

REQUEST FOR PROPOSALS
FOR
DEVELOPMENT, IMPLEMENTATION, OPERATIONAL
TRAINING & SUPPORT
OF
UNIVERSITY MANAGEMENT INFORMATION SYSTEM
(STUDENTS' LIFE CYCLE MODULE)
FOR



PATNA UNIVERSITY, PATNA

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PATNA UNIVERSITY, PATNA
A. Schedule of Expression of Interest

Sl.No.	Items	Details
1.	Quotation No.	RFP No. 06/2020-21 Dated: 15/01/2021
2.	Name of the work	Request for Proposal for Development, Operational Training and Support of University Management Information System for Patna University, Patna.
3.	Date of downloading of Bid Document	20/01/2021
4.	Pre-bid meeting	01/02/2021 at 3 PM
5.	Start of submission of Bids	02/02/2021 at 3 PM
6.	Last date and time for Receipt of Bids	04/02/2021 at 3 PM
7.	Date and time of Opening of Technical Bid	05/02/2021 at 3 PM
8.	Place of Presentation	Patna University, Patna

Bidders are requested to read the complete quotation documents before submission of Bids.

Other important information related to Bid

Sl. No.	Information	Details
1.	Cost of Quotation Documents:(To be paid in the form of Bank Draft)	20000/- (Twenty thousand only)
2.	Bid- Security(Earnest Money) To be paid in the form of Bank Draft	500000/- (Five lac only)
3.	Contract Performance Security:	1000000/- (Ten lac only)
4.	Technical Bid	Annexure-I
5.	Financial Bid:	Annexure -II
6.	Undertaking	Annexure-III

B. UNIVERSITY MANAGEMENT INFORMATION SYSTEM

OBJECTIVES

The Agency will facilitate to have a Cloud based application for University Management Information System(UMIS). Proposed Cloud based application should have the facility of: -

Students' Life Cycle: Students Life Cycle includes Online application for Admission, Admission (by conducting entrance examinations or by preparing merit list on the basis of the result of the qualifying examination, registration of the admitted students, online form filling of the yearly or semester examinations, generation of the admit card, attendance sheet and generating absentee report, Post Examination Confidential Task, Online Result Publication, online application for issue of Hard copies of Marks-sheet, Certificates/Degree Generation, Transcript generation as well as Migration of Students. It also includes scrutiny, convocation management and alumni management.

C. INVITATION OF BID

Established in the year 1917, Patna University, Patna is one of the oldest Universities in the Country. **In Bihar it is the first, and in the subcontinent, it is the seventh oldest University.**

The Patna University has 33 postgraduate departments in the faculties of Science, Social Sciences, Humanities, Education, Commerce, Law and 10 constituent colleges. There are 4 Institutes maintained by the University e.g. Institute of Psychological Research & Services, Institute of Public Administration, Institute of Music, and Institute of Library and Information Science. College of Arts & Crafts is fully devoted to the course of fine arts and has been imparting teaching in painting, sculptures etc. A Faculty of Fine Arts has also been started and is located on the campus of College of Arts & Crafts. Directorate of Distance Education (DDE) is a separate unit catering to the needs of large number of students who are unable to get admission as regular students in Colleges or are in service in some institutions. The University is eager to start e-learning.

The University is also running the Master of Business Administration Course in the Department of Applied Economics and Commerce. The Department of Personal Management and Industrial Relation is having post-graduate Diploma courses in Industrial Safety Management and Rural Management and Welfare Administration. Master in Computer Application (MCA) started after the approval of Hon'ble Chancellor in the Department of Statistics, Patna University. These are self-financed courses.

The Population Research Centre is working in the Department of Statistics with the assistance of Ministry of Health and Family Planning, Government of India. It is a Centre for Population Studies & Publication Health.

The existing number of students in the university P.G. Departments, Colleges and Institutes is around 20,000 (Twenty thousand).

Patna University, Patna invites Proposals/ Quotations for “**Software Development, Implementation and Processing of UNIVERSITY MANAGEMENT INFORMATION SYSTEM (UMIS)**”. Through this solution, Patna University wishes to automate **Students Life Cycle right from admission to the award of the degree and convocation**. The university feels that through this initiative of the university can work towards transparent, error free and accelerated examination processing, and result declaration by reducing the redundant laborious activities and processes.

