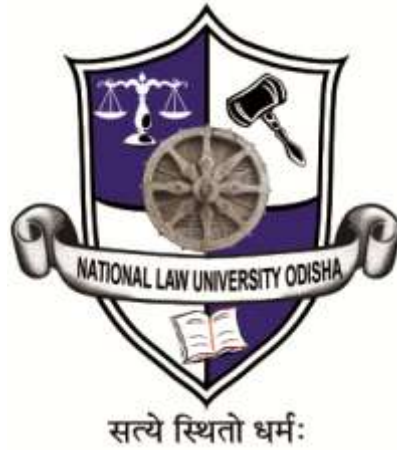# REQUEST FOR PROPOSAL

For Implementation of

Campus Management System on Cloud

Tender Ref. No.: NLUO/ICT-RFP/001 dated: 10/02/2017

National Law University Odisha, Cuttack,

Kathajodi Campus , SEC - 13, CDA,

Cuttack – 753015, Odisha (India),

Ph.: +91 671 2338018. Fax: +91 671 2338004

Fact Sheet

1.	Date of issue of notification	10/02/2017
2.	Non-refundable RFP Document Fee	Rs.5,000/- (Rupees Five Thousand) only, in favor of "Registrar, National Law University, Odisha" in the form of Demand Draft payable at Cuttack.
3.	Earnest Money Deposit (EMD)	Rs.15,000/- (Rupees Fifteen Thousand) only, , in favor of "Registrar, National Law University, Odisha" in the form of Demand Draft payable at Cuttack.
4.	Pre-Bid meeting	22/02/2017 at 03:00 p.m.
5.	Last date and time for submission of RFP Documents	02/03/2017 (Up to 01:00 p.m.)
6.	Place of submission of RFP Document	The Registrar (I/c), National Law University, Odisha Kathajodi Campus, SEC - 13, CDA, Cuttack – 753015, Odisha (India),
7.	Technical Presentation - Demonstration of firm's own developed software solution (currently in use by some clients) having functions as per the requirements in the RFP	02/03/2017 at 2:00 p.m. onward, Maximum 20 minutes will be provided to each vendor.
8.	Date and time of opening of Technical Bid	02/03/2017 at 4:30 p.m.
9.	Place of opening of Technical Bid Document	Meeting Room, Administrative Block
10.	Date and time of opening of Financial Bid	Will be intimated to shortlisted vendors
11.	Contact Person	Mr. Prashant Kuleshwar, System Administrator Email: itsupport@nluo.ac.in Phone: +91 0671 2338005

If your firm is interested in participation, please ask the contact person for details or visit our Web site at http://nluo.ac.in/tender/ the bid/RFP document, fee is payable only when you are submitting bid/RFP.

NOTE: Any related queries will be entertained during pre-bid meeting only.

Contents

1. Section -1: Introduction

The National Law University Odisha (NLUO) is a vibrant addition to India's National Law Universities. Within the short span, NLUO has made its mark as a university engaged in teaching and research in law. Faculty research output has always been of a very high standard, yielding among others several top-tier international publications. The student community's engagement with co-curricular activities has yielded remarkable results, including consistently high Performa - nces in moot court competitions and active participation in prestigious national and international conferences and seminars.

National law University Odisha, Cuttack intends to venture in the field of e-governance and ERP Implementation in the education sector. NLUO is looking for a web based comprehensive and integrated automation system for its academic and administrative processes that runs on a cloud infrastructure. It is intended that the system will provide automation in line with Government of India's Digital India Mission and official activities are carried out in a paperless, quick, easy and effective manner and at the same time it brings greater transparency and accountability.

The system should be equipped with modern technologies such as Cloud Computing, Big Data, Online Payment Gateway and Auto SMS/Email. The system should provide secure, accurate and timely information to all users at all levels for better information and decision making.

The objectives of the automation are to facilitate student related services such as admissions, fee payment, and examination registrations, institute related services such as affiliation and related services in a more secure and error free manner. It should improve transparency and accountability in various processes followed at institute and assists us to comply UGC mandate on online admissions.

In this context, NLUO intends to select a firm by issue of Request for Implementation of Campus Management Software that is hosted on a Cloud, under "Software as a Service (SaaS)" model. The Respondent shall be invited to submit a Technical Proposal, along with Commercial Proposal. These Proposals will be the basis for hiring of firm for implementation of Campus Management System. The contract will be valid for a period of 3 years and can be extended on mutual consent of both organizations. For the duration of three years (tenure of the content), NLUO intends to run the application in a 'Managed Services' model implying that the vendor will deploy manpower to Implement and Manage the ERP system across all the operational processes at the Institute. Scope of responsibility of vendor will be periodic configuration of the system to make it ready for use, while the NLUO be responsible for entering transactions in the system.

2. Section-2: Instruction to the Bidding firms /organizations

1. Bidder firms/organizations are advised to study the RFP document carefully. Submission of RFP shall be deemed to have been done after careful study and examination of the RFP Document with full understanding of its implications.

