 2. | Title of Consulting Sendee is: Campus Management System |
| 3. | Method of selection: Quality and Cost Based Selection (QCBS) |
| 4. | Financial Bid to be submitted together with Technical Bid: YES |
| 5. | Client Representative: The Director Central Academy for Police Training Vill-kanasaiya,Bhopal – (MP)-462021 Telephone & Fax: +91755-2900144, 06260542446 Fax No. +91755-2900144 (Office) E-mail: directorcaptbhopal@gmail.com |
| 6. | Proposals must remain valid for 180 days alter the submission date indicated in this Data Sheet. |
| 7, | The representative of bidder is required to include with its Proposal written confirmation of authorization to sign on behalf of the Bidder: |
| 8. | Joint Ventures or Consortia are permissible: Please note that the consortium partners are not allowed. |
| 9. | <u>Bidders Eligibility Criteria:</u> The Campus Management System shall be based on an used and proven, fully integrated Dut modular Commercially Off The Shelf - Enterprise Resource Planning (COTS - ERP) Product, covering all the key modules required as mentioned in the tender document. The minimum qualification criteria for the Bidder, ERP Product for the Campus solution is given below: Bidder who shall be responsible and liable for the successful completion of the entire project. Bider will only liable for all the deliverables. Note: Technical and Financial Bids must be submitted physically. |

| CRITERIA | Single/ Lead Bidder | All | Any one | Document to be submitted |
|--|---------------------------|-----|---------|---|
| Bidding Firm incorporated under the Companies Act 1956. Or registered under any State/ULB (of India) Registration Act. | | | | Copy of Certificate of incorporation and memorandum of association. |
| In business for more than 5 years | | | | Audited Financial Statements |
| The Bidder should have a minimum average annual turnover of INR 50 lakhs (Rupees fifty lakhs) for the preceding 3 financial years ended with 31st March 2018 (i.e. 2015-16, 2016-17 and 2017-18). | | | | Audited Financial Statements |
| The responding firm must have sufficient number of IT Staff of technically qualified personnel in the domain of systems integration, as on 30st June 2018. | | | | Self-certification |
| Bidder must have implemented at least Five ERP solution for any one of the government (State/ Central) educational / Training institute. Out of which Three should be implemented in government sector. | | | | Copy of Purchase Order /Contract/work order having detailed scope of work |

| | |
|-----|---|
| 14. | A EMD (Bid Security) in the form of DD must be submitted: YES |
| 15. | The amount of the EMD (Bid Security) is Rs. 25,000 (Rupees Twenty Five Thousand Only) and the duration for validity of Bid Security should 180 days |
| 16. | Format for EMD (Bid Security) will be Demand draft favoring the Director, CAPT Campus, Bhopal (MP) and drawn on a scheduled Commercial Bank with a branch in Bhopal, MP. |
| 17. | A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder upon signing of Contract: YES |
| 18. | If yes, the amount will be 10% of the contract value; this may be drawn on a scheduled commercial bank with a branch in Bhopal. The BG should be valid for six months beyond the contract period. |
| 19. | The tender, complete in all respect, should be submitted in the Physical form or by Registered post / Speed Post only, on or before 03 rd August, 2018 (17:00 hrs) to the address given below. |
| 20. | Address for submission of the Tender is given below: The Director Central Academy for Police Training Vill-kanasaiya,Bhopal – (MP)-462021 Telephone & Fax: +91755-2900144, 06260542446 Fax No. +91755-2900144 (Office) E-mail: directorcaptbhopal@gmail.com |

EVALUATION FRAMEWORK

The Evaluation Committee will evaluate excellence of the Business Solutions in all the functionalities mentioned in the scope.

Details of specifications/requirements are given below.

Functionality

- o Evaluation Committee shall give the highest weightage to the quality and fit of the solution / workflows proposed by the Bidder. The Bidder shall respond with the best practices/ workflows implemented across the world and shall adopt these with suitable configuration/customization.
- o The proposed solution must address the requirements on a single interoperable.
- o The proposed solution should have real time integration within the multiple module.