Please refer to the below mentioned information and guidelines for submission of the Quotation.

General Instructions, Terms and Conditions:

The Quotation Document can be downloaded from the University website www.patnauniversity.ac.in from 20/01/2021. The quotation document fee of **Rs. 20,000/- (Rupees Twenty Thousand)** 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, Patna University, Patna**” payable at Patna and it should be submitted along with **EMD of Rs 5, 00,000/- (Rupees Five lacs)** only and Quotation documents as per the instructions given below in this quotation. The signed quotation papers (Technical bid and financial bid) should reach in the office of the Registrar, Patna University, Patna at least by 04/02/2021. MSME exemptions will be applicable as per norms of Bihar Financial Rules.

1. Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by Patna University, Patna (PU).
2. The bidder shall be responsible for the delivery of the material('s), its successful demonstration, and providing training as required, as per specifications listed in the Quotation and at the sites allocated by the university.
3. A Demand Draft for **Rs.5,00,000/- (Rupees Five Lacs Only)** drawn in favour of the "Registrar, Patna University", payable at Patna 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. MSME exemptions will be applicable as per norms of Bihar Financial Rules.
4. The bidder Earnest Money Deposit may be forfeited:
 - (a) If the bidder withdraw his bid during the period of bid validity specified in contract/agreement.
 - (b) If the successful bidder fails to sign contract/agreement within 15 days of issue of letter of intent.
5. The prices must be quoted in the format as specified in the quotation document, and should be inclusive of packing, forwarding, insurances, delivery at sites, duties and taxes.
6. All items, deliverable and price mentioned in the Quotation document should be valid for acceptance up to a period of 3 (three) months. The bidders should be ready to extend the validity, if required by the university.
7. Printed terms and conditions of the bidders will not be considered as forming part of the bid.
8. The selected bidders shall be responsible for the supply, installation testing and commissioning and all service deliveries as listed in this quotation document.
9. The bidder should commence work as per the scope mentioned in the quotation document within **15days** from the date of issue of final order and/or entering into contract.
10. 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.
11. Patna University Patna (PU) reserves the right to select certain items (in single or multiple units) and reject the other mentioned in the quotation document without assigning any reason whatsoever. Patna University, Patna (PU) also reserves the right

to revise or modify or cancel the specifications of the items before the acceptance of any bids.

The sealed bids should be addressed and delivered (by registered post/ speed post/ courier only) to:

The Registrar,
Patna University,
Patna, Pin-800005

The corresponding sealed envelopes should be titled as **“INVITATION OF BID FOR SOFTWARE DEVELOPMENT, IMPLEMENTATION, PROCESSING FOR UNIVERSITY MANAGEMENT INFORMATION SYSTEM”** and address mentioning the notification number to **“The Registrar, Patna University, Patna,** and all the bids must reach on or before **04/02/2021 (by 03.00 PM.)**. Bids received or submitted 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 of any bidder 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 Patna University, Patna (PU) reserves the right to reject any or all offers received in response to quotation or cancel or withdraw the RFP notice without assigning any reason, whatsoever.

Acceptance of the bid shall be communicated through email/speed post to the successful bidder.

Any specific queries/clarification of the documents may be asked from the Patna University, Patna in writing not later than 5 working days before the proposed submission date. Any request for clarification in writing or by any other suitable medium of communications must be sent to the PATNA UNIVERSITY, PATNA. University will respond by e-mail only to such requests. Our email for contact is registrar@patnauniversity.ac.in and the contact no. is (0612)2670531.

The bidder must enclose a copy of **GST Certificate, PAN Card, income tax clearance certificate** and **last 03 years financial statement** and all other details required under eligibility criteria.

All bidders should give a **warranty declaration** of their firm/company's letter-head, in their bids as detailed below:

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

We warrant all deliverable to be supplied by us as part of the quotation 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 quotation document and the accepted terms are liable to be rejected. The bidder will be bound to supply all the goods in the specified form to the specifications as per the order/contract and demonstrate the same at their own cost.”