2. The Biding firms/organizations must furnish a non-refundable RFP Document Fee of Rs.5,000/- (Rupees Five Thousand only) in favor of "Registrar, National Law University, Odisha" in the form of Demand Draft payable at *Cuttack*, failing which the bid will be rejected.

3. The Bidding firms/organizations must furnish Earnest Money Deposit (EMD) of Rs.15,000/- (Rupees Fifteen Thousand) only in favor of "*Registrar, National Law University, Odisha*" in the form of Demand Draft payable at *Cuttack* from any of the nationalized scheduled commercial bank, failing which the bid will be rejected.

    In case of firm / agencies are not considered for placing the purchase order, the earnest money deposit (EMD) will be refunded without any interest within one month of taking the purchase decision.

4. The RFP documents is not transferable

5. NLUO reserves the rights to accept/reject any or all the RFP's without assigning any reasons thereof.
6. Validity of the RFP is **90 days** from last date of submission of RFP.

Note: NLUO shall not be responsible for any postal delays about non-receipts/ non-delivery of the documents. All late RFP/ incomplete RFP would be rejected out rightly.

3. Section – 3: Key RFP Terms and Conditions

3.1 Eligibility Criteria for the Bidders

Pre-Qualification Criteria

- The firm must meet all of the following eligibility requirements. RFP of non- compliant firms/organizations shall not be evaluated technically or commercially.

Sl. No.	Qualification	Documentary Evidence to be attached
i)	The firm should be an Indian registered company/ Agency /Limited Liability Partnership (LLP) engaged in the job of design/consulting for minimum of 10 years in India as on date of RFP. Consortium of companies/ firms is not allowed.	• Certificate of incorporation or Certificate of Commencement or Certificate confirming LLP • Certificate consequent to change of name, if applicable has to be submitted
ii	The firm must have successfully implemented at least 3 similar ERP projects during the last 3 years in Central University/ State Affiliating University/ IITs/IIMs/NITs/NLUs.	Copy of work/service orders and Client certificate should be available with the firm for verification of the same, if so desired by NLUO. A job executed by a firm for its own in-house purpose/sister concern/subsidiary shall not be considered as experience. Also, job executed by a firm as a Subsidiary / Fellow Subsidiary / Holding Company and Sub-Contractors shall not be considered as experience.
iii	The firm should be a profit-making concern for the last three consecutive years, with minimum Average Annual turnover of at least Rs. 5 Crore in each of the last 3 financial years. Out of the same at least 01 crore of the turnover should be from Educational sector.	The self-attested audited balance sheet of the agency / consultant for the last three financial years (i.e. 2015-16, 2014-15, 2013-14) must be submitted along with the bid.
iv	The firm should be CMMi5 (SVC and DEV)	Valid Certificates (Self attested copy).

V	Firm should have valid ISO 9001:2008 & ISO 27001 certifications.	Valid Certificates (Self attested copy).
Vi	The firm should have been in the S/W Development at least for last five years as on 31-March-2016 and served at least two clients from any of the Govt. Sector/ PSUs/ Autonomous Bodies of Govt./ Universities etc. as on 31-Mar-2016.	Self-declaration and customer experience letters
Vii	The firm should have Primary Data Center with back-up Secondary Data Centre for data Security as per the Government of India, National Data Sharing and Accessibility Policy (NDSAP) guidelines in this regard. Both the data centres should be located in India. The data center must be tier-3 data centre or above certified, and must be ISO/IEC 27001:2005 security certified or above. The bidder must provision Business Continuity Plan (BCP) site & Disaster Recovery (DR) for ensuring the continuous availability of the solution	Computer Emergency Response Team (CERT-In) certification
Viii	The firm should own the copyright of the source code of the solution. The agency should be able to make changes as and when required in any of the components of the software/source code being utilized for the purpose throughout the term of Agreement with NLUO.	Self-declaration
ix	The bidder should neither have been Debarred and / or blacklisted by any Central / State Govt. Department / Universities / Educational Institutions/Organization etc. nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by it in the last five years. The bidder shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs.	Self-declaration

| 100/- (Rupees Hundred Only) regarding their non-blacklisting in any of the government department and public sector undertaking /enterprise in India and central vigilance commission during the last five financial years. | |

Note: - Only firms qualifying in Pre-Qualification evaluation would be considered for the technical evaluation as per below criteria.

3.2   Procedure for Submission of RFP

3.2.1   The tender is "Two Bid' document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). Technical Bid should be submitted in a separate sealed envelope clearly indicating that it is a "TECHNICAL BID".

3.2.2   The financial bid is needed in a separate sealed envelope clearly indicating that it is a "FINANCIAL BID". It should contain only commercial in the prescribed format. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.