- o The best practices must be made available within the offered solution in key areas of the current and future needs
- o An integrated business intelligence tool must be part of the overall solution.
- o **Package**
- o Evaluation Committee will evaluate the package on the basis of the following attributes, not limited to:
 - o Hardware & Software Requirements: To attain promised performance levels, software requirements support for multiple platforms. Architecture should conform to open standards.
 - o Updates, upgrades and technical support: Availability and frequency of product upgrades for new features and functionality, ease of up-gradation, support from other value added partners, implementing Bidder (providing support on Vendor's solution), availability of support facility as well as spending on R & D.
 - o External Interface: The proposed solution must provide an external interface for,
 - * Data export-import facility
 - * Data integrity and validation during export-import

Presentation:

- o The presentation will include demonstration of the product covering the features / requirements as mentioned in this Tender document.

Bidder's Experience, Expertise and Project Team.

Ability to implement large sized projects, ERP core competency and overall expertise in the ERP, The Evaluation Committee will evaluate Bidder's capabilities with regard to Bidder's proposed team and the team size for all the modules in the response. The Bidder must put forth the best team that has the relevant ERP design and implementation experience, expertise, domain knowledge and the ability to meet the stringent deadlines.

4.2 Checklist for Bidders

The tender shall be submitted under TWO BID system in **three different sealed envelopes.**

Envelope A:- DD for EMD and DD for the tender document fee, if downloaded from the web site of the Campus (www.captbhopal.in)

Envelope B:- Technical Bid and Terms and Conditions containing all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list and the sealed envelope should be superscribed as 'TECHNICAL BID FOR [Campus Management System] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.

Envelope C:- Financial Bid, containing the rates quoted by the tenderer on the prescribed format and the sealed envelope should be superscribed as 'FINANCIAL BID FOR [Campus Management System] - DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.

NOTE:

All the above three envelopes should be inserted in a larger outer envelope and duly wax-sealed before submitting the tender document. The outer envelope should be addressed to the Director, CAPT Campus Bhopal – 462021 (M.P.) and superscribed as 'TENDER FOR CAMPUS MANAGEMENT SYSTEM' and should be submitted in the Physical form or by Registered post / Speed Post only on or before 03rd August, 2018 (17:00 hrs) to the Office of the Director, CAPT Campus, Bhopal – 462021 (MP).

The following checklist is for the convenience of the bidders. Kindly check the following

| | Checklist | Checkbox (Please tick ✓) |
|-----|---|-------------------------------------|
| 1. | Whether the proposals have been properly sealed, marked and labeled as required? | |
| 2. | Have you enclosed DDs in Envelope-A, Technical Bid in Envelope-B and Financial bid in Envelope C and all three envelopes in outer wax-sealed Envelope. | |
| 3. | Whether all the pages of the tender document have been signed by concerned authority? | |
| 4. | In case of partners whether signed in original by duly authorized representatives of each partner with details of each signatory on a Rs. 100/- Judicial Stamp Paper? | |
| 5. | Whether submitted number of copies as prescribed in the data sheet? | |
| 8. | Have you checked the Eligibility Criteria & Enclosed the relevant documents as proof? | |
| 9. | Whether the number of pages of the proposal properly indexed? | |
| 10. | Have you enclosed, PAN No. issued by Income Tax Department? | |
| 11. | Have you enclosed GST No. issued by GST Department? | |
| 12. | Have you enclosed Registration Certificate of Firm/Company/Industry | |
| 13. | Have you enclosed copy of the Audited Balance Sheet of the firm along with Audited Report for the last three financial years i.e., 2015-16, 2016-17 and 2017-18? | |
| 14. | Have you enclosed copy of the Income Tax Return of the firm for last three financial years i.e., 2015-16, 2016-17, 2017-18? | |
| 15. | Have you enclosed copy of the work orders as asked in this tender | |
| 16. | Firm/Company/Industry? | |