2. GENERAL INFORMATION

Patna University, Patna (PU) has, under its umbrella, more than 10 colleges (constituent) and is situated at the banks of the holy river Ganges in Patna district of Bihar offering undergraduate and postgraduate traditional and vocational courses in various disciplines. The university has approximately 20 thousand students enrolled in different programmes and the numbers are expected to increase over the years. Apart from providing quality education, the university wishes to achieve excellence with transparency in the admission process, registration, examination result preparation, answer-script processing and evaluation as a first step before moving to complete automation of the departmental processes.

To address the above concerns and scenario, the university wishes to adapt to technology as a first step towards automating end-to-end student related activities. On reviewing the various activities, the university has identified the below activities that are human intensive but if automated will lead to better quality of admission, examination processing, and result processing. The activities that the university wishes to automate and/or adopt to ready-made solutions are mentioned below:

D. BROAD SCOPE OF WORK

1. Students Life Cycle

The Module of Student Life Cycle will facilitate with enrollment of the students, Registration of new Students, Pre and Post Examination Task, Marks Sheets/ Degree Certificate Generation, creation of transcript, verification of certificates/degrees, Migration of the Students and creation of Alumni Portal etc.

I. Admission Module:

I. A. Entrance Examination Module:(Through an online and offline entrance examination system)

1. Online application seeking with the appropriate fee structure for different categories
2. Providing secure gateway for payment of fee through a nationalized bank where the university has an account
3. Generation of student login for uploading data, submitting fee, payment receipt, downloading of admit card, admission details of the student
4. Circulating information for entrance examination through sms and email
5. Generation and Allotment of Examination Centres with seating arrangement, attendance sheet
6. Result declaration and publication of merit list in accordance with the norms of reservation rules (confidential work such as scanning and evaluation of OMR sheet will also be done by the Agency)
7. Online seat status display
8. Online Counselling (offline counselling support, if required) of students for admission in various courses at different colleges/departments/centres
9. Online Admission letter generation with students' photographs with downloading facility
10. Creating a wait-list for admission for each branch/ course
11. Upgradation of student, in case of vacancy in the higher ranked colleges/ branches
12. Generation of various MIS related reports as per the requirements of the university, such as no. of students applied for the entrance test (subject/course wise), category wise reports, fees collection reports, etc

I.(B) Direct Admission Module:

(i) For Admission Mode for admission to the various courses based upon performance in the previous examination

1. Generation of online application form for direct admission for various courses of the university based upon marks obtained in previous examinations

2. Online application seeking with the appropriate fee structure for different categories
3. Providing secure gateway for payment of fee through a nationalized bank where the university has an account
4. Generation of student login for uploading data, submitting fee, payment receipt, admission details of the student
5. Publication of merit list in accordance with the norms of reservation rules
6. Online seat status display
7. Online Counselling (offline counselling support if required) of students for admission in various courses at different colleges/departments/centres
8. Online Admission letter generation with students' photographs with downloading facility
9. Creating a wait-list for admission for each branch
10. Upgradation of student in case of vacancy in the higher ranked colleges/branches
11. Generation of various MIS related reports as per the requirements of the university, such as no. of students applied for the entrance test (subject/course wise), category wise reports, fees collection reports, demand of the course for creation or dropping of the course and for academic planning

(ii). Admission Module for admission in the University Departments(Excluding Colleges):

1. Providing information for fee structure for different programs, courses, university Departments for students as per their category/quota (SC, ST, BC I, BC II, General, PH, girls and other categories as applicable from time to time) with dynamic Fees Heads
2. Fee concessions if any and linking of scholarships of fee concession with fee collection
3. Online/offline fee payment for admission with a secured payment gateway
4. Fees transfer in case of upgradation
5. Fees refund or settlement
6. Integration with Finance Module
7. Generation of details of fee collected after completion of the admission process
8. Generation of various MIS related reports

II. Registration of the admitted students(Once in the students life cycle):

1. Registration of the admitted students with a unique id. The registration id should indicate the year of admission, the college, the department or course, etc