3.2.3   Both covers (Technical bid and Financial bid envelopes) be placed in sealed bigger envelop and marked with the bidders name. The tender complete in all respect, as prescribed in the tender document, should be delivered to NLUO on or before prescribed date available in the fact sheet failing which tender will not be accepted.

3.2.4   The firm shall have to qualify the eligibility criteria on the basis of documents to be submitted in Technical Bid for further shortlist for implementation.

3.2.5   The sealed envelopes of the bidders containing "Technical Bid" shall be opened on prescribed date available in the fact sheet first. If bids opening day is a government holiday, then the technical bids shall be opened on next working day at the same time. Maximum two representative of each bidder may participate at the time of opening the technical bids.

3.2.6   The cover thus prepared should also indicate clearly the name and address of the firm to enable the Bid to be returned unopened in case it is received "Late" or due to any other reason.

3.2.7 The RFP received late and declared late by the Bid Evaluation committee after the last date and time for receipt of RFP prescribed in the bid document or otherwise shall be rejected and/or returned unopened to the firm.

3.2.8 Each copy of the bid should be a complete document with Index & page numbering and should be bound as a volume. Different copies must be bound separately.

3.3 Overall bid Evaluation Process:

a) The evaluation shall consist of following phases:

    i.   Phase I – Evaluation of Technical bid

    ii.   Phase II - Evaluation of Financial bid following Quality and Cost Based Selection (QCBS) Method (On Financials provided for the required scope of work).

b) It is mandatory for the bidder to qualify all the Technical qualifications (including eligibility criteria) to be technically qualified and for being considered for opening of their Financial Bid and evaluation thereof.

3.3.1 Phase I : Evaluation of Technical Bid:

- Detailed technical evaluation shall be carried out and other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation.

- The evaluation committee may call the responsive service provider(s) who comply all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution. The service provider should give a detailed presentation on how their technology is best suited for the Institute. However, the committee shall have sole discretion to call for discussion/presentation.

3.3.2 Phase II - Evaluation of financial bids:

The financial bid shall be opened of only those Bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible Bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.

Final Proposal shall be given scoring as below

Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points. As per the technical evaluation criteria.

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:

Fs = 100 * Fl /F
Where:

Fs = The financial score of the Financial Proposal being evaluated
Fl = The price of lowest priced Financial Proposal
F = The quoted price of Financial Proposal under consideration

Combined QCBS 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 (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

Combined Score = 70 % * Ts+ 30 % * Fs

Bidder with highest Combined Score shall be declared selected Bidder.

In the event that two or more Bidders/organizations with same final score, the Bidder with more marks in technical evaluation shall be selected

3.4 Cost of Bidding

3.4.1 The firm shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Biding process.

3.4.2 The firm is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the firm's risk and may result in the rejection of the bid.

3.5 Amendment in Tender Document.

3.5.1 At any time up to the last date for receipt of RFP, the firm may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective firm, modify the Bid Document by an amendment.

3.5.2 The amendment will be notified on Institute's website and by e-mail to the prospective firms/organizations who have received the Bid Documents and will be binding on them.

3.6 Language of RFP

The RFP prepared by the firm and all correspondence and documents relating to the RFP exchanged by the firm and the Client, shall be written in the English language, provided that any printed literature furnished by the firm may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

3.7 Documents Comprising the RFP

The RFP prepared by the firms/organizations shall comprise of components mentioned below. (Bid documents are to be submitted in the order of eligibility clauses along with index page number):

3.7.1 Technical Bid shall consist of the following:

3.7.1.1 Documentary proof of qualifying the eligibility criteria by the firm.

3.7.1.2 Documentary proof of the technical information (Performa - I) for technical evaluation.

3.7.1.3 Bid Proposal sheet duly filled in, signed and complete in all respects. (Performa - II)

3.7.1.4 All proposals must be accompanied by an Earnest Money Deposit (EMD) of Rs15,000/- in the form of Demand Draft in favour of *"Registrar, National Law University, Odisha"* Payable at *"Cuttack"* in the form of Demand Draft, failing which the bid will be rejected.

3.7.1.5 Technical Compliance Sheet as per Scope of work (Section-4)

3.7.1.6 Certificate & Declaration as per the Performa - V.

3.7.1.7 Detailed technical architecture of the quoted product

3.7.1.8 Implementation Methodology and approach for Ongoing Support

3.7.1.9 A marketing brochure of the product may also be enclosed.

3.7.2 Commercial Bid consisting of the following:

3.7.2.1 Price Bid as per the Performa - III of the tender document.

3.8 Evaluation Criterion

After short listing based on eligibility criterion, QCBS (Quality & Cost Based System) of bidding would be followed. The Technical bid will be evaluated by evaluation committee set-up by NLUO. The following criteria and weightage will be assigned to the technically qualified firms/organizations:

Performa - I

Sl. No	Technical Parameters – Checklist	Max score
1.	Annual Turnover of the Bidder during each of the last three (3) financial years (FY 13-14, 14-15 and 15-16) >= INR 10 Crores :(10 marks) >= INR 7.5 Crores and < INR 10 Crores:(7 marks) >= INR 5 Crores and < INR 7.5 Crores :(4 marks) < INR 5 Crores : (0 Marks)	10
2.	Bidder's experience in implementation of education process automation projects in Govt. Depts. / PSUs/ Educational Institutions in India during last 5 Financial Years. (FY FY 11-12 onwards).(Cumulative value of top three qualifying projects will be taken into consideration) >= INR 5 Crores :(10 marks) >= INR 3 Crores and < INR 5 Crores:(7 marks) >= INR 1 Crores and < INR 3 Crores :(4 marks) < INR 1 Crores : (0 Marks)	10
3.	CMMi Certification of the Bidder: Level 5 :(10 Marks) < Level 5 :(0 Marks)	10
4.	Bidder's experience in implementation of own education ERP product in Educational Institutions in India during last 3 Financial Years (FY 13-14 onwards). >= 7 Institutes/ Universities : (10 marks) >= 5 Institutes/ Universities : (06 marks) >= 3 Institutes/ Universities : (04 marks)	10

5.	Total No. of student users, in 1 University / Technical Board, where the solution has been implemented. >= 5,000 student Users :(10 marks) >= 2,500 student Users and < 5,000 student Users (7 marks) >= 1,000 student Users and < 2,500 student Users (4 marks)	10
6.	Cert-In Certification for both (Primary and Secondary) Data Centers available: Yes : 10 (marks) No : 00 (marks)	10
7.	Technical Presentation - Demonstration of firm's own developed software solution (currently in use by some clients) having functions as per the requirements in the RFP	40
	Total	**100**

Technical Score should be denoted as "T_S" and shall be used to compute the final score in combination with Financial Score "F_S"

3.9 High Level Process for Project Implementation

Following section outlines the stages of implementation of the selected solution.

A1. Study Phase:

- Understanding the requirement.
- Understanding the flow of data.
- Mapping of technologies.
- Scoping of the work.

A2. Implementation Phase:

- Implementation / establishment of approved modules
- Mapping of requirements with the proposed system.
- Configuration of the system to meet the institute requirements
- Collection of master data and loading the same in the system
- Setting up of needed MIS reports and dashboards

A3. Training Phase:

- Training the users in the implemented modules
- Share system documentation and help manual for users

A4. System Acceptance Phase:

- Demonstration of set up completion and system readiness to Institute's team

A5. Support Phase:

- Understanding additional requirements and change requests.
- Issue monitoring and resolution

A6. Project Monitoring Unit:

- Monitoring the progress.
- Project Management support during development/pilot and roll-out.
- Overall co-ordination for roll-out
- Risk management
- Governance and escalation processes

3.10   Non-Disclosure

The firm and their personnel shall not disclose any proprietary or confidential information relating to the services, contract, terms, prices or the client's business or operations details either during the term or after expiration of this contract without the prior written consent of the NLUO.

3.11   General Terms and Conditions

a) Module wise Solution Development and Implementation Cycle with time line should be given as per the Requirements/Specification which includes Customization, testing, data migration, users training, go live and final implementation.

b) Complete training should be provided to Users and Administrators.

c) Complete Documentation and User Manuals are to be provided.

d) The payments will be made after successful completion of the following steps/gradations.

Phase-I – Deployment/implementation, Training, User acceptance / testing, go-live as per the requirements /specification and satisfactory demonstration **- 70% (of One time Implementation Fees) + 50% of subscription fees for 1st year.**

(Against submission of PBG of 10 % of Order Value for 3 years)

Phase-II – After completion one year of stable system implementation and hand over of complete system **- rest 30% of One Time Implementation Fees + rest 50% of subscription fees for 1st year.**

Phase-III – Module wise annual subscription fees will be paid after completion of 2nd year and 3rd year of stable system implementation **- 100%**

e) **Performance Bank Guarantee (PBG):** The successful bidder will have to remit PBG equal to 10% of the project cost of any Nationalized Bank which should be valid for 3 years plus one month [Refer format of PBG at Performa - IV].

f) **Development and Customization:** It will be mandatory that development and customization of solution should be done in consultation with ICT Department and respective department s of the University**.**

g) Preference and priority will be provided to the companies having operation in Odisha with sufficient number of manpower located in Odisha.

h) The company should be willing to appoint/depute implementation and/or support peoples at NLUO whenever required.

i) All the pages of the bid should be numbered.

j) The Bidder should ensure that **all pages** of this **RFP document** are duly signed by the authorized signatory as a **token of acceptance of all terms and conditions of RFP.**

k) The University has the rights to get work done in phases or remove modules as given presently in the bid/RFP.

l) The University reserves the right to accept or reject or cancel any or all tenders/RFP's either in part or in full without assigning any reasons.

m) **Supply**, **Installation and Commissioning**: The successful bidder has to supply, install, commission and integrate the solution **within 06 months from the date of Supply Order** and should hand over the same for User Acceptance Test (UAT). Any defects found during the UAT should be rectified to the satisfaction of the Officer authorized by NLUO. **User Acceptance Test (UAT)**: Once the project is handed over to NLUO, the University will test the system on real time working conditions. During the UAT, if any defect is found, the bidder shall rectify the same immediately without any additional cost. UAT will be done for not more than 10-15 working days from the date of completion of commissioning. If any discrepancy is found, the contract shall be treated as incomplete.

n) **Training**: In house training at premises of NLUO on the use of the system will be provided by the supplier at least for basic day-today operations.

o) **Delivery Schedule and Penalty for Delay**: Delivery schedule acceptance shall clearly be indicated in technical bid submitted by the supplier. Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 5% will be imposed for delayed delivery and installation.

3.12 Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Cuttack Jurisdiction only.

3.13   Bidders Profile:

Sr. No	Details	
1.	Name of the Firm	
2.	Registered Office address Telephone Number Fax Number e-mail	
3.	Correspondence/ contact address	
4.	Details of Contact person (Name, designation, address etc.) Telephone Number Fax Number e-mail	
5.	Year and Place of incorporation of the Company Please enclose the Documentary Proof	
6.	Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate.	
7.	Is the firm registered for service tax? If yes, Submit valid service tax registration certificate.	
8.	Number of Offices with details	
9.	Turnover details of last 3 years as per audited P&L and Balance Sheet	

4. Section 4: Scope of Work

Sl. No.	Item Description	Compliance (Yes / No)
A.	**Academic Management** This Module should be capable of managing Student Lifecycle, Academic Programs, Research Activities, Class & Practical Scheduling, Attendance, Examination, Assessment and Evaluation, Grading, Mark sheets/ Certificates/ Degrees award etc. There shall be *Self Service Portal* for Faculty members for mentoring, Attendance, Marks entry, monitoring & to plan academic activities etc.. There shall be *Self Service Portal* for students to Submit Applications, to View their Record, Progress, Grades etc.. *Self Service Portal* shall also be provided to parents to check the progress of student. **Detailed Specification/ Features:** I. **Academic Programs** – Ability to create Program Master. Program Name, Approval of Program, Start Date, Course Structure, Curriculum / Syllabus, Academic Session & Calendar, Course Credits in core curriculum and professional curriculum per Semester, Mandatory requirements for students to complete the program, Evaluation & Examination System, Assessment & Grading System. II. **Registration** – This module should: Student Application Data (online / offline), Verification & approval, Allocation of Program, Up-gradation/transfer of seat, from/to various streams, Student Master Data creation (with photograph & signature) and online approval, Updating / Import of short listed student data into database, cancellation of student registration, Allocation of Registration no. etc. III. **Academic** – There should be provisions for the following; • Course allocation to faculty members. • Availability of Course, Syllabus and Study Materials online. • Online project submission. • Online quiz/test for various purposes. IV. **Class time table Scheduling** – • Ability to create/edit class time table for semester as per the academic calendar on the basis of Program wise & Course wise Faculty Guest/Visiting Faculty availability for academic year. • Online allotment of Class Room / Lecture Hall for classes	

on the basis of student strength.

- Online allotment of Class Room / Tutorial Rooms for study and other proposes.

- Ability to change class assignment of Faculty without affecting other classes.

- Ability to transfer / substitute Faculty during term

- Provision to create/edit slotting pattern

- Provision to adjustment / swapping of classes

V. **Attendance** – By incorporating master data from Academic Program module, this module should be able to capture daily attendance through Bio-metric / Smart Cards as well as manual entry. Online leave application and approvals. Alert generation for short attendance as per rule. Maintenance of academic year wise, course wise, student wise leave/attendance record. Adjustment of attendance claims taking into consideration of Moot Court Participation, Internship, conference, seminars, medical leave, academic leave, sports or any other competition representing the University. Publication of Cumulative attendance, attendance certificates, debarred list for examinations etc.. There shall be provisions for colour coding of attendance below 66 % and between 66% and 75 %.

VI. **Examination, Assessment & Evaluation –** This module should cover all activities of examinations and assessment. Various pre-conduct, conduct, and post-conduct activities, entire process of evaluation of all courses.

It may also cover: Registration for Exam/Revaluation, Exam schedule, Examination hall Ticket generation, Appointment of vigilance squad, External examiners, Porting Marks (Mid Term-25%, End Term-45%, Project-20%, Project Viva-5%, attendance-5%), Marks Moderation, Grade Sheet with built in security Printing, Revaluation Changes, Exam hall real time Attendance / Absentee List generation, There shall be provision for System – secured online entry of grades by faculty members with Dean's/HOD's approval, Result Processing, Final Marks - Percentile calculation, Grade Calculation - GPA/CGPA calculation processing, Tabulation of Grades, Printing of Grade/Marks Sheet, Transcript, Provisional Certificate, Conduct Certificate & various MIS reports. Preparation of master result, Panel of Examiners, Record of used/ unused answer sheets/ Question papers etc. Eligibility of student to next semester, Transition plan from existing database to new MIS, Provision of re-admission, Unfair means, record & re-checking, integration with existing modules for course registration, online submission and course evaluation. Payment of honorarium/remuneration to invigilator, examiner,

		evaluator and co-coordinators etc.	
	VII.	Student feedback Survey (SFS) module needs to be added with required specifications as requested by the end user.	
	VIII.	Customization of the entire module of Academic Management System will be required and vendor must modify the module(s) accordingly.	
	IX.	**Reports (Online & Hard Copy) –**	
		• Academic Program list with details of Course wise Faculty	
		• Academic Year wise, Program wise, Student Category wise - Admission Register	
		• Academic Year wise, Program wise - Students Registration Register	
		• Student Page – This page should be dynamic & contain every updated information of student like personal details, photograph, admission channel, attendance, semester wise grades, fees paid, scholarship received, seminar / workshop attended, awards / prizes received, research papers presented / published, final result and grade sheet etc.	
		• Id-Card generation	
		• Academic Calendar	
		• Time Table of classes, examination etc.	
		• Attendance Register	
		• Tabulation Register of theory / project marks in examination.	
		• Program wise, Student wise, Head wise, Academic Year wise Fees Deposit & Fee Dues Register	
		• No Dues Certificate	
		• Student's Complaint Redressal Register	
B.		**Barcode Based Inventory Management system** **Features:** • Web based application with security audited certification • IT & Non-IT Asset/Inventory Control Management in reference to consumable and non-consumable items • Asset/Inventory procurement/reordering with requisition, approval, Purchase order • Receipt Management • Installation Management • PM (Preventive Maintenance) Management • Data entry of Assets/Inventory in the system with the following details; Sl. No., Description of item, Date of Purchase, Quantity with	

| | | unit Source/supplier name, value(RS), Invoice no. & Date, location, Identification No., Purchase file no., verification details etc. (Any other field shall be required at the time of development of system)
• Generate bar code and affix it on the Assets/inventory viz furniture, fixtures, laboratory Instruments, IT equipment
• Options to Import/Export Asset/Inventory master data to system from MS excel, MS Access, CSV or Text formats predefined meta data information for each type
• Provision of tracking the existing Asset/inventory with or without barcode
• Multi-level user management & permissions
• Branch, Department, Location management
• Incorporation of images of the assets/inventory along with the assets date
• Assets/inventory transfer of different branch/department/location
• Insurance management
• Asset breakdown, Service/Repair management, Call Escalation
• Support of multiple currencies and its rates
• Disposal Management/discard of obsolete assets
• Vendor Management
• Management of depreciation of each asset with rates and automatic calculation
• Download the data defined by the user in excel format
• Asset allocation
• With/without Source Code for any future updation or addition
• Advanced Open Query System/Customizable Reports(Employee/location wise asset tracking/Email alerts on Warranty, AMC, Insurance expiry) | |
| C. | **Financial Accounting**
Features:
• General Ledger Chart of Accounts
• Dynamic Ledgers Creation
• Budget Wise Ledger Creation
• Govt. Budget Head Wise Ledger Creation Option
• Ledger Postings from different location that can be compiled at central level
• Day Book
• Group Summary Bank Book
• Cash Book
• Bank Reconciliation
• Cash Flow
• Balance Sheet
• Trail Balance
• Income & Expenditure Statement | |

	• Monthly/Periodical Expenditure • Monthly/Periodical Income Statements • Month Statement if Account Receivable • Periodic Reports • Funds/Grants received • Statement of Expenditure • Statement of Revenue Realization • Budget Allocation Reports • Budget Vs. Actual reports	
D.	**Budget Management** **Features:** • Unit/Division Wise Budget Requisition • Consolidation of Budget Requirement of all Units/Division of University • Creation of Estimated and Revised Budget Statements • University Budget head wise Expenditure statement • Fund Type Wise Income & expenditure statement • Auto Creation of Budget Allocation Certificate • Budget Approval • Budget Allocation • Budget Re-appropriation • Location / Branch wise budget distribution	
E.	**Fee Management** **Features:** This module allows the users to setup and define fee structure of any complexity with creation of different fee heads. • Fee type/sub types creations • Fee head creations • Examination fees management • Late fees • Fee installments mgmt • Fee integration with accounts • Scholarship management	
F.	**HRMS & <u>Payroll</u>** • **Complete HR:** Employee personal & professional details, employee appraisal, payroll process, salary slip generation, detailed bank statement to be sent to the bank, PF, loan, ESI and conveyance as per the vouchers to name a few. • **Documentation:** appointment letters, creation of masters, maintenance of increments, other allowances like arrears, calculation of supplementary bills, advances taken against salary, etc. • Confidential report & Appraisal report	
G.	**Alumni Management**	

	Alumni management system promotes interaction among alumni and provides newcomers to that university with valuable social and professional contacts. **Features:** • Member registration • Auto Verification by registration number • Alumni Group management • Discussion Forum management • Alumni member search • Alumni Donation opportunity • Scheduling/events/Mass Messaging / circulars to all members • Opinion Polls • Album • Integration with Placement cell • Alumni meeting reports • Duplicate certificate request • Alumni student verification by external	
H.	**Placement Services** Placement services modules shall manage all the activities related to Employer, Student & University. **Features:** • Employer Registration. • Job Openings. • Employer Visit Scheduler. • Online Student Registration for Placement. • Grooming and finishing workshop management. • Searching and Short listing of Candidates. • Integration with Self Service Portal. • Integration with Alumni Services. • Seminar/Conference Management. • Placed Student Details.	
I.	**Transport Fleet Management** • Vehicle Details. • Vehicle Officer Mapping • Vehicle Make/Vehicle Type • Vehicle Driver Mapping • Vehicle Logbook Creation • Vehicle Maintenance(preventive) • Vehicle Insurance • Accident Particulars	

NOTE:

1. All report formats should be as prescribed by NLUO Cuttack.
2. Vendor has to integrate above modules with respective *Self Service Portals.*
3. System shall have provision for Certificate / transcript verification.
4. Basic requirements for automation are as above but not limited to the above.

5. Section 5: Pricing Response Template

Commercial Performa

Note: Rate to be quoted for Managed Services and hosting on Vendors Cloud for a period of 3 years. The contract can be further extended for a period of 2 years on mutual consent. Rates quoted to be exclusive of tax.

Student Count is only indicative. Price indicated here will be used only for price comparison purposes, while payments during contract term will be based on the number of students enrolled in each year.

A. One time implementation charges:

Sl. No	Module	Price	TAX (If Applicable)	Total Price
II	Academic Management Module			
III	Bar code based Inventory Management module			
IV	Financial Accounting and Budget Management Module			
V	Fee Management Module			
VI	HRMS & Payroll Module			
VII	Alumni Module			
VIII	Placement Service Module			
IX	Transport and Fleet Management Module			
			Grand Total	

B. Annual Subscription Fees:

Sl. No	Module	Unit	Unit Price (A)	Student Count (B)	Total Price for 3 years (A*B*3)
II	Academic Management Module	Per enrolled student per Annum			
III	Bar code based Inventory Management module	Per Annum			
IV	Financial Accounting and Budget Management Module	Per Annum			

V	Fee Management Module	Per enrolled student per Annum			
VI	HRMS & Payroll Module	Per employee per Annum			
VII	Alumni Module	Per enrolled student per Annum			
VIII	Placement Service Module	Per enrolled student per Annum			
IX	Transport and Fleet Management Module	Per Annum			
	TAX (If applicable)				
	Grand Total (I + II+III+1V+V+VI+VII+VIII+IX)				

Note: User count given above is indicative. May vary year on year. Payments will be based on actual student count.

C.   Total cost of ownership for three years i.e. (A+B):

Sl. No.	Item	Price
A.	One time implementation charges	
B.	Annual subscription fees	
	TOTAL	

6. Section – 6: Detailed Technical Requirements

Additional technical requirements that software must comply are as follows. These are mandatory requirements.

Business Continuity Planning	
1	Should have a primary and back-up data center in India
2	Every transaction in primary should be backed up in back-up data center so that there is no loss of data in case of any problems at primary data center

Training Environment	
1	Should have provision for users to practice transactions before using the actual production system
2	Data set up in production should be available in training environment so that training is a proper simulation.

Integration of other systems	
1	Should have provision for other systems to integrate with the institute automation system, using web services or similar technology
2	Should have ability to both read from and write to this institute automation system

Import/Export Data	
1	Should have provision to upload data from all the existing local records held by NLUO
2	Should have provision to facilitate Import from/Interface with the third party applications in the institute and extract data in various formats.
3	Should have provision for Import and Export to archived files
4	Should produce reports on all areas of data that can be exported to MS Excel/PDF.

Archiving

1	The application should provide a Data Archival utility on a cloud model as a part of the standard offering
2	Should have support to facilitate the query and reporting on archived data.

Database Backup at NLUO Data Center

1	Should have a provision for automatic transfer of database-dump of all database used (with updated information) on daily basis at the University's Data Center located at NLUO campus.
2	Service provider has to share necessary credentials of all the databases used for NLUO.

Single and minimal data entry

1	Data should be entered and validated at source only once and be used throughout the system(s)
2	There should be provisions to facilitate and minimize data input (e.g. use of intelligent default values, inheritance from previous entries, etc.) facility to strictly avoid any duplication of data. Search/match facility required that can help restrict the entry of duplicate data by providing interactive alert messages.

Management Information

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

Interfacing provisions / Interoperability with other key systems

1	Support for callable functions to access internal data or invoke internal functions should also be available, via services that conform to industry standards.
2	Support for bar-coded, bio-metric, Internet Banking and/or smart card based inputs.

	Audit Trail
1	The application should record changes in data in every field with user ID and time stamp, with ability to record reasons in some cases.
2	Should Enable which fields or tables are to be audited through a delivered tool
	Access and authorization
1	Only authorized users should have access to the system. As such, the system should therefore have the ability for the specification of who will have access to which functions. Where appropriate, further discrimination at the data level (e.g. Respective departments may only have access/update to data related to their own departments) is required. In this regard, the capability to support multi-role differentiation based on a single user sign-on will be essential.
2	Support for a comprehensive access and authorization mechanism, including Single sign-on for all system components
3	Support for a central authentication scheme
4	Ability to define multiple level authority, comprehensive set of user roles and permission lists, and flexible segmentation of data
5	Ability to manage access to authorized functions based on the roles represented in the account
6	Ability to manage access to different segments of data depending on the role
7	Ability to perform password management functions including: controlled password expirations, forced password change with optional grace logins, minimum password lengths and strong password policy, minimum number of numeric characters, non-dictionary words, password history logging, and user lockout from failed login attempts
	Reporting and data extraction
	The proposed system(s) should support
1	Interface with Data Mining Tool
2	Facilities for free text search
3	Include a standard set of reports based on industry best practice
4	Have ad hoc reporting capability that is user friendly and easy to use
5	Support ability to report to file as well as other means
6	Provide good interfacing mechanism
7	Powerful analytics with good dashboards
8	Provide ready to use reports which are required as per NBA/NAAC compliance

	Customizability/Configurability
1	To minimize the need/impact of customization/configuration, the proposed system should, wherever appropriate, support • Flexible customization/configuration capabilities • Ability to extend/change existing pages without much impact on the application • Ability to add/modify the existing workflows

	Self Service Portals:
1	System should provide self-service portals to various functionalities to all the stakeholders. Stake holders should have an instant view of data depending on the user access provided. They should be able to view the summarized account of all actions and requests, notifications. Students should be able to view their profile, their attendance, and examination notifications, raise requests, and pay fees.
2	Students/Parents/Faculties should be able to login to the Self-services portal using their user-ID and password and see transactions/updates related to them, and receive notifications from institute
3	Ability to create a new User Interface for a parent, student, or a faculty with relevant information only
4	Ability to show data and action buttons that are most used by users

	Technology Tools
1	Help Manual for the system should be made available online with videos with powerful search and filter capabilities to get quick help on any system information
2	Should have an Installer like tool that helps to configure the system quickly during the initial implementation as well as during additional set up needed in each semester and in each year
3	Provision to Search anything like applications/solutions/users/screens/workflow transactions from a single screen
4	All pending actions and notifications to be shown in one place like a work-list. Where actions can be taken like "approve" or "reject", this should be possible as well.
5	24x7 Help Desk to manage the issues raised by internal users and track to closure.
6	Ability to see transactions done each month as a trend to understand usage of the system or the module by a user or department
7	Live-Chat capability. Ability for a prospective student to do live chat with someone in admission enquiry department.
8	Broadcasting: Ability to send messages to entire organization for the message to display on their system login

9	Email Reply Capture - Capability with which users respond to the mails with certain key words and transaction are performed automatically, based on that e-mail response
10	SMS Reply Capture - Similar facility with SMS to perform transactions
11	Cloud Storage: Ability to store files in cloud drive so that it can be retrieved anytime later from anywhere
12	Messaging: Application for internal messaging - Chat among the users of the customer organization
13	Decision support system: Application should prompt the user with historical information before performing key transactions

7. Section- 7: Model Bank Guarantee Format for Performance Security

Performa - IV

MODEL BANK GUARANTEE FORMAT FOR PERFORMA - NCE SECURITY

To

WHEREAS ……………………………………………………………………………….. (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no……………………………………… dated …………. to supply……………………………………………. (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of`……………… ……………………………………(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ………. day of …………, 20…….

…………………………………………………………………………….

(Signature of the authorized officer of the Bank)

……………………………………………………………………………..

Name and designation of the officer

……………………………………………………………………………...

…………………………………………………………………………………

Seal, name & address of the Bank and address of the Branch

Section – 8 : Certificate & Declaration

Performa - V

CERTIFICATE & DECLARATION

It has been Certified that all information provided in RFP/bid form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with FRP/bid form for gaining unlawful advantage. We understand that National Law University Odisha (NLUO), Cuttack is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further NLUO, Cuttack is also authorized to blacklist our firm/company/agency and debar us in participating in any RFP/bid in future.

I / We assure the University that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the work is awarded to us.

Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the University.

Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department,

PSU, University, Autonomous Institute or Any other Govt. Organization.

Date   Signature of the Bidder

Place   Stamp