4.3 Instruction to Bidders :

| | | | |
|----|----------------------|-----|--|
| 1. | Introduction | 1.1 | The Bidders are invited to submit a Technical Bid and a Financial Bid, as specified in the Data Sheet. The submitted Bids shall be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant. |
| | | 1.2 | The Bidders shall bear all costs associated with the preparation and submission of their Bids and contract negotiation. |
| | | 1.3 | The Campus is not bound to accept any Tender, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Consultant. |
| | Eligible Consultants | 1.4 | A Bidder may be a natural person, private entity, government-owned entity Consultants (subject to Clause 1.5), or any combination of these, with a formal intent to enter into an agreement. |
| | | 1.5 | Government-owned enterprises in India may participate as a bidder only if they can establish that they: a) are legally and Financially autonomous, b) operate under commercial law, and c) are not dependent agencies of the Campus. |
| | Conflict of Interest | 1.6 | In the event of a conflict of interest, the Bidders are required to obtain Interest confirmation of 'no objection' from the Director, CAPT Campus, Bhopal, (MP) in order to bid. Conflict of interest exists in the event of: (i) the supply of services, equipment or works whose specifications were prepared by the bidders (individuals and organizations); (ii) the successor to a previous assignment executed by the Bidders (e.g. implementation of a project for which the Bidders have conducted a feasibility assessment) ; (iii) conflicting assignments, typically monitoring and evaluation/environmental assessment by the implementation Bidder; (iv) Bidders, suppliers or contractors who are filling, or whose personnel or relatives are filling a post with UADD or participating ULBs e.g. advisory role, team |

| | | |
|--|---|----------------------|
| <p>2. Bidder must have IT staff of</p> <p>of technically qualified personnel in the domain of system integration</p> | <p>a) 20 or more</p> <p>b) less than 20</p> | <p>25</p> <p>10</p> |
| <p>3. Bidder Can have a valid CMMi L-2 , ISO 9001:2008 and ISO 270001:2005 Certifications Copies of all valid certifications and assessments to be Submitted.</p> | <p>CMMi L-3 , 9001:2008 & ISO 27001:2005</p> | <p>25</p> |
| <p>4. Bidder must have developed and implemented atleast five ICT contracts/orders (software and system integration projects) of which atleast three should be for governmental organization - central/state organizations.</p> | <p>a) 5 to 10 projects</p> <p>b) 3 to 5 Projects</p> | <p>50</p> <p>25</p> |
| <p>5. Bidder must have implemented enterprise-wide Solution for atleast two large educational institutions/Universities of which atleast one implementation should have been file-flow solution (end to end electronic governance of files & records) across all the Campus departments and its affiliated colleges preferably one of the government (State/ Central) educational / Training institute</p> | <p>a) More than 2 projects. Min. 2 projects in government sector</p> <p>b) 2 projects (min 1 in government sector)</p> | <p>50</p> <p>25</p> |
| <p>6. Campus management software handling number of students as a whole in one order.</p> | <p>a) More than 3 thousand</p> <p>b) Less than 3 thousand</p> | <p>150</p> <p>50</p> |
| <p>7. Technical solution availability of Modules</p> | <p>a) Trainee Management</p> <p>b) Staff Management Organization</p> <p>c) Setup</p> <p>d) Trainee Course</p> | <p>350</p> |

| | | | |
|--|---|-----|--|
| | <ul style="list-style-type: none"> e) Transport Management f) Trainee Portal 8) Security Gate Management h) Payroll/Leave Management i) Trainee feedback j) Hostel Management k) Online examination l) Inventory Management m) Asset Management n) Library Management o) Document Flow | | |
| 8. Functionalities available as per FRS attached in tender document Technical presentation | | 150 | |
| | | | |

Evaluation criteria QCBS

The bidder's technical solutions proposed in the bid document will be evaluated as per the requirements specified in the Tender Document. Bidder is required to provide details on the proposed solution adopting the evaluation framework provide in this section of the Bidding Document.

Depending on the evaluation methodology mentioned above and further described below in this section, each Technical bid will be assigned a technical score out of a maximum of 1000 points.

The bidders who score a Technical score of 700 Marks (Minimum 600 marks for technical bid and minimum 100 marks for presentation) or more will qualify for the opening of the financial bid. The evaluation process will be as follows:

Out of a total 1000 marks

Stage 1: 700 for submission of technical proposal (including experience, approach & methodology, compliance to the technical requirements and team etc). Those scoring minimum 600 will be called for 2nd stage.

Stage 2: 200 marks for presentation. Those scoring minimum 60 marks will qualify for financial opening.