2. Development of Student Master Data: Creating and maintaining a personal record of the admitted students, demographic information, prior educational qualifications, maintaining a scanned copy of the certificates and photographs, core and elective papers. They should be accessible to the student and the admin. Providing access to limited data to the student to modify or update information with the permission of the admin

3. Development of Identity Cards and library Cards for the registered students of the university

4. Generation of various MIS related reports

III. Academic Activities Module:

1 Student's attendance

2. Providing updates about attendance and academic performance to the students and their guardians and department heads/college principals

3. Online updates about classes or assignments to the students

4. Scholarship management

5. Student's feedback management

6. Providing a login to all the teachers of the university/colleges for updating about assignments

7. Disciplinary records of the students to be shared with the parents and the management

8. Generation of various MIS related reports for future design and development of the module

IV. Pre-Examination Module: The university is conducting examinations in various schemes such as yearly examinations, Semester Systems/CBCS system. The agency has to provide solutions to the above systems whichever is applicable for the particular course.

Pre-Examination Module:-

1. Design and development of Application Form for different courses

2. Automatic generation of student's login

3. Online payment for examination through a secure payment gateway

4. Generation of Payment receipt of fees submitted

5. Online generation of Admit Card which can be downloaded through a password/OTP sent on the registered mobile of the student or through submitting registration number and on any other key

6. Publication of attendance/absentee sheet for each centre

7. Provide subject wise and day wise list of examinees to the centres

8. Develop an app for the attendance of the examinees to be filled by the invigilators/CS

9. Generation of an OMR for absentee/ generation of memo. for each centres of examination

Note: Other works which may form part of the examination works and not mentioned herewith shall be performed by the agency selected for the implementation of the work without asking for additional charges.

V. Post-Examination Module: Confidential Works (after the completion of the part/semester/term examination) are mentioned below:

- i. Coding
- ii. Decoding
- iii. Scanning of the OMR cover page of the answer-books (to be done within the university campus or in the place assigned by the university from time to time)
- iv. Preparation of Tabulation Register (Note: The evaluation of answer-books will be done by the University)
- v. Preparation, Publication of the result and issue of original Marks Sheet and its printing on paper provided by the University (Each examination per student)
- vi. Online marks-sheet which may be downloaded by the examinee through the student login portal after providing a secured password
- vii. The agency has to ensure the secrecy and security of the paper provided by the University for mark-sheets with efficient utilization. Any cancelled or erroneous marksheet has to be returned to university with proper count
- viii. Uploading of the Tabulation Register, the Marks-sheets and Certificates of all the examinees on the secured University portal which can be accessed by the authorized university officers only
- ix. Generation various MIS related reports
- x. Creating portals for all the P.G. Departments, Colleges, Institutes & Centres
- xi. Preparing reports for the university for keeping track of the performance of the students in examinations and communicating with the university/government officials

VI. Seeking Online (with the required fee collected online) application for scrutiny of answer books after the publication of the result. Modification of Results, if required and generation of MIS reports.

VII. Certificate Generation:

- i. Printing & Publication of Provisional Certificates and **Degree certificates** on papers provided by the University with confidential code approved by the university
- ii. The agency has to ensure the secrecy and security of the paper provided by the University for mark-sheets with efficient utilization. Any cancelled or erroneous marksheet has to be returned to university with proper count

VIII. Seeking Online Application and issue of Migration Certificates, Official Transcripts, etc (as per the requirement of the student/candidate)

- i. Online application and issue of **Migration Certificate duplicate Marks Sheets, duplicate Degree Certificates** on paper provided by the University after uploading the required documents and the requisite fees as decided by the University
- ii. Online application and **issue of Transcript** on paper provided by the University with specified features (Hard Copy) after uploading the required documents and the requisite fees as decided by the University

Note:- 1. The agency has to ensure the secrecy and security of the above said paper provided by the University for Marks Sheets, Degree, Migration, Transcript with efficient utilization. Any cancelled or erroneous paper has to be returned back to university with proper count

2. Marks Sheets/ Certificates/ Official Transcript shall be printed at the press of the bidder, however, he has to maintain the highest level of secrecy and security

IX. Convocation Management: Providing information about convocation, seeking applications for convocation, collecting online fees and generating certificates online on demand.

X. Alumni Management: Creating a portal for alumni for keeping, updating their records of further studies, employment/self-employment, contact information, providing information about alumni meet, sending updates about the events in their alma mater, receiving services, donations from the alumni, etc.

XI. Integration of Markssheets/ Certificates with National Academic Depository (NAD). It includes uploading all relevant student's documents like Marks Sheet, Degree Certificates, etc.

E. ELIGIBILITY CRITERIA FOR THE BID

Below mentioned are 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 attached
i)	Should be a Government organisation/ Government Undertaking or a company registered under the company Act 1956/ 2013 (Companies/Agencies not registered in India need not apply.)	For a registered Company Registration Certificate issued by ROC for similar nature of work.
ii)	The organization need to have a minimum average turnover of Rs.750 Lacs (Seven Crore fifty lacs) in the last three (3) financial	Last 3 (Three) years audited balance sheet (i.e.F.Y.2016-17, 2017-18 and 2018-19)

	years and should be profit making company (profit after payment of taxes). MSME exemption as per Bihar Financial Rules (if applicable).	
iii)	The organization should have worked with a minimum of 5 (Five) Universities/Boards in the last 5 (Five) years and any one project should be worth above 1 (one) crore.	<ul style="list-style-type: none"> i. Agreement copies/work completion certificate ii. University /Board/ Organization name iii. Scope of work & value and number of students iv. Contact person's name and contact details
iv)	The organization should have at least 5 years experience in examination, result processing (Pre-& Post) of minimum 75 (seventy-five) thousand students continuously of any board/ University.	<ul style="list-style-type: none"> i. Attested Agreement copies/work completion certificate ii. University / Organization name iii. Scope of work & value and number of students iv. Contact person's name and contact details v. Attested copies of certificate mentioning volume of students.
v)	The bidder should have in-house software development capability and manpower on the company payrolls involved in development and training activities. At least 10 (Ten) software developers of Engineering/MCA background on payroll for minimum 3 (Three) years.	Details of infrastructure and manpower availability and break-up to be provided along with qualification and salary certificate supported by bank advice for the last three years.
vi)	The bidder having their own Printing Press with at least 2 multi colour web offset machine shall be given points. (May be allowed to work in consortium for printing work only)	Documentary proof of ownership of printing press.
vii)	The bidder should have at least 5 (Five) high speed scanners with the scanning speed of minimum 5000 (Five thousand) pages/hour.	Documentary proof of ownership

Note: The agency has to arrange its own computers, printers, and other machinery required along with the stationary and sufficient manpower at the University Campus. However, space will be provided for the above by the University (free of cost). The agency will develop cloud-based software for UMIS. The cloud space will be provided by the University. Additionally, it will be responsibility of the bidder to install necessary software and maintain compatibility, synchronization and data backup at Servers & Storage provided by University. Use of open source software is encouraged. The agency has to arrange for periodic training

at the University to be given from time to time to the employees of the university/colleges.

It will be the responsibility of the agency to provide sufficient IT infrastructure with manpower at the evaluation Centers for result processing work.

F. Important Technical Information Regarding the Bid

The strategic technical considerations for the envisaged University Management Information System across the university are:

- a) The information loaded using this UMIS should be hosted in cloud provided by the University (preferably in State Data Center) for accessibility by the stakeholders using assigned login ID. There should also be a provision of switch over of cloud from vendor to vendor.
- b) Role based & Secured Application: UMIS should be a secured system with defined roles for staff/users of different levels.
- c) Integrated and Secured database: Different components of UMIS should be appropriately integrated and each component should have a secured system. The University plans to provide servers for two purposes (i) For synchronization purposes with the current Academic Year data (ii) For archived data (previous Academic Years data) which will only be read-only and any changes made after proper approval should not overwrite the historical data.
- d) Access Points: Each concerned branch should have access to the UMIS.
- e) Ownership: The ownership of the database would be of the university. Software developed for the said purpose will be the property of Patna University, Patna. The bidder should give the complete source code with documentation to the University for study and further use by the University. The source code shall be available on the server provided by the University, without any lock for the University administration, at no extra cost.
- f) Back Up: There should be a provision of periodical backup of database with backup server provided by the university in the campus.
- g) Migration: The complete data from any previous on-line system/agency in operation at the University including examination, results etc. should be migrated to the new UMIS.
- h) Dashboard: UMIS information should also be accessible to the Raj Bhawan (Governor's Secretariat, Bihar) and forth at required provision of dashboard etc. should be made for viewing of data by the Chancellor's office.
- i) Time schedule: The time allotted in this quotation for completing different functional components of the UMIS should be strictly followed by