Those scoring 700 (sum of Stage 1 and Stage 2) or above will be eligible for financial opening and proposal getting the highest marks as per QCBS method will be awarded the contract

1. to allow comparison on a common basis, each Financial Proposal will be carefully scrutinized and an Estimated Total Price (ETP) will be determined. The Financial

Proposal with the lowest ETP will receive the maximum score of 1,000 marks. The score for each other Financial Proposal will be inversely proportional to its ETP and will be computed as follows: $S_f = 1,000 \times F_m / F$ where:

S_f is the financial score of the Financial Proposal being evaluated, F_m is the ETP of the lowest priced Financial Proposal, F is the ETP of the Financial Proposal under consideration. Following completion of the evaluation of Technical and Financial Proposals, the final ranking of the Proposals will be determined. This will be done by applying a weight of 0.70 (70%) and 0.30 (30%) respectively to the technical and financial score of each evaluated qualifying Technical and

Financial Proposal and then computing the relevant combined total score for each Agency.

The highest ranked Agency based on the cumulative technical and financial evaluation ranking will be invited for negotiations.

The bidder should provide valid supporting documents such as copy of work order/client certificate/etc. for supporting their claims as asked in the eligibility criteria. Any claim without the required supporting document would not be considered for the purpose of evaluation.

Other Criteria :

The empowered Committee constituted by the CAPT Campus, Bhopal (MP) shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.

b. The decision of the Committee in the evaluation of responses to the Tender shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Committee.

The Proposal Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals

The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

Each of the responses shall be evaluated as per the criteria and requirements specified in this Tender Document.

Scope of Work (SOW)

Introduction :

CAPT Campus, Bhopal, an Apex Centre of Education in India, came into existence on 2016.

Project Background :

CAPT Campus envisages the creation and establishment of an Information and Communication Technology frame work for improving the efficiency of delivery of its services to all its stakeholders - the Trainee/student community, the teaching faculty, the administrative staff and the affiliated colleges. The project is intended to have an integrated Campus Management Solution addressing the various academic and administrative functions in the Institute.

Tender Notice Goals

The main objective of this Tender Notice is to call for proposals from interested bidders for selection of a System Integrator through Bid management process. The Tender Notice shares the intent behind this project and highlights the detail requirements for building and implementing the integrated solution. On the other hand it helps the bidders to formulate their solution to meet the requirements.

It is to be emphasized here that CAPT Campus is looking at this project as a set of complete integrated services to be provided along with automation of internal operations by the selected agency and not as a supply of software only. To that end the specifications laid out in this Tender Notice are given as the indicative requirement whereas the bidders are expected to focus on the objectives of this project and formulate their solution offerings in a manner that enables achieving those objectives both in letter as well as spirit.

Project Intent

The primary objectives of this Project are:

- o End-to-end integrated ERP Application Software that would automate all the processes of the Campus
- o To create a robust system to manage key processes of the Campus
- o To facilitate proper and accurate report generation through Management Information System (MIS) for the Director and other senior administrative staff for monitoring and quick decision making.
- o Induction of transparency and accountability in operations
- oReduction of redundant workload of department employees
- oElectronic security and control of confidential data
- oFast disposal of stakeholder grievances

- o Protecting the interest of all the stakeholders

SCOPE OF WORK

- o In order to achieve its goal of enabling its functions through IT, CAPT Campus is inviting proposals for engaging reputed bidders to undertake:
- o Development / Customization of software, Implementation, testing and training of the Campus Management System meeting the requirements specified in following section of this document
- o Supply of documentation of the system deployed including requirement specification, administration details, manuals etc
- o Migration of concerned data from some of the existing applications (that are being envisaged to be dis-continued) to the new solution.
- o IT Help Desk with the necessary manpower for operations, training, support and maintenance of the proposed Solution