the vendor and failure to do so will invite penalty as per terms and conditions of the agreement.

- j) Future Expansion: The solution will be used for automating all the functions of the university as listed above and will be required to meet future expansions in terms of programs, departments, centers, scale of student intake capacity, etc.
- k) Integration: To protect the current investments in the stand-alone IT applications in place, Patna University intend to integrate them with the proposed University Management Information System Solution. To ensure this, one of the key elements of the solution strategy is to ensure having solution with open standards for integration of different third party/legacy/ in-house developed applications/solutions. The agency has to work on data made available by the University.
- l) Proven Solution: The processes across university are moderately unique in the areas of student's enrolment, examinations, student life cycle, finance, human resource, payroll, academics, etc. as compared to ones in public / government offices in India.
- m) Uploading the data on national depository like NAD (National Academic Depository)

Keeping this uniqueness and maturity of the processes in mind, Patna University intends to opt for a proven solution which has been used/ implemented successfully in the leading universities / education institutes / colleges around the world.

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 timely accomplishment of the outcome.
- d) Work Standards / Practices for documentation, configuration, testing, data migration, etc.
- e) Training different stakeholders on a continuous basis.

F.2. Training

The successful bidder must provide the training at the University as and when required. Documentation should be provided for all categories of registered users (including Teachers) of the system across the university.

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

F.3. Refresher Training

The System Integrator shall also be responsible for retraining the above staff whenever 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 / university involved in the operations is familiar with new versions (if any) of the IT system.

F.4. SCHEDULE OF IMPLEMENTATION: The total time limit for the successful implementation of the solution shall be 3(three) months from the date of signing the agreement which will be excluding the time required for approvals for the critical intermediate submissions. Time required for approval in normal circumstances may not exceed 15 working days for each such critical deliverables.

Milestones for the accomplishment of various stages of the project shall be as under:

Phase	Activities	Timeline (Months)
Phase I	Student Life-Cycle 1. Admission Module 2. Registration Module 3. Academic activities 4. Pre-Examination Module 5. Post-Examination Module 6. Self-service portals for students and colleges 7. Backup server setup at the University campus	2 (two) Months (All installation work will be done by the agency. Only hardware will be provided by the university)

G. Instructions for submission of Technical & Financial bids:

i. **Envelope-1:**

It should contain two envelopes; one small envelope containing DD towards cost of quotation documents Rs 20,000/- (Twenty thousand) only as well as EMD Rs 5,00,000/- (Five lakhs) only. The Envelop

should be written on top as **“Quotation 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 (www.patnauniversity.ac.in) shall be duly signed on each page by the bidder and should be enclosed along with the envelope 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 absence of quotation Cost 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. MSME exemptions will be applicable as per Bihar Financial Rules.

ii. **Envelope-2:**

Financial bid, as per the format enclosed in the **Annexure-II**, 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 only at Registrar, Patna University, Patna, 800005, Bihar, India which should reach within prescribed time for submission.

H. EVALUATION PROCESS

A. First stage technical evaluation:

Technical Evaluation will be carried out as per the following criteria.

The proposal of the bidders, not legally/ properly, registered shall be rejected except proposal of Government organization.

The points given to evaluation criteria are:

Sl. No.	Particulars	Max. Marks	Marks scored	Remarks if any
1	Providing similar services to Universities/Board of Central/States (3 (three) points for each)	30		Supporting documents are necessarily required. Proof of completion of work is required to be attached
2	Demonstration of the proposed software	25		PPT Required
3	Large Database handling in University (handling below 10000: maximum 02 points, above 10000 to 20000 students: 03 points, above 20000 to 50000 students: 06 points, above 50000 to 1,00,000 students: 8 points, above 1,00,000, students: 10 points). Experience of only one highest no. of students handling University will be considered.	10		Supporting documents are necessarily required
4	Live running online web-based application ((handling below 10000: 02 points, above 10000 to 20000 students: 03 points, above 20000 to 50000 students: 06 points, above 50000 to 1,00,000 students: 08 points and above 1,00,000 students :10 points). Experience of only one highest no. of students handling University will be considered.	10		To be shown during presentation.
5	Own Printing Press (5 points), Printing press in consortium (3 point).	05		Supporting documents are necessarily required
6	Experience in Years (1 point for handling up to 50000 students each year and 2 points for handling above 50000 students each year). In one year only one experience having highest no. of students handling University will be considered.	20		Supporting documents are necessarily required. If number of students is not mentioned in the certificate, no marks will be awarded. No back calculation will be made based upon payment records.
Total (Ts)				

Note: A technical proposal should score at least 60 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 60 points shall not be opened.

- (C) **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.

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 bidder with the lowest quote as below:

$$F_s = 100 * F_l / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_l = 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:

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

The first ranked i.e. the highest scoring bidder is eligible for award of work.

I. Important Points Regarding Disqualification/Termination

(A) Disqualification

The UMIS Committee may disqualify bids on account of, but not limited to, the following reasons:

- If received after the last date and time.
- If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the consultancy fee.
- If the participants attempts to influence any member of the selection committee.
- Receipt of Conditional bids.

The decision of the UMIS Committee in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from the disqualified bidders thereafter.

(B) Termination of the bid

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

(C) Award of work

The work order will be awarded as per recommendations of the UMIS Committee on the basis of evaluation criteria mentioned earlier after due approval of the University.

(D) Settlement of Disputes

The decision of the UMIS Committee duly approved by the University shall be final & binding on participating firms. In the event of any dispute related to the judging procedure or the recommendation of the UMIS Committee, the settlement will be done by sole arbitration of the Vice Chancellor, Patna University Patna, or by any arbitrator appointed on his behalf without recourse to the legal authorities.

(E) (i). Patna University, Patna shall take services in phases as per the requirement within a year from the date of contract.

(ii) Firm shall provide portal within 15(fifteen) days from date of work order.

(F) Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any laps in security, inaccuracy or mishandling/misuse , if any, 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 Patna University.

(G) Payment Terms: Payment for work would be made by the Patna University, Patna in the following manner-

A. Terms of payment for Student Life Cycle (on start of Post-Examination Work)

- i. 75% payment after publication of result, preparation of TR and successful generation of Marks-sheet after each examination
- ii. 25% payment will be released only after publication of final year degree examination, preparation of TR and successful completion of marks-sheet.

Note: -Company/firm shall submit Bills, in triplicate, as per prescribed format during the contract period immediately as per terms of payment.

(H) Other Terms & Conditions:

- (i) Printed terms and conditions of the bidders will not be considered as forming part of the quotation. No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to quotation.
- (ii) Hypothetical and conditional quotations will not be entertained.
- (iii) The Patna University reserves the right to accept or reject all or any of the quotations 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 Patna University as and when supply of software is required during the currency of the contact.

ANNEXURE - I

J. Expression of Interest (Eol) Response Form

(To be compulsorily submitted with Eol)

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

Sl. No.	Description	Details (to be filled by the responder to the Eol)
1.	Application fee/ cost of quotation document (Rs.20000.00 (Twenty thousand))	
2.	EMD (Rs. 500000.00 (Five lacs))	
3.	Annexure I- Technical Bid with supporting documents	
4.	Annexure II- Undertaking by the Bidder	
5.	An affidavit by the First-Class Magistrate/Notary of a "Warranty Declaration" of their firm/company's in their bids	
6.	Name of the Company	
7.	Official Address	
8.	Phone no. and Fax No.	
9.	Corporate Headquarters Address with phone no. and fax no.	
10.	E-mail address of contact person	
11.	Web site 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 with validity period	
16.	GST registration no.	
17.	Service Tax registration no.	
18.	Permanent Account Number (PAN)	
19.	Whether the company complies with the Requirement under the Contract Labour (Registration and Abolition Act)	