Brief Scope of Tasks to be performed as mentioned above

| # | Item | Description |
|----|---|---|
| 1. | Plans & Scheduling | Prepare a project-plan with detailed activity schedule and a time-bound action plan for the implementation of the integrated system and associated software |
| 2. | Business Process & Gap Analysis | The SI shall study the existing functionalities of all the business processes in detail & submit the document detailing the functionalities, problem areas & expectations. Broad level functions expected out of the System have been detailed out in the Functional Review Specifications available in the Tender Notice. Identify the customization/ configuration /workarounds to be done in the COTS solution / already implemented solution as such and the bespoke developments to be undertaken. Identify the process/procedure that needs to be modified / introduced to meet the needs of the proposed system. |
| 3. | Supply/ Development, Configuration and Installation of the Software | Supply, configure and implement the integrated system, Installation of the integrated solution and the application software by Configuring the existing Hardware made available at the Data centre |
| 4. | Setting up | Procurement of Additional Hardware/Software and |

| | | |
|----|-------------------------------------|--|
| | Infrastructure | Infrastructure Components Configuration of the proposed solution to meet the process requirements. |
| 5. | Implementation of Integrated System | The bidder shall integrated the above stand-alone applications during this stage itself or the Campus shall also decide to integrate the applications post Go-Live of the functional Modules expected and listed later Integration with third party Software systems such as RFID/Bar Code Scanner, Biometric Devices etc Development of reports and forms. Design & prepare test data, quality control, trial run and arrange acceptance testing of all modules, including a full load and stress test. |
| 6. | Data Migration | Identification of Data Migration requirements Collection and migration of user and master data from legacy. |
| 7. | Change Management & Training | Documentation, training, simulation. Conduct on-site workshops for process stakeholders and highlight the benefits of this new environment |
| 8. | Go-Live and Stabilization | Go-Live of all modules of the solution as envisaged with real-time data at all locations Stabilization of the System after Go-Live |
| 9. | Setup IT Help Desk | Deployment of needed Manpower to assist in training, operations, support and maintenance of data/solution. |

PHASE WISE MODULE DETAILS:

Phase I

1. Organization Setup

This module would cover the following functions/features:

- a. Setup Staff data
- b. Setup Library data
- c. Setup Campus Locations and departments
- d. Setup Courses and Details
- e. Setup Hostel data
- f. Setup Class/Semester and Subjects
- g. Setup Vehicle data with driver and helpers
- h. Setup Trainee Feedback data

2. Trainee Registraion

This module would cover the following functions/features:

- a. Trainee will register himself for the proposed course
- b. Confirmation from the CAPT
- c. Arrival of trainee
- d. Trainee registration
- e. Trainee No, ID card, Hostel allotment

3. Trainee Management

This module would cover the following functions/features:

- a. Trainee Attendance
- b. Trainee Observations
- c. Trainee leave management
- d. Trainee academic record
- e. Trainee login
- g. Trainee communication

4. Staff Management

This module would cover the following functions/features:

- a. Staff data
- b. Visiting faculty/staff data
- c. Faculty time table
- d. Faculty attendance marking
- e. Faculty marks entry
- f. Faculty searching
- g. Faculty feedback

5. Store Management

This module would cover the following functions/features:

- a. Store /Department/Location Management
- b. Item set up
- c. Purchase order
- d. Goods receipt note
- e. Daily consumption
- f. Item requisition
- g. Inventory register
- h. Item ledger

6. Asset Management

This module would cover the following functions/features

- a. Asset purchase
- b. Asset allotment to location
- c. Asset write off
- d. Asset movement
- e. Asset register

Phase II

7. Library Management

This module would cover the following functions/features

- a. Member registration
- b. Library data management
- c. Purchasing
- d. Circulation
- e. Book bank
- f. Fine calculation
- g. Stock verification
- h. Accession register

8. Transport Management

This module would cover the following functions/features

- a. Vehicle record
- b. Vehicle maintenance
- c. Diesel/Petrol Consumption
- d. Daily running
- e. Reminder for legal renewals
- f. Purchasing

Phase III

9. Hostel Management

This module would cover the following functions/features

- a. Setup Hostel/Blocks/Rooms
- b. Setup Hostel Plans
- c. Allot Room
- d. Vacate Room
- e. Mark Attendance

10. Trainee Feedback Management

This module would cover the following functions/features

- a. Feedback questions setup
- b. Feedback allow to course
- c. Feedback start
- d. Feedback Result

11. Staff payroll/Leave Management

This module would cover the following functions/features

- a. Leave master
- b. Leave initial assign to staff
- c. Leave balance
- d. Leave application
- e. Leave flow and after confirmation leave order
- f. Salary generation
- g. Attendance management

12. Online Examination

This module would cover the following functions/features

- a. Question bank
- b. Test creation
- c. Test applicable for course and subject
- d. Trainee test
- e. Result display and analysis

13. Document Flow

This module would cover the following functions/features

- a. File movement with status and searching

14. Security Gate

This module would cover the following functions/features

- a. Visitor in/out record

5. Appendix I : Pre-Qualification & Technical Bid Templates :

The bidders are expected to respond to the Tender Notice using the forms given in this section and all documents supporting Pre-Qualification / Technical Evaluation Criteria.

Pre-Qualification Bid & Technical Proposal shall comprise of following forms:

Forms to be used in Pre-Qualification Proposal

Form 1: Compliance Sheet for Pre-qualification Proposal

Form 2: Particulars of the Bidder

Forms to be used in Technical Proposal

Form 3: Compliance Sheet for Technical Proposal

Form 4: Letter of Proposal Form

Form 5: Project Citation Format

Form 6: Proposed Solution Form

Form1 : Compliance Sheet for Pre-qualification Proposal

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)

| | Basic Requirement | Required | Provided | Reference & Page |
|-----|----------------------------|--|----------|------------------|
| 1. | Tender Fee | Draft/ Demand Cash Rs. 1,000/- | Yes / No | |
| 2. | Particulars of the Bidders | As per Form 2 | Yes/No | |
| 3. | Earnest Money Deposit | Demand Draft of Rs 20,000/- | Yes/No | |
| 4. | Sales Turnover | Extracts from the audited Balance sheet and Profit & Loss; for 3 years OR | Yes/No | |
| 5. | Sales Turnover | Certificate from the statutory auditor | Yes / No | |
| | Net Worth | Certificate from the statutory auditor. | Yes / No | |
| 6. | Technical Capability | Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR | Yes / No | |
| 7. | Certifications | 9001:2008, and 27001:2005. | Yes / No | |
| 8. | Legal Entity | Copy of Certificate of Incorporation; and | Yes / No | |
| 9. | Manpower Strength | Self Certification by the authorized | Yes / No | |
| 10. | Blacklisting | A self certified letter | Yes / No | |

Form 2 : Particulars of the Bidder

| S.No. | Information Sought | Details to be Furnished |
|--------------|---|--------------------------------|
| A. | Name and address of the bidding Company | |
| B. | Incorporation status of the firm (public limited / private limited, etc.),Partnership/Proprietor Firm | |
| C. | Year of Establishment | |
| D. | Date of registration | |
| E. | ROC Reference No. | |
| F. | Details of company registration | |
| G. | Details of registration with appropriate authorities for service | |
| H. | Name, Address, email, Phone nos. and Mobile Number of Contact Person | |

Form 3: Compliance Sheet for Technical Proposal

(The Technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical proposal)

For Technical Evaluation:

| | Specific Requirements | Documents Required | Compliance | Reference |
|----|--|--|------------|-----------|
| 1. | Covering Letter for Technical Evaluation | As per Form 4 | Yes / No | |
| 2. | Average turnover from System Integration Systems Development and Implementation Work in last 3 years (Turnover in Rs Crores) | Extracts from the audited Balance Sheet and Profit & Loss; OR Certificate from the statutory auditor; and | Yes/No | |
| 3. | Experience in | Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for ongoing projects) from the client; and Project citation (Form 6) | Yes / No | |
| 4. | Experience in Software Development & maintenance service (last 5 years) | Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for ongoing projects) from the client; and Project citation (Form 6) | Yes / No | |
| 5. | Relevant assignment Experience/Years of Experience/Number of Certifications in Technology specific to Solution proposed | Form 6 | Yes / No | |

Form 4 : Letter of Proposal

To : <Location, Date>

Name :

Designation :

Address :

Phone Nos. :

Fax.Nos. :

Email-id :

Subject: Submission of the Technical bid for <Name of the Systems Implementation Assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide Systems Implementation solutions to the on <Name of the Systems Implementation engagement with your Tender Notice dated < insert date> and our Proposal. We are hereby submitting our Proposal, which includes DD for Tender Fees and EMD, Technical bid and the Financial Bid sealed in a separate sealed envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the Tender Document. We would hold the terms of our bid valid for 120 days as stipulated in the Tender Document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature (In full and initials) : _____ Name

and Title of Signatory _____ Name of the Firm : _____ Address:

_____ Location:

_____ Date : _____

Form 5 : Project Citation Format :

| |
|---|
| Relevant project experience (provide no more than 5 projects in the last 5 years) |
|---|

| | |
|--|--|
| General Information | |
| Name of the project | |
| Client for which the project was executed | |
| Name and contact details of the client | |
| Project Details | |
| Description of the project | |
| Scope of services | |
| Service levels being offered/ Quality of service (QOS) | |
| Technologies used | |
| Outcomes of the project | |
| Other Details | |
| Total cost of the project | |
| Total cost of the services provided by the | |
| Duration of the project (no. of months, start date, completion date, current status) | |
| Other Relevant Information | |
| Letter from the client to indicate the successful completion of the projects | |
| Copy of Work Order | |

Form 6 : Proposed Solution :

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present Approach and Methodology divided into the following sections:

- a) Solution Proposed
- b) Understanding of the project (how the solution proposed is relevant to the understanding)
- c) Technical Approach and Methodology

Form 6 A : Solution Proposed

| S.No. | Proposed Solution (Provide the Product Name or fill Custom Built, in case of a new development) | Version & Year of Release | OEM | Features & Function Alities | O & M Support (Warranty/ATS/ : as required as per Tender Document) | Reference in the submitted Proposal (Please provide page number/section number/volume) |
|-------|---|---------------------------|-----|-----------------------------|--|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

Form 6 B : Bill of Material (Software)

| S.No. | Item | Proposed Solution (Provide the Product Name of fill Custom Built, in case of a new) | Unit of Measurement | Numberof Licences (Development Environment) | Number of Licences (UAT) | Number of Licenses (Training) | Number of Licenses (Data Center Production) | Number of Licenses (DR Site) |
|-------|------|---|---------------------|---|--------------------------|-------------------------------|---|------------------------------|
| | | | | | | | | |
| | | | | | | | | |

Hardware and Operating System :

| Component | Description | Quantity |
|-------------|---|----------|
| Firewall | Dedicated Managed Firewall for Security | 1 |
| App Server | Xeon 2.5 GHz Processor 6 Core 64 GB RAM 2 ITB 7.2K RPM Hard Drives Raid Controller | 2 |
| DB Server | 2x AMD Opteron 2.4GHz 12 Core 64 GB RAM 4 200 GB SSD SATA Hard Drive | 2 |
| File Server | 3.6 TB Capacity, 10K Fibre Channel | 2 |
| Switch | Dedicated Switch 24 Ports | 2 |
| San Storage | Add 2 GB to Cache Memory DS5020 300GB/15K 4Gbps FC DDM 5m Fiber Optic Cable LC-LC DS5020 Flash/VolumeCopy DS5020 Windows Host Kit DS5020 Linux/Intei Host Kit DS5020 8 Stg Partit. IPO | 1 |
| OS | Red Hat Enterprise Linux (Application/DB Platform) | 4 |
| | Windows 2008 - 8.1 | 1 |
| | Detailed Specification as per Annexure -I | |

For each hardware, provide the following information in a table ("if required)

- (i) Reference of the server/storage information in the Submitted Proposal (Please provide page number/section number/ volume)
- (ii) Services proposed to be hosted on the Server
- (iii) Quantity
- (iv) Make and
- (v) Year of Introduction
- (vi) Operating System along with version (if applicable) (vii) Processor and Number of Cores Offered (if applicable) (viii) Architecture (RISC/EPIC/CISC) (if applicable)
- (ix) RAM/HDD/LAN Ports/ HBA (as relevant)
- (x) Additional Information as required to indicate the compliance to the requirements in the Tender Document (ex, Capacity, Disk Space) (if applicable)

Functional Requirement Specification (FRS)

1. Organization Setup

This module would cover the following functions/features:

- a) Setup Staff data
- b) Setup Library data
- c) Setup Campus Locations and departments
- d) Setup Courses and Details
- e) Setup Hostel data
- f) Setup Class/Semester and Subjects
- g) Setup Vehicle data with driver and helpers
- h) Setup Trainee Feedback data

2. Trainee Registration

This module would cover the following functions/features:

- a) Trainee will register himself for the proposed course
- b) Confirmation from the CAPT
- c) Arrival of trainee
- d) Trainee registration
- e) Trainee No, ID card, Hostel allotment

3. Trainee Management

This module would cover the following functions/features:

- a) Trainee Attendance
- b) Trainee Observations
- c) Trainee leave management
- d) Trainee academic record
- e) Trainee login
- f) Trainee communication

4. Staff Management

This module would cover the following functions/features:

- a) Staff data
- b) Visiting faculty/staff data
- c) Faculty time table
- d) Faculty attendance marking
- e) Faculty marks entry
- f) Faculty searching
- g) Faculty feedback

5. Store Management

This module would cover the following functions/features:

- a) Store /Department/Location Management
- b) Item set up
- c) Purchase order
- d) Goods receipt note
- e) Daily consumption
- f) Item requisition
- g) Inventory register
- h) Item ledger

6. Asset Management

This module would cover the following functions/features

- a) Asset purchase
- b) Asset allotment to location
- c) Asset write off
- d) Asset movement
- e) Asset register

7. Library Management

This module would cover the following functions/features

- a) Member registration
- b) Library data management
- c) Purchasing
- d) Circulation
- e) Book bank
- f) Fine calculation
- g) Stock verification
- h) Accession register

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This module would cover the following functions/features

- a) Vehicle record
- b) Vehicle maintenance
- c) Diesel/Petrol Consumption
- d) Daily running
- e) Reminder for legal renewals
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- a) Setup Hostel/Blocks/Rooms
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13. Document Flow

This module would cover the following functions/features

- a) File movement with status and searching

14. Security Gate

This module would cover the following functions/features

- a) Visitor in/out record

6. Appendix II : Financial Proposal :

Form1 : Covering Letter

To: <Location, Dale>

Name :

Designation :

Address :

Phone Nos. :

Fax Nos. :

email id :

Subject: Submission of the Financial bid for <Provide Name of the Implementation Assignment Dear Sir/Madam,

We, the undersigned, offer to provide the Implementation services for "Title of Implementation Services>> in accordance with your Tender Notice dated <<Date" and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of

<<Amount in words and figures>>. This amount is inclusive of the local taxes.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the Tender Document. All the prices and other terms and conditions of this Bid are valid for a period of calendar days from the date of opening of the Bid.

This financial proposal is for 36 months of work as specified in the scope of work (section 2.8)

We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

4. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

5. BID PRICE :

We declare that our Bid Price is for the entire scope of the work as specified in the Section 2.8. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

6. PERFORMANCE BANK GURANTEEE :

We hereby declare that in case the contract is awarded .to us, we shall submit the Performance Bank Guarantee of 5 % of the financial proposal.

We understand you are not bound to accept any Proposal you receive.

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

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Bid Submission]

Contract No. and title: [insert no. and title of bidding process J

Bank's Branch or Office: [insert complete name of Guarantor)

Beneficiary: [insert complete name of Client]

7. PAYMENT SCHEDULE

COTS ERP Licensing Costs shall be paid upfront on receipt of these licences and all other payments shall be made. subject to successful completion of all project milestones and approval of component deliverables as defined and agreed in the Inception Report and Work Plan approved by JUA for each respective month. The payment schedule for the Software (Module) shall be as under:

| S.No. | Phases | Modules | Deliverables | Payment Milestones in Percentage (%) | Total Phase Wise Payment |
|-------|----------|--|---|--------------------------------------|--------------------------|
| 1. | Phase-1 | Modules with installation and training | Submission and approval of Report Inception | 75% of total Software Cost | |
| 2. | Phase-II | Customizations | Submission and of Report of Report | 25 % | |

Commercial Sheet

| S. No | Phases | Description | Quote Amount In INR Lacs | Taxes/Duties | Total |
|-------|--|--------------------------------|--------------------------|--------------|-------|
| 1 | Cost of Packaged Solution Phase I,II&III | For All Modules of Phase 1,2&3 | | | |
| 2 | Capacity Building and Change Management | For All Modules of Phase 1,2&3 | | | |
| 3 | Post Implementation support of 2 years | For All Modules of Phase 1,2&3 | | | |
| 4 | Annual Maintenance for 3 years | For All Modules of Phase 1,2&3 | | | |
| 6 | Total | Amount in Words | | | |

This is last page of Tender Document