20.	Name of Bankers along with Branch (as appearing in MICR Cheque) and Account	
21.	Name of the Authorized Signatory, who is authorized to respond to the EoI	
22.	Audited reports of the last 3 (three) years.	
23.	Copies of orders/ agreement of the previous works or orders	
24.	Other Documents provided (A	
25.	Name and address of the organization/ university with which the company has agreement or MOU	

(Signature of Bidder with Seal)

Name:

K. ANNEXURE – II

FINANCIAL BID

Sl. No.	Particular	Description	Amount (INR)
1.	Students Life Cycle 1.1. a. For admission through entrance test.	@ Per student per exam. Rs – for 50,000 (fifty thousand students)	
	b. Direct Admission based on merit/ performance in previous examinations	@ per student Rs- for 50,000 (Fifty thousand students)	
	1.2. University Registration of the enrolled students(once in students life cycle)	@ Per student Rs -for 10,000 (ten thousand students)	
	1.3. Academic Activities like student's feedback, student's disciplinary records scholarship, teacher's login for assignment uploading of Ph.D. Thesis etc.	@ Per student Rs -..... for 10,000 (ten thousand students)	
	1.4. Pre-Examination : Online form filling for examinations (Yearly/semester) and admit card generation (for each examination)	@ Per student per exam Rs - for 10,000 (ten thousand students)	
	1.5. Post Examination : Confidential work & Scanning of OMR cover page (First page of Answer Book): ➤ Coding/ Decoding of the answer books for evaluation purposes. ➤ Publication of result and preparation of Marks Sheets (paper will be provided by the agency)	@ Per student per exam Rs -..... for all subjects for 10,000 (ten thousand students)	
	1.6. Seeking online application for scrutiny of Answer Books	@ per student per paper Rsfor 1,000 (one thousand students)	
	1.7. Printing and publication of provisional Certificates & Degree Certificates (paper will be provided by the University)	@ per student per certificate Rs-..... for 10,000 (ten thousand students)	
	1.8. Seeking online application in order to issue of duplicate Marks Sheet,	@ per student Rs -..... for	

	duplicate Certificates, Migration Certificates or Official Transcript (paper will be provided by the University Only for Duplicate Certificate).	1000 (one thousand students)	
	1.9. Convocation Management	@ per student Rs - for 1000 (one thousand students)	
	1.10. Alumni Management (a) Development of Alumni Portal. (One time activity)	(a) Creating Portal (Lumpsum)	
	(b) Maintenances, updating records, and other alumni activities.	(b) Maintenance & other alumni activities per year (for one year) (Lumpsum)	
	1.11 Integration including uploading of Mark sheets/ Certificates with NAD : (National Academic Depository).	@ Integration with NAD per document Rs- (for 10,000 ten thousand documents)	
Total=			
Total in words (in rupees).....			

- Note:** 1. Number of Students is given only for finalising the bid which may vary at the time of work-order. University will issue work-order for the above-mentioned items as per the requirement from time to time. Items may be deleted or added as per the requirement of the university.
2. The successful bidder has to appoint at least one software professional with his full time availability in the University for the implementation/monitoring & troubleshooting of the proposed software and designated work.
3. **Amount should be quoted in Indian Rupees without GST.** Applicable GST will be paid separately by the University.

L. Annexure III

UNDERTAKING BY THE BIDDER

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

I also undertake that there is no legal case pending against the company. Any work-order is not terminated due to unsatisfactory performance of the company by any university/organization. The company has never been blacklisted.

If any information given, as above, is found to be incorrect, we are liable to be responsible and the EMD and the Bank Guarantee deposited to the University may be forfeited and legal action may be taken against the company/agency.

(Signature of Bidder with Seal)

Name: