

Request for Proposal
For
**Selection of Service provider/Agency for
Entering into Rate Contract for Hosting,
Implementation and Maintaining ERP System
for Campus Management**

(OPEN TENDER)

Tender Ref. No. EdCIL/BD/ERP/Campus Management/2016/03 dated 14th
May 2016



EdCIL (India) Limited
(A "MINI RATNA" Govt. of India Enterprise)
'Ed.CIL House', Plot No. 18A, Sector - 16A
NOIDA - 201301 (UP), INDIA
Tel: 0120 - 2512001 - 006, Fax: 0120 - 2515372



EdCIL (India) Limited
(A Government of India Enterprise)
(A Mini Ratna Company)

**(An ISO 9001-2008 & 14001-2004 Certified Company) EdCIL House, 18-A,
Sector 16-A, NOIDA – 201301 (U.P.)**

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for Hosting, Implementation and Maintaining ERP System for
Campus Management**

Tender Ref. No. EdCIL/BD/ERP/Campus Management/2016/03 dated 14th May 2016	
Place for opening of the bid	Convention Hall EdCIL (India) Limited (EdCIL) [A Government of India Enterprise) EdCIL House, 18-A, Sector-16-A NOIDA - 201301 (Uttar Pradesh), India
Last Date & Time of Submission of Bid	07 th June 2016 upto 1500 hrs
Date & Time of Opening of Technical Bid	07 th June 2016 at 1630 hrs

**Cost of Tender Document:
Rs. 1,000/- (Rupees One Thousand Only)**

Name of the Bidding Company/ Firm:	
Contact Person	
(Authorized Bid Signatory):	
Correspondence Address:	
Mobile No	
Off. Telephone No.	
Fax No.	
E-mail ID	
website	

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CHAPTER – I

Introduction

EdCIL (India) Limited, a **Mini Ratna CPSE** (Central Public Sector Enterprise), was incorporated in 1981, under the Ministry of Human Resource Development. It is an ISO 9001:2008 & 14001:2004 Certified Company. It is a continuously dividend paying and profit making company and the only PSU (Public Sector Undertaking) under Ministry of Human Resource Development to serve the education sector.

1. The company over the three decade of existence has executed many projects and consultancies and has a large number of satisfied clients spanning across Govt. of India, State Governments, Foreign Missions, Autonomous Bodies, Centres of Excellence (IITs, IIMs, IIITs, IISERs etc.) and their large corporates.
2. EdCIL offers a wide range of Information and Communication Technology (ICT) consultancy, Turnkey and Technology solutions in different segments of Education and Human Resource Development within the country and overseas. EdCIL currently runs Project Management Support Units (PMSUs) known as Technical Support Groups (TSGs) for Pan India projects of Ministry of Human Resource Development like “*Sarv Siksha Abhiyan (SSA)*”, “*Mid Day Meal Scheme (MDM)*”, “*National Mission on Education through Information & Communication Technology (NMEICT)*”, “*Rashtriya Madhyamik Shiksha Abhiyan (RMSA)*”, “*National Literacy Mission Authority (NLMA)*”, “*Higher Education Statistics and Public Information System (HESPIS)*”, “*Pandit Madan Mohan Malviya National Mission on Teachers & Teaching (PMMMNMTT)*” etc.
3. The company offers the following technology led solutions in the Education & Training space.
 - a. **Online recruitment Services** are offered to various Government Departments/Public Sector Undertakings, Educational Institutions in order to select and appoint executives for various organizations. This is a large and high growth vertical of the company with opportunities for further increase in market share in view of the large size of market both in India and overseas.
 - b. **IT and ICT Division** offers services, which are technology led in nature. Currently, it is offering capacity building training services, IT based automation services like enterprise resource planning (ERP) solutions, digital library, smart classrooms, e-learning packages and e-content development, e-operation and management (networking & Wi-Fi facilities), solutions to educational institutions along with that setting up of virtual universities;

- c. Skill Development & Human Resource Training including Teachers Training;**
 - d. Marketing of Indian Education product overseas;**
 - e. Placement of Indian Teachers overseas;**
 - f. Edu-Technology and Infrastructure Division** offers concept to commission services like preparation of Detailed Project Report (DPR), Detailed Feasibility Report (DFR), Project Management Consultancy (PMC), Impact Studies, Project Evaluation, Project Management and Turnkey Solutions. It has handled several successful assignments like setting up Institutions like Indian Institute of Technology (IIT), Indian Institute of Management (IIM), National Institute of Technology (NIT), Indian Institute of Information Technology (IIIT), Indian Institute of Science Education & Research (IISER), Indian National Defence University, Indian National Railway University, Central Universities and many other institutes of national importance;
- 4.** The company has expertise and large network of alliance partners and tie-up with quality monitoring bodies to undertake skill building including Information and Communication Technology (ICT) training and Teachers training projects. The successful clients include:
 - National**
 - Various Ministries; State Government; Statutory/Autonomous Bodies/Public Sector Undertakings; Private Sector;
 - Overseas**
 - Alemaya Agricultural University, Ethiopia; Association of Professional Engineers, Scientists and Managers (APESMA), Australia, DEAKIN University, Australia; Arba Minch Water Technology Institute, Ethiopia; Atilim University, Turkey; British Universities India Consortium, United Kingdom; New Zealand Education International Ltd. New Zealand; University of Kocaeli, Turkey; University of Witwatersrand, South Africa; Wellington Polytechnic, New Zealand, etc.
- 5.** EdCIL has diversified into the other areas of Social Sector (Health, Agriculture and Rural Development) and has been accepted as a preferred service provider for undertaking consultancy assignments. In addition to the above, EdCIL has also executed several projects funded by World Bank, African Development Bank and other International Organizations.

CHAPTER - 2

ABBREVIATIONS & DEFINITIONS

Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding service provider.
Bid	"Bid" means the response to this document presented in Two documents, Technical Bid and Financial Bid, which are supplied with necessary documents and forms as given in Annexures, complete in all respect adhering to the instructions and spirit of this document.
Bidder	"Bidder" means any individual/proprietor/ partnership service provider/ agency/ company/ contractor/ supplier responding to Request for Proposal and who makes a Bid.
Contract	"The Contract" means the agreement entered into between EdCIL and the selected bidder(s) in terms of clauses mentioned.
Day	"Day" means a working day as per Government of India (GOI).
MHRD	Ministry of Human Resources Development
EMD	Earnest Money Deposit
EdCIL	EdCIL (India) Limited
TC	Tender Committee
PBG	Performance Bank Guarantee (also called as SD/Bank Guarantee)
Tendering Authority	EdCIL in this Bid Document.
Services	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract. A service is the intangible equivalent of an economic good
SoW	Scope of Work
Proposal	"Proposal" means the Technical Proposal and the Financial Proposal of the Bidder.
RFP	"RFP" means the Request for Proposals to be prepared by the Client for the selection of Service Provider for entering into a Rate Contract for Hosting, Implementation and Maintaining ERP System for Campus Management.

CHAPTER - 3

INVITATION FOR THE BIDS

The Company recognizes huge growth opportunities in the education sector. EdCIL India Ltd (EDCIL) intends to especially venture in the field of e-governance and ERP Implementation in the higher education sector. Quick market response and systematic business development being of paramount importance the company recognize the need to enter into a rate contract with the credible organization for supply of an ERP system for Campus Management. In this context, EdCIL is looking for services of highly competent service providers for supply of client educational web based comprehensive and integrated automation system for its institutions for their academic and administrative processes that run 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, efficiency and accountability.

The system should be equipped with modern technologies such as Cloud Computing, Big Data, Online Payment Gateway, Auto SMS/Email, RFID and Biometric Integration. 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, examination registrations, view exam results, college related services such as affiliation and related services, conduct end semester examination for the students of various colleges, in a more secure and error free manner. It should improve transparency and accountability in various processes followed at college and university level and assist universities to comply UGC mandate on online admissions. It will support universities to monitor, record and improve on many of the NAAC accreditation parameters

In this context, EDCIL intends to select agency / service provider through Open tender process. The bidders shall be invited to submit a Technical and Financial Proposal. The Contract will be valid initially for a period of 5 years, which will be extended further for a period of one year on satisfactory performance of agency.

The Request for Proposal is issued by the EdCIL India Limited to obtain bids from reputed and experienced service providers for selection of agency / service provider to provide entire gamut of services for Hosting, implementation and maintaining ERP System for Campus Management.

Interested service providers are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of this tender document with full understanding of its implications.

Bids can be submitted by Indian registered company/ Limited Liability Partnership (LLP) engaged in the job of implementation of ERP for Campus Management. Consortium of companies/ service providers is not allowed.

CHAPTER - 4

Schedule for invitation to Tender

1.	Name of the issuing office	Shri V.V.Murari, CGM/P EdCIL India Ltd. Plot No. 18A, Sector-16 A Noida-201301 (U.P.)
2.	Submission of RFP Document and Contact person	Shri V.V.Murari, CGM/P EdCIL India Ltd. Plot No. 18A, Sector-16 A Noida-201301 (U.P.)
3.	Date of Bid Specification document to be available on the website www.edcilindia.co.in	14th May 2016
4.	Date of Pre-Bid meeting(For online query please mention “Bid Query” in the subject line)	26th May 2016 at 1700 Hrs
5.	Last date for submission of Bid Query	25th May 2016
6.	Last date and time for submission of RFP Documents	07th June 2016 (upto 1500 hrs.)
7.	Date and time of opening of Technical Bid	07th June 2016 at 1630 hrs
8.	Date and time of opening of Financial Bid	To be informed separately.
9	Place of opening of Bid Document	EdCIL India Ltd. Plot No. 18A, Sector-16 A Noida-201301 (U.P.)

CHAPTER 5

INSTRUCTIONS TO BIDDERS

1. Procedure for preparation and submission of bids

- 1.1. The Request for Proposal (RFP) will have two packet system for the scope of the work:
 - a) Technical Bid consisting of all Technical details along with commercial terms and conditions.
 - b) Financial Bid indicating item wise price for the items mentioned in the bid.
- 1.2 The technical bid and financial bid should be sealed by bidder in separate cover duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as **Selection of Service provider/Agency for Entering into Rate Contract for Hosting, Implementation and Maintaining ERP System for Campus Management**
- 1.3. Technical bid should not include any financial information. Technical bid containing financial information shall be declared non responsive and shall be disqualified.
- 1.4. The cover thus prepared should also indicate clearly the name and address of the bidder to enable the Bid to be returned unopened in case it is received “Late” or due to any other reason.
- 1.5. 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 Bidder.
- 1.6. 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.
- 1.7 Technical bid, financial bid , bid fee and Earnest money must be prepared as per instructions provided in this section.
- 1.8 Bidder should take into account any corrigendum published on the tender document before submitting their bid.
- 1.9 Bidders are advised to go through the tender advertisement and the tender document carefully to understand the document required to be submitted as part of the bid.

2.0 As part of the bid, the bidder should provide the Technical and financial bid as follows:

- a) bidder has to pay the bid fee for Rs.1000/-(One Thousand only)in favor of **EdCIL India Ltd.** "Payable at **Noida (U.P.)** in the form of Demand Draft, failing which the bid will be rejected.
- b) The Bidder must furnish earnest money for Rs.100,000/-(One Lakh only) in favor of **EdCIL India Ltd.** "Payable at **Noida (U.P.)**in the form of Demand Draft, failing which the bid will be rejected.

2. Assistance to Bidders

Any queries relating to tender document and the terms and conditions contained therein should be addressed to the tender issuing office for a tender or the relevant contact person indicated in Schedule for invitation to tender.

3. Cost of the tender

The bidder shall bear all costs associated with the preparation and submission of its bid, attending pre-bid meeting including cost of presentation, if so desired. EdCIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. Content of the tender

The tender documents includes:

1. Invitation for bids
2. Instructions to bidders
3. Scope of work
4. Proposed Contract Terms
5. Financial Bid

The bidder is expected to examine all sections of the tender document carefully. Failure to furnish all required information or submission of a bid not substantially responsive to the tender in every respect will be at the bidder's risk and may result in rejection of the bid.

5. Clarification on tender

A prospective bidder requiring any clarification on tender document may submit queries to the issuing officer in the following format so as to receive before the date of pre-bid conference :

S.No.	Section no	Clause No	Reference/Subject	Clarification sought

EdCIL will respond to any request for clarification or queries on the tender document received not later than the dates prescribed in the schedule for invitation to tender on EdCIL website and is not obliged to send individual replies to the bidders. Bidders are advised to see the clarifications/amendments given by EdCIL during the bid process.

6. Amendment in Tender Document.

- 6.1. At any time up to the last date for receipt of RFP, EdCIL may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- 6.2. The amendment will be notified on EdCIL website and by e-mail to the prospective Bidders/organizations who have received the Bid Documents and will be binding on them.
- 6.3. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, EdCIL may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set out in the tender.

7. Language of RFP

The RFP prepared by the Bidder and all correspondence and documents relating to the RFP exchanged by the Bidder and the Client, shall be written in the English language, provided that any printed literature furnished by the Bidder 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.

8. Documents comprising the bid

The bid prepared by bidder shall comprise the following components:

A. Technical Bid must comprise the following:

- i) Letter of Proposal submission
- ii) Bid fee
- iii) Earnest Money
- iv) Bidder's experience
- v) Certificate of Incorporation
- vi) PAN No. and Service Tax Registration Certificate
- vii) Certificate of Annual Turnover duly verified by CA
- viii) Undertaking that the bidder is not blacklisted
- ix) IT network diagram

- x) Complete workflow coverage details and literature for ERP System for Campus Management.

B. Financial Bid comprise the following:

- i) Letter of Proposal submission
- ii) Price Bid Format

9. Bid Prices

- 9.1 The bidder shall quote the prices in INR and as per the proforma prescribed for services it proposes to provide under the contract. In absence of price information, a bid may be considered incomplete and summarily rejected.
- 9.2 The bidder shall prepare the bid based on the details provided in this tender document. The bidder shall carry out all the tasks in accordance, with the requirement of the tender document and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.
- 9.3 Price quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. The bidder shall therefore indicate the price in prescribed proforma enclosed with the bid.
- 9.4 The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, levies, service tax and other charges as may be applicable in relation to the activities proposed to be carried out. However, should there be any increase/decrease in the service tax during the tendering process or during execution of the project, it will be borne by EdCIL.

10. Authorized Signatory

- 10.1 The bid document should be signed by the authorized representative of the bidder.
- 10.2 The certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid.

11 Period of Validity of Bid

Bids shall remain valid for the period of 90 days after the date of opening of technical bid. A bid valid for a shorter period may be rejected by EdCIL as non responsive. In exceptional circumstances, EdCIL may solicit the bidder's consent to an extension of the period of bid validity. The request and response shall be in writing.

12 Last date and receipt of Bid

The bid should be submitted not later than the time and date specified in schedule for invitation to tender. However, EdCIL may, at its discretion, extend the last date for the receipt of bids by amending the tender.

13 Late Bid

Any bid received by EdCIL after the specified time and last date for receipt of bid prescribed by EdCIL shall be rejected.

14 Address for Correspondence

The bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by EdCIL.

15 Preliminary examination

EdCIL will undertake preliminary examination of bids to determine whether they are complete, whether any error has been made, whether bid fee/EMD have been received, whether the document has been properly signed and whether the bid is generally in order.

A bid determined as not substantially responsive will be rejected by EdCIL.

16 Earnest Money (EMD)

- 16.1 The bidder shall furnish along with bid an Earnest Money deposit amounting to Rs. 1,00,000/- (Rs. One lakhs only) in the form of Demand Draft in favour of EdCIL India Limited payable at Noida.
- 16.2 Bids received without EMD shall be summarily rejected.
- 16.3 The earnest money of unsuccessful bidders shall be refunded without interest after final signing of the contract.

16.4 EMD of successful bidder shall be retained as security money after signing of agreement. In addition, the PBG will require to be submitted @ 10% of the work value, when an individual work is assigned.

16.5 The EMD will be forfeited on account of one or more of the following reasons:

- a) The bidder withdraws its proposal during the bid validity period.
- b) The bidder does not respond to the requests for clarification of its proposal.
- c) The bidder fails to provide required information during the evaluation process.
- d) In case of successful bidder, the said bidder fails to sign the agreement in time and/or furnish required Performance Bank Guarantee.

17 Pre-bid conference

The bidder or his official representative is advised to attend a pre-bid conference on **26.05.2016 at 1700 hrs.** at the office of :

Chief General Manager (Projects)
EdCIL (India) Limited,
EdCIL House, 18 A, Sector 16A,
NOIDA – 201 301 (U.P)
Phone: 0120 2512008, Fax: 0120 2515372
Email: vvmurari@edcilm.co.in

The purpose of this meeting will be to clarify issues and to answer queries on any matters that may be raised at that stage.

The bidder is requested to submit any queries in writing by fax followed by post copy in confirmation so as to reach EdCIL **not later than 25.05.2016.**

Queries relevant to the bid Documents shall be addressed to the Chief General Manager (Projects), EdCIL. Reply to the bidder's queries will be made by EdCIL (India) Limited by uploading of response in the EdCIL website.

Proceedings of the pre-bid conference, including copies of the queries raised and responses given, will be furnished expeditiously to all those attending the meeting. Any modification of the bid documents, which

may become necessary as a result of the pre-bid conference, shall be made by EdCIL exclusively through the issuance of an Addendum (or Addenda) and not through the minutes of the pre-bid conference. **Addenda will be treated as part of Tender Document.** The copy of Addenda and response to other queries will also be hosted on EdCIL website (www.edcilindia.co.in) for the purpose of downloading.

18 Overall bid Evaluation Process:

- a) Evaluation criteria will be based on evaluation of the bidder meeting the technical qualification (including eligibility criteria) and subsequently evaluation of financial bid. The evaluation shall consist of following phases:
 - i) Phase I – Evaluation of Technical bid
 - ii) Phase II - Evaluation of Financial bid following QCBS Method
- 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.

19 Phase I : Evaluation of Technical Bid:

19.1 Bidder shall have to enclose documentary evidence in support of the following mentioned Eligibility Criteria. In the absence of such supporting documents as mentioned against each criteria, the bid will be rejected summarily. The financial bid of only those bidders who qualify in the Technical bid will be evaluated as laid down in the subsequent section.

19.2 Eligibility Criteria :

S. No.	Qualification	Documentary Evidence to be attached
1	The bidder should be an Indian registered company/ Limited Liability Partnership (LLP) engaged in the job of implementation of ERP for Campus Management for minimum of 3 years in India as on 31 st March 2015. Consortium of companies/ service providers is not allowed.	<ul style="list-style-type: none"> • Certificate of incorporation or Certificate of Commencement or Certificate confirming LLP
2	The Bidder must have successfully implemented at least 3 ERP projects for higher educational institution during the last three completed financial years out of which at least two projects should be from	Copy of work/service orders and Completion certificate. A job executed by a Bidder for its own in-house purpose/sister concern/subsidiary shall not be

	Govt. Sector./ Universities as on 31 st March 2015.	considered.
3	The Bidder should be a profit-making concern for the last three financial years, with minimum Average Annual turnover of at least Rs.100 Crores in last 3 years. Out of the same at least Rs. 25 crore of the average annual turnover should be from Education Industry.	A certificate of Turnover from Chartered Accountant with self-attested audited balance sheet for the last three financial years (i.e. 2014-15, 2013-14, 2012-13).
4	The Bidder should be CMMi5 (SVC and DEV) certified	Copy of the Valid Certificates
5	Bidder should have valid ISO 9001:2008 & ISO 27001 certifications	Copy of the Valid Certificates
6	The bidder should have been in the software Development for the last three years as on 31 st March,2015.	Self-declaration and customer experience letters
7	<p>The bidder should own the 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.</p> <p>The bidder must have provision of BCP site & DR for ensuring the continuous availability of the solution</p>	Cert-in certification
8	The bidder should own the copyright of the source code of the Campus Management solution being offered. 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 EdCIL.	Declaration as per proforma
9	<p>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.</p>	<p>Declaration as per proforma</p> <p>The bidder shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs. 100/-)</p>

19.3 Technical bids will also be reviewed for compliance with the necessary Instructions, terms and conditions, scope of work, formats etc. as outlined in this tender.

19.4 The bidder who qualifies the above eligibility criteria shall be invited for Technical Presentation & Demonstration of bidder's own developed software solution (currently in use by some clients) having functions as per the requirements in the RFP. This is only for understanding purpose of EdCIL.

19.5 Further, technical bids shall be evaluated as the following matrix:

S. No	Technical Parameters	Max score	Documentary evidence to be submitted
1.	Average Annual Turnover of the Bidder during the last three (3) financial years (FY 12-13, 13-14 & 14-15) >= INR 300 Crores : (25 marks) >= INR 200 Crores and < INR 300 Crores : (20marks) >= INR 100 Crores and < INR 200 Crores : (15 marks)	25	Audited balance sheets along with copy of CA certificate
2.	Bidder's experience in implementation of education process automation projects in Govt. Depts. / PSUs/ Educational Institutions in India during last 3 Financial Years. (FY 12-13 onwards) >= INR 50 Crores : (25 marks) >= INR 40 Crores and < INR 50 Crores : (20 marks) >= INR 30 Crores and < INR 40 Crores : (15 marks)	25	Copy of work order and completion certificate issued by client
3	Experience of Implementing successful completed ERP for campus management in Govt. / Educational Institutions in India during last 3 Financial Years. (FY 12-13 onwards). More than 5 projects : (25 marks) Upto 5 projects : (20 marks)	25	Copy of work order and completion certificate issued by client
4.	Total No. of student users, in biggest university, where the solution has been implemented. >= 10,000 student Users : (25 marks) >= 4,000 student Users and < 10,000 student Users (20marks) >= 2,000 student Users and < 4,000 student Users : (15 marks)	25	Copy of work order and completion certificate issued by client
	Total	100	

- 19.6 The Technical bid will be evaluated by evaluation committee set-up by EDCIL on the basis of criteria and weightage assigned.
- 19.7 Short listed bidders who qualified in technical evaluation stage shall be notified for opening of their financial bids.

20 Phase II - Evaluation of financial bids:

- a. Financial bid will be inspected to ensure conformance to the format provided in the tender document.
- b. If there is any discrepancy between words and figures in any part of the financial bid, the amount indicated in words will prevail.

Final Proposal shall be given scoring as below

- a) 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:

$$Fs = 100 * FI / F$$

Where:

Fs = The financial score of the Financial Proposal being evaluated

FI = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

21 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:

$$\text{Combined Score} = 70 \% * Ts + 30 \% * Fs$$

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

CHAPTER – 5

SCOPE OF WORK

Given below is a brief description of each module under Campus Management System. Refer **Appendix A** for complete details of scope of work. The bidder would be expected to endorse compliance remarks against each of the item indicated and submit duly filled Appendix A

1. Admission Management

1.1 Application Management

This module shall manage receipt and processing of online applications, and enable approval and rejection of applications and includes filling, submission, scrutiny, verification, approval or rejection of online application. It shall capture relevant questions and details that an aspirant needs to answer and provide as part of the requirements of the institutions. It should also include option of online payment gateways for any fees/registration payment.

1.2 Counselling Management

This module shall support centralized online counselling along with Live Counselling Display. Live display shall include details of seat vacancies that are updated on real-time basis based on the seats that get filled during counselling. Scrolling shall be enabled on screens so that it is continuous display of available seats. This module shall also support merit list generation, SMS and e-mail communication of call letters to applicants, seat allotment.

1.3 Admission Process

The admission module shall manage key admission activities such as processing of applicants through various admission stages including registration and admission fees payments, processing of various admission process steps along with verification of student details after admission, generation and printing of admission letters and generation of student identity cards.

2. Academics Management

2.1 Student Data Management

The student management module shall help the institutions to maintain the student records of all the students admitted into affiliated institutions and make these details available to students, parents and other stakeholders. It shall have a provision to keep a record of the basic, academic and personal details of the students, their 360 degree view of academic performance and

all institute interactions, ability to upload student academic and extracurricular documents.

2.2 Student Timetable and Attendance Management

This module shall help in creating and managing timetables, marking student attendance. It should have provision for daily and weekly view of timetable, automatic generation of timetable based on rules, support for student selected time table. Provision of Self service capabilities for students to see the timetable, their attendance. Biometric integration to capture student attendance is also required.

2.3 Student Leave Management

This module shall have provision for students to apply for leave; view the approval status and leave history through Self Service. The leave workflow shall be configurable based on institute needs. Facility where the approver can approve or reject the request is also needed. While applying for leave, the student shall be able to view the sessions that he/she will be missing, on the academic timetable.

2.4 Student Discipline Management

This module shall support for efficient management of the Discipline related incidents. Support needed for applying disciplinary action, applying fine, restricting access to Library and/or Hostel, generation of Warning/Action letter.

2.5 Student Feedback Management

This module shall provide an configurable capability to custom create student feedback templates. It shall help in configuring and capturing responses of students, faculty, employees and other stakeholders of the Institutes. It should have support for analysing feedback responses

2.6 Letter Management

This module shall help in designing any letter formats needed in the life cycle of a student. Eg student letters, administrative letters, ID cards, certificates and many more, as required by the institute. There should be provision for students to apply for a letter and admin to approve or reject.

2.7 Student Self Service

This module shall provide a configurable capability to provide all the relevant student information in one place. Student shall be able to view information and also place a request like request for duplicate ID card.

3. Exam and Grading Management

The Examination and Grading module shall have provision to plan, administer, evaluate and generate the results of students. It shall have support for various types of grading methods to cater the needs of every educational institution. It should be possible to manage entire examination cycle from exam roll number/enrollment number generation, registration and enrollment, till mark sheet /reports card generation.

There shall be provision to

- Define Exams and Configure Exam Pattern: Based on institute's specific needs, the exam structure should be completely configurable, in a hierarchical manner.
- Configure various exam related rules: Different rules regarding processing and adjustment of marks like rules for Grace Marks, Normalization, Eligibility, and Absence.
- Define Grade and Configure Grading Scheme: Shall support quantitative and qualitative grading schemes
- Copy Coding: Support for copy coding of answer sheets
- Exam Enrolment: Provision for students to register for an exam
- Faculty Authorization for Marks Capturing: Support to ensure only authorized faculty can capture the marks
- Student Score/Grade capturing: Capturing the score for batches, session wise and class wise. Support for bulk upload is needed. Provision needed to edit the captured score.
- Processing Scores: Support to process the captured marks to arrive at the grade based on the grading scheme.
- Customizable Report Card: Ability to create a custom report card
- Managing Student Promotion: Provision to promote or demote a student. Backlog creation to be supported in case a student fails to get the minimum grade.
- Publishing results: Declare results based on score. Students shall be able to see the score in their self service module.

4. Digital Evaluation

This module should provide an effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/ questions should be taken care by the system. Additionally,

the system should have the option for “review” by an assigned supervisor in cases of conflict.

5. Question Paper Management

System should facilitate online creation of Question paper from Question Bank approach, secured delivery of Question paper at exam centers and secured printing of Question Papers at the exam centers on the exam day using whitelisted printers just before the start of the examination.

6. Fees Management

The Fee Management module shall cater to all types of fees to be paid by the students to the institute. This module shall be designed to be used by the student throughout their respective course of study. This module must be able to generate automatic notifications/reminders etc. and shall have provisions to automatically send them to students and parents through automated emails, automated SMSes. Also, it must be fully integrated with accounts management system of the institute.

7. Hostel Management

This module shall support in managing hostel resources, processing hostel requests for students and faculties, tracking student activity, managing resources and rooms within the hostel block(s), management of fees and various charges/fines incurred by students, marking hostel attendance, and maintaining a gate register.

8. Transport Management

This module shall support in managing transport facilities for employees and students of an institution. It should support vehicle details, driver details, route details and mapping of students or employees to these routes. There shall be support to manage transport fees.

9. Library Management

This module shall support in managing the various resources in a library, and maintaining the catalogue of items, processing issues and returns, booking and prioritization, binding, and other vendor interactions and management & collection of late fee and damages from students or faculty. Support for “Dewey Decimal Classification (DDC)” is needed.

10. Faculty and Non Faculty Management and Payroll

10.1 Faculty and Non Faculty Management

This module shall support complete faculty and non faculty life cycle management, from recruitment to separation, including career development of employees through promotions, appraisals and tracks the parameters such as induction, leave, attendance, loans, qualification, claims, project research and consultancy (for faculty) training records.

This module shall support

- Recruitment and Employee Maintenance: Complete recruitment process, with ability for candidate to apply online.
- Leave and Attendance: Capture of attendance through bio-metric or direct attendance upload.
- Employee Benefits: Provision to define claim, advance and loan.
- Training: Provision to prepare training courses, training calendars and plans, faculty details, training budget details, capture training attendance, employees feedback about training, maintain training history.
- Performance Appraisal and Promotion: Performance appraisal of employees. Support for defining goal measures (KRA), competency master, and performance planning cycle.
- Work- list: Ability to show all employee actions in one place. This can be approval step for any request, or checking of any of self-raised request.
- Biometric Integration: Should support recording of employee attendance with biometric systems and integrated with leave module so that attendance can be calculated automatically.

10.2 Payroll Processing

This module shall provide complete payroll processing support. Ability to define payments and deductions. Generate salary slips and mail to employees. Generation of eTDS text file to submit online income tax returns. Support for Income Tax, Form-16, Investment declaration. Should be integrated with Employee Management module to take employee attendance to compute payroll. Should be integrated with Finance and Accounting module to direct post salary data.

11. Finance and Accounting

This module should support all the Finance and Accounting needs of an institute - general ledger accounting, accounts payable, accounts receivable, taxation, fixed assets, creation and approval of vouchers and invoices. It shall also provide support for various reports related to taxation, ledgers and transactions done.

It shall support

- Creation of Chart of Accounts, Opening vouchers for General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR) and ledger wise user access control.

- Provision for creation of Journal Vouchers, creation of Purchase Vouchers, Expense Vouchers, Payment Vouchers, and Receipt Vouchers, Creation of Debit and Credit Notes, viewing sales invoices, carrying out inter unit transactions, and clearing customer balances
- Taxation and Budget: Support for different type of taxes, tax registers, creation and modification of the budgets and to control of operations. Generation of VAT Registers, CST Registers, Excise Registers, TDS Register, and Service Tax Registers. Provision for creating a Budget and tracking it, and comparing same with actual expenses.

12. Procurement and Inventory Management

This module shall support complete procure to pay cycle and also helps in managing and monitoring inventory across the organization. This shall provide support for managing vendor quotations, automatic generation of purchase request when item inventory goes below the minimum stock.

This shall support

- Procurement: Raising purchase requisition, Quotation creation and approval. Purchase Order creation and approval.
- Inventory – Support for automated inventory management. Goods Receipt Note (GRN), unplanned/cash purchases, indent raising, dispatch of items, stock adjustments.

13. Course Management

System should provide a comprehensive learning platform to create courses for various topics and subjects engaging members of the institutions in a collaborative learning environment . It should also provide a private social collaboration framework to various stakeholders of the institute . It should be a comprehensive learning management system

14. College Affiliation Management

This module shall support end to end process for accreditation of colleges for affiliation - complete affiliation cycle from application to grant of affiliation including the renewal of same.

This module shall support

- Announcement of affiliation cycles, required documents for the affiliation and guidelines for preparation of affiliation documents
- Affiliation application form online
- Payment of affiliation fees online

- Recording of observations of in-person visitation
- Grant or reject of affiliation

Additional Services (Optional):

- a) Data Migration : Transfer of existing data to new platform
- b) Change Request (CR) Development : Any request regarding change in particular module according to user requirement after implementation of ERP.
- c) Integration Services development : ERP models to be integrated with any other existing running software
- d) Report development : Development of any report other than specified in the ERP
- e) Certificate / Degree Printing with at least 2 security feature on high quality paper
- f) Digitization of Document and Archival : Per Record (1 page having 100 characters)

CHAPTER – 7

Proposed Contract Terms

1) Income Tax/ Service Tax Registration Certificate

PAN and Service tax registration No. should be quoted.

2) Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

3) Contract Period

The Contract will be valid initially for a period of 5 years, which will be extended further for a period of one year on satisfactory performance of agency.

4) Language

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the bidder and EdCIL, shall be written in English language only. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- b) The Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

5) Notices

- a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated in written form with proof of dispatch.
- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

6) Applicable Law

- a) The contract shall be interpreted in accordance with the laws of the Union of India.
- b) Governing Law and Choice of Forum:
 - The laws of India shall govern this project. Any suit, action or

proceeding shall be confined to the exclusive jurisdiction of Courts at Delhi (India).

7) Deliverables

The bidder whose tender is accepted shall arrange to start the services as mentioned in the Bid document.

8) PAYMENT TERMS

Payment and terms shall be decided when the work is awarded to successful bidder in accordance with the contract conditions set by the end client.

9) The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional and consulting standards recognized by international professional bodies while observing sound management, technical practices. It shall always act in respect of any matter relating to this agreement, as faithful advisors to EdCIL. The Bidder shall always support and safeguard the legitimate interests of EdCIL, in any dealings with the third party.

The bidder shall enter into a non-disclosure agreement with EdCIL.

10) Annual Negotiation

Annual negotiation given the fact that computer hardware / software and related IT cost undergo rapid change, there would be price negotiation at the end of each year to explore possibility of any price decrease based on mutual agreement

11) Confidentiality

Both parties and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, commercial details, agreement or EdCIL's business or operations without the prior consent of other party.

12) Performance Security

EMD of successful bidder shall be retained as security money after signing of agreement. In addition, the PBG will require to be submitted @ 10% of the work value, when a work is assigned within 7 days of the notification of award. The successful bidder shall furnish performance Guarantee in favour of EdCIL (India) Ltd issued by a Nationalized Bank only located in India, as per format given in **Annexure 7** valid up to 90

days after the date of completion of the contract, failing which security deposit of the same will be forfeited & the contract will be cancelled.

This Performance Bank Guarantee shall be retained throughout the currency of the contract and extended by the successful bidder from time to time as required by EdCIL.

The proceeds of the performance security shall be payable to EdCIL as compensation for any loss(es) resulting from the failure of the successful Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by EdCIL for failure.

The Performance Security will be discharged by EdCIL and returned to the Bidder not later than 90 days following the date of completion of the Bidder's performance obligations.

In the event of any contract amendment, the Bidder shall, within 7 days of receipt of such an amendment furnish the amendment to Bank Guarantee, rendering the same valid for duration of the contract as amended and for further period of 90 days thereafter.

13) Consortium

No consortium will be entertained by EdCIL.

14) LD on account of Delays in the Bidder's Performance

Delay on part of the Bidder for reasons solely attributable to the bidder in the performance of its delivery obligations as is directly attributable to them shall render the Bidder liable to the imposition of penalty (LD) @ 0.5% of the order value for each week or part thereof subject to maximum of 10% of the order value, unless an extension of time is agreed upon.

15) Termination

EdCIL may without prejudice to any other remedy for breach of contract, terminate the contract in case of occurrence of any of the following events. In such an occurrence EdCIL shall give not less than thirty days written notice of termination to the Service provider.

a) Termination of The Contract

The Contract is liable to be terminated if the Service Provider:

- i. Becomes bankrupt or insolvent or goes into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction, in the case of a Company)

- or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of his/their assets or
- ii. Makes an arrangement with or assignments in favour of his/their creditors or agrees to carry out the contract under a committee or inspection of his/their creditors; or
- iii. Abandons the work; or
- iv. Persistently disregards the instructions of EdCIL in contravention of any provision of the Contract; or
- v. Fails to adhere to the agreed program of work; or
- vi. Assigns or sublets the work in whole or in part thereof without prior written consent of EdCIL; or
- vii. Performance is not satisfactory; or
- viii. If the Service Provider obtains the contract with EdCIL with illegal manner;
- ix. Information submitted/furnished by the contract are found to be incorrect.
- x. The above shall be without prejudice to EdCIL's other rights under the law.

b) Consequences of Termination

If the contract is terminated by EdCIL for reasons detailed above or for any other reasons whatsoever:

- i. EdCIL shall reserve the right to get work completed at the risk and cost of the Service Provider and to recover from the Service Provider any amount by which the cost of completing the work by any other agency shall exceed the value of the contract without prejudice to any other remedies/rights/claims etc. that may be available to EdCIL.
- ii. Performance Guarantee Bond/Security in any form submitted by the Service Provider shall stand forfeited.
- iii. The Service Provider shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of works or on account of loss of expected profits.
- iv. All the dues payable to the Service Provider for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, demands, expected losses etc. incurred by EdCIL as a consequence of termination of the contract.

c) TERMINATION FOR CONVENIENCE

- i. EdCIL, by Notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for EdCIL's convenience, the extent to which

performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

- ii. Depending on merits of the case the Service Provider may be appropriately compensated on mutually agreed terms for the loss incurred by the Service Provider if any due to such termination.
- iii. Liability on closure of contract on any account including termination, expiry etc. The service provided shall be obliged to handover all the legacy data base to EdCIL on closure of an agreement to enable EdCIL to migrate and operate the same on any other software.

16) Legal Liability

EdCIL reserve the right to recover any liability arising out of an act directly attributable to the service provider

17) Settlement of Disputes

- a. **General:** If any dispute arises between the Service Provider and EdCIL during the execution of contract that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the Service Provider on the points of dispute. The representation so received shall be examined by Competent Authority in EdCIL. The Service Provider will also be given an opportunity of being heard and the decision on the representation will be conveyed in writing.
- b. **Legal Jurisdiction:** All legal proceedings arising out of any dispute between both the parties regarding contract shall be settled by a competent court situated in Delhi (India) only, after decision of the Purchase committee for settlement of disputes.

18) Arbitration:

- a. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to a sole arbitrator as per Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof.
- b. All legal proceedings shall have to be lodged in courts situated in Delhi (India) and not elsewhere.

19) Reservation of Rights:

EdCIL reserves the right to:

- a. Extend the Closing Date for submission of the Proposals
- b. Amend the proposal requirements at any time prior to the Closing Date, provided that the amendment is displayed on the EdCIL Website <http://www.edciliindia.co.in>.
- c. Seek information from the Bidders on any issue at any time.
- d. To accept any bid or reject any bid without assigning any reasons and accept bid for all or anyone options for which bid has been invited.
- e. Terminate or abandon this Procedure or the entire project whether before or after the receipt of proposals or midway during currency of the agreement.
- f. Make enquiries from any person, company or organization to ascertain information regarding the Bidders and its proposal.
- g. Reproduce for the purposes of this Procedure the whole or any portion of the Proposal despite any copyright or other intellectual property right that may subsist in the Proposal.

20) Suspension

- a. EdCIL may, after giving a written notice of suspension to the Service provider, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Service Provider, if the Service Provider fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:
 - i. Shall specify the nature of the failure and
 - ii. Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Service Provider.
- b. EdCIL may engage some other agency for the completion of suspended work, which will be carried out at the risk and cost of the Service Provider.

21) Force Majeure

- Notwithstanding anything contained in the Bid Document, the Service Provider shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

- For purposes of this clause “Force Majeure” means an event beyond the control of the Service Provider and not involving the Service Provider’s fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive measures for fire breakdown must be followed otherwise will not be applicable here. The decision of EdCIL, regarding Force Majeure shall be final and binding on the Bidder.
- If a Force Majeure situation arises, the Service Provider shall promptly notify to the EdCIL in writing, of such conditions and the cause thereof. Unless otherwise directed by EdCIL in writing, the Service Provider shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. EdCIL may, terminate this agreement by giving a written notice of a minimum 15 days to the Service Provider, if as a result of Force Majeure; the Service Provider is unable to perform a material portion of the services for a period of more than 30 days.

22) **Indemnity**

In case, any special, indirect, incidental, consequential damages including loss of revenue, data, records/reports and any such resultant action in consequence of these events takes place, the exemplary/punitive/recoveries, as per the provisions of the contract or under any applicable law, the parties shall make themselves liable for such indemnification as arise out of the contractual obligation.

23) **Special Terms and Conditions**

- The exact scope of work, deliverables, milestones and timelines will be mutually decided later at an appropriate time looking to the requirements of the project. However, the decision of the tendering authority, in this regard, shall be final and binding upon the service provider.
- Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of EdCIL. Such offers will not be considered as valid quotations. Offers not submitted in the standard formats given in the tender document will be summarily rejected.
- The discretion of EdCIL for awarding business and mode of business will be final and binding on the bidder.

- EdCIL reserves the right to award the work/cancel the award of work without assigning any reason. In case of differences, if any, the decision of EdCIL shall be final.
- Any court case arising out of bidders mistake will be defended by the bidder with no cost to EdCIL and any legal liability arising out due to negligence of bidder will be borne by the bidder.

Annexure 1

Bid Form

I. Addressed to

a.	Name of the tendering authority	CGM (Projects) EdCIL (India) Limited
b.	Address	CGM (Projects) EdCIL House 18-A, Sector 16-A NOIDA – 201301 (U.P.), India
c.	Telephone	0091-120-2512001 to 006
d.	Tele-Fax	0091-120-2512010 / 2512372
e.	Email Id	vvmurari@edcilm.co.in

II. Tender No. EdCIL/BD/ERP/Campus Management/2016/03 dated 14th May 2016

III. Other related details:-

1.	Name of Bidder				
2.	Name & Designation of Authorized Signatory				
3.	Registered/Head Office Address				
4.	Delhi Office	Address			
		Phone			
		Fax:			
		Contact Person			
		Phone			
		Email id			
5.	Year of Establishment				
6.	Type of Firm (Put Tick mark)	Public Limited	Private Limited	Partnership	Proprietary
7.	Telephone Number(s)/ Mobile				
8.	Website URL				
9.	Fax No.				
10.	Email Address				
11.	Indicate if organization has been blacklisted or not				

12.	Breakup of IT personnel	
13.	No. of executive	
14.	Are there any clarification / information etc that the bidder may like to make	

IV. The Tender document fee amounting to Rs. 1000/- (Rupees One Thousand Only) has been remitted vide DD/ Banker's cheque No. _____ dated _____ in favour of EdCIL (India) Limited, Payable at, Noida, India.

V. We agree to abide by all the conditions mentioned in this Tender Document issued by the Tendering Authority and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).

VI. The prices for the services as prescribed in financial document are given separately in the financial bid.

VII. Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the tender. However the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.

VIII. The rates quoted are applicable up to period of contract from the date of opening of bid. The validity can be extended with mutual agreement.

IX. No Advance payment shall be made. Payments shall be made as per payments terms.

X. Bid duly filled and signed is enclosed with this tender form with Terms & Conditions in token of acceptance along with duly filled letter of undertaking / declaration.

Signature:

Name:

Designation:

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Letter of undertaking
(ON THE LETTER HEAD OF THE BIDDER)

To

CGM (Projects)
EdCIL (India) Limited (EdCIL)
EdCIL House, 18 A, Sector-16 A,
NOIDA – 201301 (U.P.), India

Sir,

**Subject: Selection of Service providers/Agency for entering into Rate
Contract for Hosting, Implementation and Maintaining ERP System for
Campus Management**

This bears reference to EdCIL /BD/ERP/Campus Management/2016/03 dated 14th May 2016. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent EDCIL from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on ___/___/2016 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our tender/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:
Place:

Annexure 3

SELF-DECLARATION - NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)

To,

CGM (Projects)
EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A
NOIDA – 201301 (U.P.), India

Sir,

In response to the Tender **EdCIL/BD/ERP/Campus Management/2016/03 dated 14th May 2016** for Selection of Service providers/Agency for Hosting, Implementation and Maintaining ERP System for Campus Management, I/We hereby declare that presently our Company/Service provider _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body on the date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the tender if any, to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure - 4

Turnover Statement

S.No	Financial Year	Annual Turnover of bidder
1.	2012-13	
2.	2013-14	
3.	2014-15	

Note: Certificate from Statutory Auditor/Chartered Accountant certifying turnover only for all three years to be attached.

Annexure - 5

Details of Past Experience:

Experience of bidder in executing similar projects for Central Govt./State Govt./PSU in education Institutes/Universities :

S.No	Name of Client	Name of the Project and brief description	Value	Date of award	Date of Completion	Remarks
1.						
2.						
3.						
4.						
5.						
6.						

Annexure-6

Power of Attorney:

Know all men by these presents, we..... (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney

(hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the **<project title>** for the **<name of the client>**.....project, proposed to be developed by the (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and conserve provider all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF2016.

For (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

1. (Signature, name and address)
2. (Signature, name and address)

Notarised

Accepted

.....
(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the applicant should submit for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favour of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Letter of Proposal Submission of Financial Bid:

To: [Name and address of the employer]

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for [insert title of assignment/job] in accordance with your Request for Proposal [insert date] and our proposal. We are hereby submitting our proposal, which includes this Technical Proposal and a Financial Proposal sealed under a separate envelop.

We are submitting our proposal in association with [insert a list with full name and address of each associated consultant]. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposal staff. Our proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain.

Yours sincerely,

Authorized Signature (In full and initials)

Name and title of the Signature:

Name of the Service provider:

Address:

Annexure 8

Financial Bid

S.No	Module	Unit	Price
A	One Time Implementation Fees	Lump sum	
B	Annual Subscription Fees		
1	<u>Admission Management</u>		
1.1	Application Management	Per Applicant Per Year	
1.2	Counseling Management	Per Applicant Per Year	
1.3	Admission Process	Per Admitted Student Per Year	
	i) Total Cost per student (for all three activities 1.1 to 1.3)		
2	Academics Management	Per Student Per Year	
3	Exam and Grading Management	Per Student Per Year	
4	Digital Evaluation System	Per Answer Script	
5	Question Paper Management	Per Question	
6	Fees Management	Per Student Per Year	

7	Hostel Management	Per Student Per Year	
8	Transport Management	Per Student Per Year	
9	Library Management	Per Student Per Year	
10	Course Management	Per Student Per Year	
	ii) Total Cost Per student per Year (for all Modules from (B2 to B10)		
11	Employee Management and Payroll	Per Employee Per Year	
12	Finance and Accounting	Per Employee Per Year	
13	Procurement and Inventory Management	Per Employee Per Year	
	iii) Total Cost Per Employee for ERP Package (B11 to B13)		
	Grand Total A + B (i) to (iii)		
C	Additional Services (optional)		
1	College Affiliation Management	Per College Per Year	
2	Data Migration Charges	Lumpsum	
3	Change Request (CR) Development Charges	Per Person Per Month	
4	Integration Services development charges	Per Person Per Month	

5	Report development charges	Per Report	
6	Certificate / Degree Printing with at least 2 security feature on high quality paper	Per Unit	
7	Digitization of Document and Archival	Per Record (1 page having 100 characters)	

Signature of bidder		
Name & Address		
Note :	Date	
<p>i) <i>The rate offered should be for minimum of 10,000 students.</i></p> <p>ii) <i>Discount or any other offers affecting the package price must be mentioned here only.</i></p> <p>iii) <i>Discount or any other offers affecting the package price mentioned at any other place of the bid will not be considered.</i></p> <p>iv) <i>For Evaluation purpose all items from A to B(i) to (iii) will be totaled.</i></p> <p>v) Rates for the additional services are optional and shall be considered on demand separately. These will not be counted for financial evaluation.</p> <p>vi) EdCIL reserves the right to purchase any single or combination of items in the schedule.</p> <p>vii) QCBS evaluation will be made as per the bid taking into total account total of one time implementation fees and relevant per year student fees calculated for engagement period of 5 years.</p>		

ANNEXURE – 9

Name of the Bank: -----

To

EdCIL (India) Ltd

PERFORMANCE GUARANTEE FORMAT

In consideration of the EdCIL acting through-----
(Designation & address of Contract Signing Authority), (hereinafter called "The EdCIL (India) Ltd") having agreed under the terms and conditions of agreement/Contract Acceptance letter No.-----dt..... Made between..... (Designation & address of contract signing Authority) and (here in after called "the said Service Provider" for the work.....
(here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for ₹ ₹only)) as a performance security Guarantee from the Service Provider for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We.....(indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the EdCIL (India) Ltd an amount not exceeding ₹
(₹only) on demand by the EdCIL (India) Ltd.

2. We..... (indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager, EdCIL (India) Ltd, Noida or ------(Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the EdCIL (India) Ltd by reason of any breach by the said Service Provider of any of the terms of conditions contained in the said agreement or by reason of the Service Provider failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ .. (₹ Only).
3. (a) We (indicate the name of Bank) further undertake to pay to the

EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Service Provider in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

(b) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

4. We,..... (indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by (Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Service provider and accordingly discharges this guarantee.

5 (a) Not withstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the EdCIL (India) Ltd or until (date of validity/ extended validity) which ever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.

(b) Provided always that we..... (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case may be on being called upon to do so by the EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.

6. We, (indicate the name of Bank) further agree with the EdCIL (India) Ltd that the EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by the EdCIL (India) Ltd against the said service provider and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider for any bearing act or omission on the part of the EdCIL (India) Ltd or any indulgence by the EdCIL (India) Ltd to the said service provider for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relieve us from the liability.

7. This guarantee will not be discharged by any change in the constitution of the Bank or the Service Provider.
8. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the EdCIL (India) Ltd in writing.
9. This guarantee shall be valid upto (Date of Completion plus Handholding Period). Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs..... (Rs.....only) unless a demand under this guarantee is made on us in writing on or before..... we shall be discharged from our liabilities under this guarantee thereafter.

Dated: the day of for

(indicate the name of bank)

Signature of Banks Authorised official

Witness (Name)-----

Designation with Code No. -----

1 Full Address-----

2.

Annexure-10

PROFORMA PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of the month of 2016, between, on one hand, acting through Shri/Smt. _____, Designation, EdCIL (India) Limited (hereinafter called the "BUYER"/ "EdCIL" interchangeably, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part
And

M/s _____ represented by Shri _____, Chief Executive Officer (hereinafter called the "BIDDER/Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the EdCIL proposes to procure services towards Preparation Of Medium Term Strategy for EdCIL for the Period 2016- 17 To 2025- 26, for its clients and BIDDER/Seller is willing to offer the said services and related items as referred to in the tender document No./2016
dated.....2016.

WHEREAS the BIDDER is a private company /public company / Government undertaking / partnership / registered expert agency, constituted in accordance with the relevant law in the matter and the EdCIL is a Public Sector Undertaking under Ministry of Human Resource Development performing its functions.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

Enabling the EdCIL to obtain the desired services as referred to in the tender documents No. dated2016 at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERs to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the EdCIL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1. Commitments of the EdCIL

- 1.1 The EdCIL undertakes that no official of the EdCIL, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERs alike, and will provide to all BIDDERs the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.
- 1.3 All the officials of the EdCIL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the EdCIL with full and verifiable facts and the same is *prima facie* found to be correct by the EdCIL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the EdCIL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the EdCIL the proceedings under the contract would not be stalled.

3. Commitments of Bidders

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EdCIL or otherwise in

procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Government.

- 3.3 Bidders shall disclose the name and address of agents and representatives and Indian BIDDERs shall disclose their foreign principals or associates.
- 3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5 The BIDDER further declares to the EdCIL that the BIDDER is the original manufacturer/integrator/authorized government sponsored export entity and has not engaged any individual or service provider or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the EdCIL or any of its functionaries, whether officially or unofficially to the award to the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, service provider or company in respect of any such intercession, facilitation or recommendation, as the case may be for satisfactory performance of the proposed terms of Tender.
- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the EdCIL or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the EdCIL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the EdCIL, or alternatively, if any relative of an officer of the EdCIL has financial interest / stake in the BIDDER's service provider, the same shall be disclosed by the BIDDER at the time of filing of Bid.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the EdCIL.

4. PREVIOUS TRANSGRESSION

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this integrity pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the bid process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject. BIDDER can be disqualified from the Bid process or the contract, if already awarded, can be terminated for such reason.

5. EARNEST MONEY DEPOSIT

- 5.1 While submitting Technical bid, the BIDDER shall deposit an amount of Rs. 1,00,000 as Earnest Money with the EdCIL through Account Payee Bank Draft or a Pay Order in favour of EdCIL (India) Limited.
- 5.2 The instrument for Security Deposit made shall be valid up to the specified period and the bidder shall be liable to keep the said instrument valid for such extended period as the case may be for satisfactory performance of the terms of Tender above referred till the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the EdCIL, including warranty period, whichever is later.
- 5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining of Performance Bond in the corresponding Contract governing such agreement that the provisions of Sanctions for Violation shall be applicable for encashment of Performance Bank Guarantee deposited towards forfeiture of said amount in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing such sanction.

5.4 No interest shall be payable by the EdCIL to the BIDDER on Earnest Money Deposit for the period of its currency.

6.0 **SANCTIONS FOR VIOLATIONS**

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the EdCIL to take all or any one of the following actions, wherever required:

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit / Performance Bond (Bank Guarantee) (after the contract is signed) shall stand forfeited either fully or partially, as decided by the EdCIL and the BUYER (EdCIL) shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the EdCIL, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR as the case may be. If any outstanding payment is due to the BIDDER from the EdCIL in connection with any other contract for any other stores or on any account whatsoever and by whatsoever name called, such outstanding payment could also be utilized to recover the aforesaid sum and interest thereto.
- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the EdCIL, along with interest.
- (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the EdCIL resulting from such cancellation/rescission and the EdCIL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which

may be further extended at the discretion of the EdCIL.

- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the EdCIL with the BIDDER, the same shall not be opened.
- (x) Forfeiture by way of encashment of Performance Bond in case of a decision by the EdCIL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The EdCIL will be entitled to take all or any of the actions mentioned at Para 6.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of any offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the EdCIL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, an Independent Monitor(s) shall be appointed by EdCIL, in case of breach of the provisions of the pact.

7. INDEPENDENT MONITORS

- 8.1 An Independent monitor (s) shall be appointed by EdCIL, incase of breach of the provisions of the pact.
- 8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project / procurement, including minutes of meetings.
- 8.5 As soon as the Monitor notices, or has reason to believe, a *violation* of this Pact, he will so inform the Authority designated by the EdCIL.
- 8.6 The BIDDER(s) accept that the Monitor has the right to access without restriction to all Project documentation of the EdCIL including that

provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-bidders. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Sub-bidder(s) with confidentiality.

- 8.7 The EdCIL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 8.8 The Monitor will submit a written report to the designated Authority of BUYER/Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the EdCIL / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the EdCIL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

10. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EdCIL.

11. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. VALIDITY

- 12.1 The validity of this Integrity Pact shall be governed by the terms of the Tender No. EdCIL/ERP/Campus Management/2016/03 towards complete execution of the contract to the satisfaction of both the EdCIL and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract awarding the tender with successful bidder.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at _____ on _____.

EdCIL (India) Limited
Name of the Officer
OFFICER
Designation

BIDDER
CHIEF EXECUTIVE

Witness
1. _____ 1.

2. _____ 2.

Witness

(The Pre Contract Integrity Pact shall be modified based in line with the conditions of the Bid Documents).

APPENDIX –A

1. Admission Management

a. Application Management

S.No	Feature Details	Complied or Not
1	Ability to integrate applicant data captured from various resources. Eg: Institute Website, Walk-in Kiosk etc.	
2	Configurable application form. Support for Data Validation, Multiple Languages and other attributes required by the customer	
3	Provision to capture scanned image copies of: Photographs, Signatures, Thumb Impressions, Mark sheet, Certificates etc. Uploading PDF documents like Challan, Mark sheets, Resume etc. also supported	
4	Support for Online payment. Seamless integration with all major payment gateways	
5	Ability to generate unique login ID, Password and application ID as per the institute's naming nomenclature, for an applicant	
6	Ability to log-in to any submitted application for viewing the summary of details filled in and to manage password if required)	
7	Ability for the applicant as well as the Admin to take a print out of the filled-in application	
8	Provision of a back office interface that allows admin users to fill up application on behalf of applicants	
9	Powerful search engine for searching and listing of application (using basic and advanced search criteria. Option to download such selected data in bulk)	
10	Ability to digitize offline application received at admissions office by conversion into online forms using excel	
11	Ability to configure enquiry cycle to connect applicants with the admissions office throughout the admission process i.e. from submission to selection	
12	Provision to configure customized Hall-ticket and Admit Card for the applicants	
13	Provision for the counsellors to manage applicant information and track their closure cycle	
14	Ability to view forms in preferred language. Candidates will be able to view form fields in preferred languages. The administrator can choose one of the languages (English, Hindi) for form fields.	
15	Ability to identify and download reason for transaction failure, payment failure records, along with the corresponding cause. Helps admin to act accordingly.	
S.No	Additional Features	Complied or Not
1	Support for generating criteria based ranking for students. Eg. Ranking based on Admission category, Social Status, Admission Quota, Overall Merit etc.	

2	Ability to send scheduled and spontaneous notifications (SMS,E-mail) to applicants based on their stage in the application process	
3	Ability for the applicant to login using their Google credentials	
4	Ability to Scrutinize and identify in appropriate photographs and certificated using Bulk Document Verification and Face Recognition Technologies	
5	Ability to let the applicant fill up the application form in single as well as multiple sessions.	
6	Scrutinize applications and perform actions to change the status of the application like Approve/Reject/On Hold/Send for Correction etc.	
7	View Audit log of actions performed by the Candidates or Administrator on a submitted application	
8	Ability to set Start dates and End dates for online applications for Candidates on Application Submit, Edit and Login actions	
9	Ability to configure dynamic tab and tab content (HTML and/or PDF Formats and/or Form Listing) to be displayed on Application summary	
10	View details of payment failure applications. Update / Re-activate payment failure applications	
11	Provision to generate customized analytics in graphical format. Example: Applicant Count based on City, Category,etc	
12	Provision to download Images/Signature/Payment reconciliation details in Bulk of the applicants	
13	Provision to validate the email id/SMS no. of the applicants using One time Password(OTP) Verification link	
14	Support for Bio-metric capture and verification of bio-metric at various stages of admission / counselling	
15	Should have integrated with some of the top payment gateways like Tech Pro, Bill Desk, EBS, Easy2Pay, PayU, Citrus, Axis Bank, HDFC Bank, SBI	
16	Provision to view application forms on mobile platform in a seamless manner	
17	Provision for effective application form verification through Face Recognition of photographs and validation of valid data in uploaded documents	

b. Counseling Management

S.No	Basic Features	Complied or Not
1	Provision for conducting centralized admission process & common counseling for multiple Study centers/colleges	
2	Provision for conducting decentralized admission process per course per college/per study center	
3	Support for online counseling management with option for the students/applicants to register, apply for college and course choices & preferences and submit registration fees online	
4	In the online counseling process a configurable option for the applicants to lock the course-college offered to them/ apply for course-college upgrades/withdraw seat	

5	Support for multiple rounds of online counselling based on the acceptance of the offer by the candidates, the withdrawal count and seat upgrade requests by candidates	
6	Option of creating a custom Rank Logic to formulate & generate a merit list /rank list based on parameters like entrance exam marks ,past academic records etc	
7	Admission counseling display board with real-time seat allocation trends and vacancy details available for large pool of audiences of Applicants & parents waiting for their turn , as well as for the admission team & management of the institution	
8	Provision for students to see their allocated college / course	
9	SMS and e-mail communication capability to connect to students	

c. Admission Process

S.No	Basic Features	Complied or Not
1	Configuring Admission Quotas: Ability to define sanctioned intake per admission quota for a course per academic year and admit students accordingly	
2	Ability to configure enquiry cycle to connect applicants with the admissions office through out the admission process i.e. from submission to selection	
3	Ability to configure the Admission Procedure / process as per institute's requirement	
4	Automated generation and dispatch of multiple letters to the applicants depending on the stage in admission process. Ex: Provisional Admission Letter, Final Admission Letter etc.	
5	Provision to collect admission fees, prospectus charges, back dated fees collection for applicants and students	
6	Provision to configure and set up Payment challan and fees receipts as per organization requirements	
7	Provision to Configure & dynamically generate roll number / registration number / provisional roll number details for the selected Students. Flexibility to create customized Login ID creation for Student and Parents.	
8	Provision to configure &Generate the ID cards related to Student Profile, Hostel & Transport Allocation services as per the institute's design template	
9	Real Time Analytics for Admissions Team & Management: Admission Dashboards, Analytical Charts for daily admission trend, admission step wise status reports, Summary analysis as of date etc.	
10	Provision for generating Fee receipts instantly for the students after any collection, Also supported by Bulk receipt & duplicate Fees receipts generation	
11	Provision for configuration of separation process and categorize them accordingly like suspension, withdrawal, course completion with standard workflows with letter generation and notification	
S.No	Additional Features	Complied or Not
1	Grant scholarship or fee waiver in applicable cases during Admission process	
2	Ability to configure notifications (SMS/Email) for different Admission	

	events	
3	Pull and process application as per rank of the applicants or as per the merit list generated of the shortlisted applicants	
4	Capture Admission Process & related work flow as different steps of Admission	
5	Option to verify all admission actions via proper audit log and workflow history which is maintained for every applicant throughout the life cycle	
6	Allocation of additional services to students during admission process such as Hostel services, Transport services	
7	Provision to capture additional information(not present in application form) of the applicants during different stages of Admission process	
8	Provision to correct & sync data automatically in the application form based on actual validation & scrutiny of the same during the admission process	
9	Option to sync applicants data and store them as student personal information after final admission thereby saving lots of time in maintain student information records	
10	Provision to collect fees for applicants in advance and adjust in accordingly with actual fee structure/fee plan defined for the student as per his course and category	
11	Provision of having a customized student separation workflow with an option to identify and show fees dues, library dues and other services dues because of inter module integration framework	
12	Provision for managing refunds for the students who are withdrawing from the course	
13	Provision for performing "Bulk Actions" like Bulk Application Processing and Rejection	
14	Provision for adjusting fees of students in a dynamic manner during batch/course change	
15	Restricting admission of a student based on certain parameters like fee not submitted or any field of the application form in a dynamic manner	
16	Ability to view analysis of pending dues and the number of times the student has been separated in the past	
17	Ability to automatically disable Student and parent login id on separation by defining the schedule for applicable Custom Hooks.	

2. ACADEMICS

S.No	Feature Details	Complied or Not
1	Provision to define Academic Calendar with Events, Holidays and Vacations	
2	Provision to configure curriculum Subjects ,subject type, subject group combination per academic session for a course	
3	Provision to define Syllabus of subjects with user level definition of Table of contents in terms of Unit, Sub-Units, Chapters, Topics	
4	Ability to define Upload-able Content, quiz, assignment for a Subject	

5	Provision to Upload & map Assignment, Quiz, Content with respect to a timetable period as well after creation of timetable	
6	Provision to define credit points of subjects for every course & academic session as per the curriculum	
7	Provision for configuring various parameters such as Activity, Timetable Week Structure, Period Duration and Period Type (Teaching, Non-Teaching, Break Timings etc.) for generating time-table	
8	Provision to Maintain /Create classroom resources for lectures/labs to be used in timetable mapping	
9	Ability to generate time-table template for a week structure at a Batch and Academic Session level	
10	Ability to copy weekly time-table template at a Batch and academic Session level for the complete academic session	
11	Ability to direct Timetable excel upload for a complete academic session of a course	
12	Option to edit timetable or do bulk substitution in case of faculty unavailability, or updating schedule	
13	Provision to view the time-table by admin /academics heads/ for a Faculty or based on Resource	
14	Provision to create Student Groups for Batches / Classes , Ability to create timetable for Student Groups	
15	Provision to view & Download "Edit logs of Timetable"	
16	Provision to view & Download faculty and room conflicts in Timetable	
17	Provision for the faculty to update the topics covered in a timetable period which helps in effective tracking of lesson plan	
18	Provision for Bulk Subject Enrollment to the Admin in case of no elective/optional subjects in an academic session	
19	Provision for Course wise -Subject wise Enrollment to the Admin in case of elective options in an academic session	
20	Provision for Faculty to Mark Attendance through their Self Service login page, Additional option to upload it in excel and also do the bulk attendance marking	
21	Provision for having a Configuration for sorting students based on roll no, registration no, alphabets at the time of marking attendance	
22	Ability to configure Attendance Fine and collect the same	
23	Provision to capture Attendance for events	
24	Attendance Opening Balance upload for getting the cut off attendance data for an academic session of a batch	
25	Provision to Download detailed Timetable for a class for a week or complete session in PDF and worksheet Format	
26	Provision to view Audit trail of letter requests, approvals and printing/mailing history	

27	Provision to configure all kinds of letters such as regular administrative and academic letters, Fee receipts, ID Cards, Hall Tickets, Issue Receipts	
28	Option for configuring letter sequence by prefix, suffix and running number ,Also an option to configure the identification of duplicate letters by standard flags	
29	Provision for bulk printing of a letter for an academic batch	
30	Provision to create feedback form as public (viewed and used by all) and private (used and edited only by creator)	
31	Option to copy questions from one feedback form to another feedback form if the access type is same (i.e. public to public and private to private)	
32	Provision for Sending Feedback mail in Bulk, Feedback can also be sent to Selective or filtered set of students as well	
33	Option to restrict feedback submission in a specific time range & date range	
34	Provision for Scheduling of Feedback by creating scheduling windows for an academic session or term	
35	Provision for Viewing Feedback responses through individual logins for faculty members	
36	Feedback Summary Report and other extensive analysis of 360 degree feedback responses analysis for admin	
37	Provision to create and categorize various Discipline Action Group, define the various actions and steps to be taken for a particular disciplinary action	
38	Provision for Student Discipline Entry & Reverting of the actions if required by Admin/Faculty/Mentor	
39	Option to Integrate Discipline action with Fine, Warning Letters, Separation & Provision for Blocking library membership, Hostel based on disciplinary action	
40	Provision to view all the Disciplinary action History taken against a student	
41	Provision to define various leave types applicable for the students, Ability to define approvers for each workflow step for all the Leave Types for the students	
42	Option for the student to track his Leave Request & approval History and its related impact on the number of lectures, periods missed for each subject	
43	Option for configuring fine/penalty in case of duplicate requests by students for any letters	
S.No	Additional Features	Complied or Not
1	Provision to control flow of selective information between modules. Example details on Non-Teaching staff members in HR module can be restricted to flow into academic modules	
2	Provision to set up rules for subject enrolment/selection by considering the curriculum definition in terms of credit points, minimum and maximum subjects per subject category	

3	Option for a faculty member to delegate Timetable periods to other faculty members while applying leave for a day or a date range (post completion of approval workflow)	
4	Provision to include Faculty break timings (buffer time) in the time-table as an input for Auto Timetable Generation(Parameters listed below)	
5	Provision to link and map subject with activity(lecture/lab/workshop etc.) , faculty, resource and student group as an input for Auto Timetable Generation	
6	Provision to allocate & map class/sections to Faculty based on different parameters as an input for Auto Timetable Generation	
7	Provision to define number of subject activities per week as an input for Auto Timetable Generation	
8	Provision to define Faculty Time preference, Provision to Configure Faculty Load Designation-wise, Faculty specialization, Priority as an input for Auto Timetable Generation	
9	Provision for mapping Room allocation to lectures/periods as an input for Auto Timetable Generation	
10	Provision to generate automatic timetable for multiple academic batches and their respective academic sessions in one go based on the above Auto Timetable inputs	
11	Provision to define Registration Window for subject enrollment by the student himself via a self-service interface login	
12	Provision for the student to login to self-service and register for subjects in an academic session in case of elective/optional subjects	
13	Provision for the student to login to self-service and update specific details(configurable by the institute)	
14	Provision for the student to select faculty as per his choice after subject registration as a part of student based credit system ,enabling the organization /course to adopt student level timetable	
15	Provision for Faculty to Mark Attendance through Mobile Application with the same self-service/ERP login credential	
16	Provision to capture & sync student Attendance using Smart Card	
17	Provision to define grace timings for considering attendance for students via Smart card	
18	Provision to define a configuration for allowing faculties to update the past attendance records & marking unmarked periods	
19	Provision to show consecutive Timetable periods as Merged slots and option of considering merged slots attendance as one or different	
20	Provision for Marking Combined/Separate Attendance For Consecutive Periods	
21	Capability to mark attendance without pre-prepared timetable (De-linked attendance)	
22	Provision to Collect Fee for subject Registration (if applicable) from students, Ability to define Subject Wise or session wise Fees for enrollment	

23	Provision for student to apply for leave Request through his self-service or Mobile application login, Provision for Bulk Approval/Rejection & Bulk Upload of leaves,	
24	Feature of Student leaves linked & integrated with timetable and attendance percentage calculation based on leave approval and rejection	
25	Provision to create standard letter templates with static contents & dynamic attribute (both HTML and pdf type)	
26	A set of Default standard letter templates configured for every new instance - For Eg. Fee receipts, Admission letters, Bonafide and other Administrative letters ..etc..	
27	Option for configuring letter that can be printed with or without admin approval	
28	Provision to Print letter through various channels (through self-service, admin Login, mail to student), Ability to Mail letters to students in Bulk	
29	A complete 360 degree drill down analysis of attendance - subject wise and activity wise for all academic sessions in one go, supported by graphical monthly and subject wise trend analysis	
30	Provision for Preparing feedback questions, option to define the categories, response types, and upload of questions in bulk for a feedback master	
31	Provision for Designing of Feedback forms mail content & Instructions using rich text editor (html), Option of uploading banner and logo and providing content for header and footer of the feedback form	
32	Feedback submission option for the student through real time "E-mail link" or "Via Self-service login" or "via Mobile Application Login". Option of dashboard view for Feedback Summary.	
33	Provision for Configuring and linking a Feedback form with timetable period for receiving feedback for specific lecture or all lectures of a timetable for a class	
34	Provision to configure and schedule feedback form for subject's faculty for an academic session for a batch & class based on the faculty subject mapping data available for a batch	
35	Provision to maintain Student CAS (creativity, activity, service details) or extra-curricular activities of the student through a workflow enabled process	
36	Provision to mark attendance of students using soft keys on a keyboard	
37	Complete audit trail of deleted timetable and attendance and also changes made in the time-table	
38	Provision for 2 way communication via Email and SMS between student-faculty, parent-faculty, parent-institute using smartphones and tablets	
39	Ability to view analysis of the number of leaves approved for the student in the past, while approving student leave	
40	Ability to automatically deactivate Time table templates for closed terms or semesters by defining schedule of applicable custom hook.	

3. Exam and Grading Management

S.No	Basic Features	Complied or Not
1	Provision to set up and configure exam shifts and exam date schedules for an exam event in an academic session. Flexibility to create exam schedule by uploading institute exam schedule excel template.	
2	Provision to map academic date ranges for various exams for considering and calculating attendance percentage for eligibility and other criteria	
3	Provision to setup and configure seat arrangement mapping for an exam i.e. student to room allocation based on the exam schedule planned	
4	Provision to setup and configure invigilator mapping for an exam based on the exam schedule & seating arrangement planned for an exam event	
5	Ability to mark Exam absentee in bulk using barcodes. Admin can mark absentees from different batches in one transaction using excel template	
6	Provision to configure & define registration fees for regular exam subjects enrollment and backlog exam subjects enrollment ,Flexibility to define either 1 single amount for all subjects of an academic session or per subject charges	
7	Provision to set up and configure hall ticket for an exam based on the exam schedule	
8	Option of defining eligibility criteria for an exam by normal rules or custom rules based on attendance data, past exam grades, past academic session performance	
9	Bulk Enrollment approval and fee generation for approved enrollment by Exam Admin or COE(Controllers of Exam)	
10	Provision to create subjects as per the curriculum and group them into subject groups (Each subject mapped to a subject category) applicable for a session of a course batch	
11	Ability to define applicability of subjects & define the credits for each subject for each academic session of a batch	
12	Provision to Create exam details i.e. Type of examinations taken in academic session (for eg. Internal, External, Half Yearly, Unit Test, Final Exam,continuous Evaluation, Main Practical etc.)	
13	Provision to view exam pattern in a concise manner i.e. tree leaf way and parent node relation way, Option to customize an existing tree at any point of time by adding/removing exam details at required level	
14	Ability to create all the applicable grades like A, A1,A*,A+,A++, B, B1, Good, Excellent and group them into various grade categories as per the requirement	
15	Provision to configure Consolidated Type of Grading schemes to process and calculate the final score and grade at any exam	

16	Provision to configure Non-Consolidated Type of Grading schemes to process and calculate the score and grade of a subject mapped under an Exam	
17	Provision to define marks (fixed) range or percentage range with upper and lower limit for each grade in case of quantitative Percentage Grading Scheme	
18	Flexibility to create multiple grading schemes of different types using the template. Provision to create grading scheme in bulk using excel template.	
19	Provision to define marks (fixed) range or percentage range with upper and lower limit and a corresponding grade point(As per the grade point limit definition) and a grade in case of quantitative GPA Grading Scheme, The exam and grading system can support any grade point limit range -for eg. 1 to 9,1 to 10,1 to 7,1 to 4,	
20	Provision to handle and manage promotion manually from front end and via bulk excel management in case automatic promotion and pass fail criteria is calculated outside the system	
21	Provision to map faculty with subject-Activity combination for score capturing from self-service by the faculty himself	
22	Ability to generate copy codes in bulk as well as batch wise -subject wise to hide the identity of the students so that for some of the exams where the identity of the student needs to be protected can be achieved	
23	Provision to capture scores in bulk by admin in single excel for all subjects of an exam for a batch, another option to capture in bulk is for all the exams of a subject for an academic batch	
24	Ability to process the scores based on Exam rules set up, weight-age and grading scheme of each applicable exam node	
25	Provision to edit the processed score in various ways when required: Fresh Entry, Update, During revaluation for correction and modification of results	
26	Provision to Verify results by program coordinators and class teachers before they are published to the students/parents	
27	Provision for the student to apply for reevaluation request for a subject's result and pay fees from the same	
28	Provision to generate promotion list of students with/without backlog, Provision to edit promotion rule applicable and regenerate the list in case of any updates or modifications required	
29	Provision to register again for students via self-service in case of backlog subjects obtained in an academic session.	
30	Provision to Register For Backlog, saves time and effort spent to enroll multiple academic sessions for backlog examinations. It also Provides flexibility to de-enroll students from backlog subjects	
31	Provision for bulk download of generated report cards, either all of them together as one file or multiple files	
S.No	Additional Features	Complied or Not
1	Self-service Login based registration option for the student to enroll for regular and backlog subjects	

2	Self-service Login based registration option for the student to download the hall ticket after enrollment approval and fees payment, Bulk hall ticket download option for the admin	
3	A centralized command center tracker for COE for viewing the status of all the activities which are part of an exam event and take actions in bulk from the Exam tracker itself	
4	Provision to define subject selection/enrollment rule in terms of minimum and maximum subjects per subject category, type or minimum and maximum credit points per subject category or minimum and maximum credit points as consolidated for a session or combination of all these	
5	Provision to define hierarchical structure for all the applicable exams for a course/program i.e. Create an exam tree - Hierarchical pattern depicting parent child relationship between different examinations conducted in an academic session of an academic batch	
6	Provision & support to define the configuration of all types of grading schemes- Quantitative percentage, Qualitative - GPA , Quantitative GPA	
7	Provision to define curve fitting as percentage of students falling in particular range in a grading scheme if required, option for configuring Letter Grade as part of grading scheme configuration for an exam result processing	
8	Provision to segregate grades into grade categories which can be later used for better analysis and reports generation	
9	Option to apply varying Grading schemes(with pass/fail criteria) at subject level across same or different Exam nodes because of the dynamic pass/fail criteria as per requirement	
10	Provision to have customized normalization classes for result calculation if required i.e. Any specific condition OR logic required for processing the scores before declaration of results ,Provision to Calculate deviation and normalize the deviations in scores obtained using these normalization classes	
11	Provision to create Absent type and Absence rules specific to actions on absenteeism, For example for an internal exam if the student is absent for a subject he should be given a default grade of "Abs" and should be considered as "fail" as well for that subject	
12	Provision to define rule for applying grace marks for exams and subjects	
13	Provision to create customized classes (logic) for promotion	
14	Provision of creation of customized classes (logic) for exam eligibility	
15	Provision of auto calculation of SGPA, CGPA every academic session ,option to modify/update and correct calculated result in case of any discrepancies	
16	Provision to generate automatic promotion list as per the applied logic of promotion & grading schemes being followed for an exam pattern in a session and option to modify/update the list in case of any discrepancies	
17	Provision to design & configure the required transcript/session wise report card in PDF format to generate the marks statement of the students	
18	Provision for the faculty to capture marks/ grades and remarks for various subjects at required exams as per the faculty exam mapping access done for the subjects	

19	<p>Additional provision to capture marks in bulk for an exam irrespective of the study center/college , academic batch of the student via bar code scanner facilitated input</p> <p>Provision to upload marks for students in bulk using excel template.Saves time and effort required to enter marks individually for each student.</p>	
20	Provision to publish and freeze scores, scores and results will be visible and available to students and parent after publishing only	
21	Provision for the student /parent to View the results,download current & previous session PDF report cards from Self Service login	
22	Provision for the student /parent to View the results,download current & previous session PDF report cards from Mobile Application Login as well	
23	A 360 degree drill down exam result analysis for various components of exams for all the subjects across academic sessions is available for the students and parents as a simple quick link in the self-service login	
24	Provision to hold and release generated report cards in bulk or individually, Students/parents will be able to view and download report cards after it is released only	
25	Provision for sending report cards to parents and students on the registered email Ids	
26	Provision to support rounding off of marks at required exams in an academic session of a batch, there are 3 option to choose from for every applicable exam -- i> Ceil logic ii> Floor logic iii> Rounding off to decimal places	
27	Provision for invigilators to mark attendance using their self-service portal	
28	Provision to allow students to withdraw from exams and reappear in withdrawn subjects.	
29	Provision to define default remarks for grades which can be used by the faculty while entering grades of the students	
30	Provision to design HTML based report card in a dynamic manner	
31	Provision for providing authorization to specific faculty members for marks capture	
32	Provision to enter Bulk Marks in one go for all programs or awards or courses	
33	Provision to capture marks based on attendance percentage of the students	
34	Ability to view analysis of exam fee and marks while holding or releasing report card print for a student	
35	Ability to view analysis of exam fee and attendance percentage of previous semesters while holding or releasing hall ticket print for a student	
36	Ability to automatically apply disciplinary action on students found performing malpractices during examination using Custom Hook.	
37	E- Verification: System should provide an interface through which external agencies can login and verify the authenticity of the certificate of the student.	

4. Digital Evaluation

S.No	Feature Details	Complied or Not
1	Receiving the Answer Scripts from Institute authority, mapping each digitized answer script to a secret-coded number to remove the identity of each student and cut the edges of the answer scripts for scanning purpose.	
2	Digitizing answer scripts using ADF scanners for the purpose of evaluation in a secured environment	
3	Upload the digitized answer scripts to data center	
4	Re-staple the answer scripts and handover the same to Institute officials	
5	Collecting the details of all the faculty members from the Institute, register them in the online portal, shortlist the evaluators, train the evaluators on digital evaluation platform and certify them	
6	Deploying evaluators based on their subject, medium and location to different evaluation centers	
7	Providing a unique user ID and password to each evaluator and supervisor	
8	Allocation of answer scripts to evaluation centers	
9	Mapping of Supervisors and Evaluators to evaluation centers	
10	Enabling all necessary checks like maximum marks allowed for each question, optional questions, un-attempted questions and no answer left un-marked	
11	Automatic calculation of total marks awarded	
12	Provision of review of an evaluated answer sheet by the Supervisor	
13	Provision of re-assigning a particular answer sheet to a particular Evaluator by the Supervisor	
14	Provision for second evaluation	
15	Final marks can be arrived at based on average / best of the two or more evaluations – in case of multiple evaluations done on single answer script or raising a discrepancy to the reviewer, if need be	
16	Generation of report which includes compilation of marks awarded to answer scripts for each subject	
17	Training of supervisors and evaluators for the evaluation exercise	
18	Availability of an Online DE training guide for the evaluators	
19	Generation of evaluator wise, day wise answer scripts evaluated report	
20	Make payments to the evaluators based on the evaluations performed and the Board payment guidelines	
21	Submit analysis reports of evaluators performance to Institute	

5. Question Paper Management System

S.No	Feature Details	Complied or Not
1	Minimum Three Tier Security mechanism to ensure no leakage of Question Papers	
2	Master data entry – Course / Subjects, Question paper setters and Moderators, Examination details like Exam Time Table, Test Center to Course / Subjects mapping	
3	Allocating Subjects to QP setters and Moderators for setting and reviewing Question Papers	
4	Enabling upload of Question Papers (in pdf format) for defined subjects	
5	Enabling review of Question Papers by the Moderators	
6	Sealing/ finalizing the Question Paper	
7	Electronically delivering the Question Paper to various exam centers in a secured manner	
8	Exam Day / Shift wise download of Question Papers	
9	Auto Select of Question papers from a set of Question Papers	
10	Exam Center Wise , Exam Day/Shift Wise Question Paper Bundling	
11	Black Box Printing of Question papers, with Print only and No view option	
12	Centralized view of Question Paper Distribution and Printing Status , Subject Wise and Centre Wise	
13	Providing a robust reporting module	

6. Fees Management

S.NO	Basic Features	Complied or Not
1	Provision to create Fee groups and Fee categories	
2	Provision for configuration of fee heads and fine heads in Bulk as well as from front end and mapping of these Fee /Fine heads to respective fee groups	
3	Provision to map Fee head to applicable FNA ledger account for respective transaction and accounting sites	
4	Provision for configuring payment pattern of Fee Collection Eg. Pattern can be monthly, quarterly, half yearly, annually, onetime payments etc...	
5	Provision to create and manage fee structures(fee plans) and the respective fee schedules (fee collection window) which may vary from one fee category to another for an academic batch	
6	Provision for creating Fee Exemptions(rebate/waiver ship) and Exclusions rule set up for required fee categories as per the norms of the organization	

7	Option to configure Refund rules ,Refund policy can be defined for a specific fee head /component or as a consolidated rule for a fee structure/plan	
8	Provision for defining the document sequence pattern at site and organization level for Fee Receipt /Refund Receipt /Fine receipt	
9	Provision for setting up of inter-unit accounting process for required fee components for various base transaction sites/colleges	
10	Ability to define Student Receivable Account ,create student as party and fee heads as services to raise invoice against a fee schedule for a student(In case of Accrual accounting)	
11	Support & Provision to choose one accounting method from Cash Accounting & Accrual(Mercantile) Mode of Accounting	
12	Provision for Normal Fee edit, Bulk Fee Edit through excel, in case of correction required in either the fee plan for the student ,Support for editing parameters of a completed Transaction in case of some wrong input /entry	
13	Provision for Adhoc Fee Generation for unscheduled fee collection, Adhoc fee schedule can be created for additional fee components during the session or for providing additional services to the students	
14	Provision for doing instant refund and scheduled refund in bulk as per the refund policies configured in the fee structure/plan for the student, Provision to generate Advice for refund transaction	
15	Provision for Reversal of transaction – in case of Cheque bounce, or any wrong entry at the time of fees collection, Auto generation of reversal voucher in case of reverse transaction	
16	Provision to define penalty configuration and collect penalty charges for cheque bounces scenario	
17	Provision for Fee Schedule preview in front end and bulk in excel for all the applicable fee categories for a batch	
18	Provision to define Transport and Hostel Calendar for Fee Generation and consider the holidays to calculate the amount and due date based on the same	
19	Provision of On line payment gateway configuration so that students/parents can make the term/session fees payment using their personal self-service login, Provision to define convenience charges for payment gateway	
20	Provision for Uploading fee collection transactions in bulk (It can be used for scheduled fee plan as well as historical payment data)	
21	Option for defining miscellaneous fee heads type (like Amount to be refunded, Advance receipts, Liability Amount)	
22	Option for defining the sequence of Fee head/Fine head as collection priority at organization level	
23	Option to have user defined collection buttons & interfaces for fee collection with user group access management, this can be used to have	

	departmental level fee collection if required	
24	Option for fee admin and clerk to View all the normal and miscellaneous collections and refunded transactions details, and also view the summary and detailed previous transaction history of students	
25	Option of Duplicate receipt generation(Individual and Bulk) by admin in case the original receipt is lost, option for the student to access the duplicate receipts and print the same from the self-service login	
26	Provision for Bulk Fine application and collection through excel upload	
27	Provision for Scholarship Configuration in three different ways – As fee edit, From an account, Direct payment, Option of choosing charity account /ledger from Finance module in case of Scholarship from an account,	
28	Option for applying scholarship selectively or based on some scholarship scope/criteria, scholarship scope can be defined by considering a site, Award, academic year, Program, academic batch, and parent and child capacity in the same order	
29	Provision for generating multiple fee reports. Example: Fee Due as on Date report, Fee Collection Summary as on Date, Collection Deposit Summary For Bank Report, Daily Fee Collection report, Fee Edit Log Report, Outstanding Fee Report	
30	Provision for the fee admin to track all the fees adjustment, fund transfers and fee corrections /edit done via standard reports and audit log history report	
31	Provision for the fee admin users to manage and push the cut off fees related data through standard templates, For eg. Standard process and templates for managing opening balances via fee due templates, opening invoices via F&A templates ,Provision for uploading fee collection in bulk	
S.No	Additional Features	Complied or Not
1	Ability to define Late Fee Rule based on parameters like time,amount,slab of amount, fixed fine, variable fine in terms of percentage, cumulative fine, no cumulative fine	
2	Option of considering & Integrating Holiday calendar to arrive and adjust due date and amount	
3	Provision for managing various types of fee collection transaction (Current Due , Arrears, Advance, Miscellaneous collection etc...),Further option to decide and configure the collection priority among these transactions	
4	Provision to collect Advance amount as Advance collection as a liability and use proper methods like fund transfer to adjust the transactions accordingly	
5	Option for configuring a set up to generate Fee group wise separate Fee receipts for a single transaction	
6	Ability to transfer funds between fee heads or from one fee heads to multiple fee heads for doing adjustments whenever there is a need	

7	Provision for defining Registration/Prospectus fee collection	
8	Ability to define Pro-rata calculation of amount from the applicable Fee heads defined under a Fee structure/Fee Plan	
9	Provision to configure and collect Imprest Deposit (Pocket Money/Petty cash account) and manage the Imprest deposit transactions for the students	
10	Provision to do back dated transactions and manage the payment records parameters accordingly for such transactions	
11	Option for Customization of fee receipts, fine receipts, fee challan	
12	A complete 360 degree drill down analytics for student and parent view for summary as well as detailed data for current session schedule details, current session payment details, previous dues and arrears, fee summary, payments details, refund details, fine details.	
13	Provision for the fee clerk to receive and record details of multiple payments of multiple modes in a single transaction	
14	Provision for Cheque printing from fee module in case of refund transaction where amount can be returned to the student with standard configurable Cheques	
16	Provision for auto adjusting of fees in case of batch change of the student , All the usecases like partial payment-full payment ,future fee schedule adjustment is done by the system accordingly	
17	Ability to view analysis of the number of Cheque bounces in the past for the student.	
18	Ability to view analysis of the number of scholarships applied for the student.	

7. Hostel Management

S.No	Basic Feature	Complied or Not
1	Provision for creation and categorization of Hostels	
2	Provision to define Blocks/Buildings/Wings/Floors Details and tagging of the same to the respective hostel	
3	Provision to generate rooms and define details of the rooms along with capacity	
4	Provision to create Hostel Leave Types	
5	Provision to configure charges for rooms, Additional option for defining charges for various services being offered in hostel	
6	Provision to allocate students to hostel(based on the request) and subsequently collect the charges	
7	Provision for students and employees to apply for hostel accommodation, room change request , track the status of the such hostel requests from self-service login	
8	Provision for Warden to mark attendance of students for hostel	

9	Provision for the warden and admin to block hostel on account of disciplinary actions and apply penalty or charges if required	
10	Provision for admin and warden to create Requests and Allocation in Bulk	
S.No	Additional Features	Complied or Not
1	Provision for the students to change and swap their rooms in case of exceptions	
2	Consolidated view of all the occupants and co-occupants and real time view of the basic details of the student allocated to these rooms of various hostels as per the block, wing and floor definition of the hostel	
3	Ability to Auto-allocate hostel rooms to students based on the request timestamp or any other applicability logic for hostel allocation like based on gender, program, batch and academic session	
4	Ability to view the analysis based on number of Hostel leaves and leave corresponding duration in the past.	

8. Transport Management

S.No	Basic Features	Complied or Not
1	Provision for managing Vehicle details and Vehicle Capacity	
2	Ability to manage Routes and Agency details	
3	Provision for Vehicle Maintenance and Vehicle Condemnation	
4	Provision to manage Vehicle Logbook	
5	Provision for Students & Faculty to raise transport requests via self service	
6	Provision to Assign transport facility to student/faculty	
7	Provision to maintain Vehicle fitness, permit, Insurance details of Vehicle	
8	Provision of Excel upload for Bulk transport request and allocation	
S.No	Additional Features	Complied or Not
1	Ability to define transport charges per stoppage of a route, option for defining pro-rata calculation, varying fee pattern like monthly-quarterly-annually and varying fees amount based on the distance	
2	Provision to track vehicle on real time on a mobile application based on the latitude and longitude data of the various bus stoppages defined in the configuration of routes in an organization	

9. Library Management

S.No	Basic Features	Complied or Not
1	Ability to manage Single / Multiple membership and bulk creation of members depending upon the Library structure (one by one as well as in bulk)	
2	Provision for having user defined standard Library classification schemes- Library classification, division, subjects,index, For Eg. DDC Classification	

3	Provision to create and categorize different Item Types in Library	
4	Provision for managing & defining rule to calculate due date and Library fine in Library	
5	Provision to define Issue Rule, Renewal Rule and Reservation rules for each type of membership of a library or a common rule for all members of a Library	
6	Provision to define Issue Rule, Renewal Rule and Reservation rules for each item type of library or a common rule for all item types of a Library	
7	Provision to manage and update Author, publisher, editor and vendor master data in bulk or individually	
8	Provision to create and manage Catalog details (through Excel upload and front end)	
9	Provision to create and manage holding in bulk as well as one by one (Both Excel upload and front end), Provision for the librarian to decide Whether the title is for issue or not or from which library it can be issued	
10	Provision for Bar-code Configuration and printing and Spine Label Printing via standard template configuration	
11	Ability to define Book Binding process and generation of binding pass	
12	Provision for doing all key Library transactions through via key board shortcuts – Issue ,Renew, Return	
13	Provision to configure and design standard Library Issue & return slip and generate it instantly during Check In and Checkout	
14	Provision for library member to reserve a holding and track the reservation request accordingly via self-service	
15	Provision for Transfer of Holding between libraries, both bulk as well as bar-gun based holding transfer is supported	
16	End to end subscription management support like creating subscription item and various details of the same, manage subscription schedule and serial planning, view subscription status and receive subscription items	
17	Option to manage and record lost and damaged holdings and provision for replacement of the same as well	
18	Ability to track details of the employee who performs deletion of catalog or holding. Enables viewing of deletion logs to track employee information.	
S.No	Additional Features	Complied or Not
1	Provision to create and manage Central as well as departmental Library i.e. Option of creating Multiple Central libraries/or One Parent central and multiple Department libraries	
2	Provision to define Aggregate Rules for Issue, Renewal and Reservation at central Library level in case of Central & departmental Library structure	
3	Provision for the Library members to suggest for new titles or additional copies of a catalog in Library through self-service Quick-Link,Additional option to track the actions and comment on the various suggestion provided by members	
4	Option for the Library admin to convert the suggestion to Purchase Request directly	

5	Provision for setting up logic for auto generation of Bar-code/Accession Number/Call Number Generation Configuration for holding addition	
6	Provision for doing all key Library transactions through a single screen - like issue, return, renew, block membership, edit fine, collect fine, edit membership, generate issue slip, search members, search holdings & titles	
7	Provision for doing some important Library transactions with help of bar-gun like check-in / checkout of holdings, Holding Acknowledgement during procurement, Stock verification, holding transfer, Bulk check in of holdings	
8	A complete drill down & 360 degree Library view for a Library Member with all the issue items transaction history, details of reserved holdings, option to cancel a reservation request, Library fine, suggestions, option to renew issued holding, search for a title and criteria based search for a title	
9	Real time integration of procurement and inventory (PNI) with library holding stock, The items purchased via PNI will be directly added to holding counts of a Library	
10	Provision to upload catalogue image while creating new catalogues	
11	Ability to view the analysis on number of times the holding due date is changed in past	
12	Ability to view the analysis on number of times the fine amount is changed in the past for the student	

10. Employee Management and Payroll

Basic Features		
S.No	Employee Management	Complied or Not
1	Provision to manage Recruitment process of employees along with application form management	
2	Provision to manage complete record of employee details along with documents	
3	Ability to manage employee attendance with by uploading their monthly payable days	
4	Provision to manage leaves of the employees and subsequently it should be linked to monthly payroll	
5	Ability to manage Loans, advance and asset details of Employees	
6	Ability to manage transfer and deputation details of Employees	
7	Ability to manage travel and claim details of Employees	
8	Ability to manage promotions and performance appraisal details of Employees	
9	Ability to manage all the trainings undergone by the employees	
10	Ability to manage employee separations along with asset checks	
20	Flexibility to set and manage employee goals easily. Admin should be	

	able to roll over goals for an employee from the previous cycle in the form of a template, add new goals to the template and save it as a new template for future use.	
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Payroll		Complied or Not
1	Provision to generate Payroll based on attendance calculation and leave rules along with maintenance of employee particulars and CTC	
2	Provision for Grade based payroll generation	
3	Provision to maintain Direct Payroll Transactions	
4	Provision for Adhoc Payments and Recoveries	
5	Provision to maintain PF Details for the current financial year	
6	Provision for Full and Final Settlement along with Gratuity and Leave Encashment	
7	Provision to maintain tax savings - Internal and External	
8	Statutory reports like Form 16, Form 12BA	

Additional Features

	Employee Management	Complied or Not
1	Provision to recruit employees using a configurable online application form which can be filled by prospective candidates	
2	Manage requisition requests from different departments in an automated manner	
3	Generate offer letters for employees along with CTC details. Flexibility to Customize employee CTC calculation	
4	Provision to configure leave types of the organization as per different leave rules	
5	Provision to link leaves of employees with their Timetable so that auto-substitution can happen based on the delegation details provided in the leave	
6	Manage employee attendance with biometric integration with support for multiple shifts	
7	Provision to have complete 360 degree view of employee details along with personal and professional information. Also all transactions carried out for the employee should be visible under this screen	
8	Provision to generate employee number based on a custom based or system based ENGL logic i.e. Employee no. can be generated based on Employee Type, Dept., Category	
10	Provision for Employee Discipline Entry & Reverting of the actions if required by Admin/HOD	
11	Provision to link employee claims, advances, loans with their monthly payroll in an automated manner	
12	Provision for real-time sophisticated workforce analytics for strategic decision making	
13	Provision for Innovative and customizable workflows for different processes such as Leave, Loans, Advances, Travel, Claims	
14	Provision to manage on-duty applications of employees and have direct linkage with Attendance	

15	Manage complete Training calendar of employees along with budgets, timings, sessions, attendance of participants, feedback	
16	Provision for Fast-Track Application Management	
17	Provision for Finance and Accounting (F&A) solution and Payroll integration for Loan, Claim and Advance modules	
18	Provision for SMS / Email alerts and reminders for certain key features	
19	Provision for Direct Integration with Payroll	
	Payroll	Complied or Not
1	Provision for Creating and maintaining Organization specific rules for particular pay codes	
2	Provision to send Pay slips to employees in PDF format with password protection feature	
3	Provision to maintain Loan Interest Rates	
4	Provision for managing Adhoc Payments and Recoveries	
5	Provision to generate generating yearly income forms	
6	Provision to maintain Provident Fund based on Attendance	
7	Provision to exempt Professional Tax for Senior Citizen employees	
8	Provision for Detailed employee wise Income tax calculation	
9	Provision to generate eTDS text file to submit online income tax returns	
10	Provision to generate provisional salary JV to estimate future payroll liabilities	
11	Provision to generate online PF return file (PF ECR)	
12	Provision for reports like Provident Fund Yearly Statement, ESIC Challan, ESIC Form 1, ESIC-Form-5, ESIC-Form-7, Form-27A, PT-Form-5A, PT-Form-9A, Form3A, Form 6A, PF-Combined-Challan, PF-Form-10, Salary Register Form-23	

11. Finance and Accounting

S.No	Basic Features	Complied or Not
1	Management of Journal Vouchers	
2	Management of AP vouchers like payment, purchase, expense and inter unit transactions	
3	Management of AR vouchers like sales invoice, receipt vouchers and inter unit transactions	
4	Provision for Automatic Bank Reconciliation Statements	
5	Provision for Cost center and Profit center	
6	Provision for Creation of Debit Notes & Credit Notes	
7	Provision for Generation of Service Tax Registers	
9	Audit reports like Service Account Mapping Report, Party Account	

	Mapping Report	
10	Consolidated site wise reports with drilldown view for Trial Balance, Balance Sheet	
S.No	Additional Features	Complied or Not
1	Provision for Multilevel workflow facility i.e. one person can create the vouchers and his supervisor's will approve the vouchers	
2	Provision for uploading live transactions in Bulk using excel	
3	Provision for Fixed assets module (where all fixed assets are tracked separately)	
4	Provision for Audit module which facilitates to identify the persons who made the changes to the master data	
5	Provision for Budgeting module which facilitates the user to creates budgets and get reports relating to the budget	
6	Provision for Comparing Budget v/s Actual	
7	Provision for created Recurring Voucher automatically	
8	Provision for Inter unit voucher wherein once one entry is created, other entry will be created in other site automatically	
9	Provision for Integration with HRMS, Payroll, Procurement and Inventory and Fees management system	

12. Procurement and Inventory Management

S.No	Basic Features	Complied or Not
1	Manage the complete Procure to Pay cycle with highly configurable workflow based approval system	
2	Provision for Location wise Purchase Requisition	
3	Provision for Central repository of quotations along with Multi level approval workflow	
4	Provision to convert Multi Purchase Requisition to Purchase Order	
5	Provision for Single Order for Item and services	
6	Provision for Initial Stock Upload	
7	Provision for Unplanned Receipt of items	
8	Provision for Goods Receipt Note (GRN) against PO and invoice	
10	Provision for Indent management	
11	Provision to Return item against supplier goods receipt note	

	Additional Features	Complied or Not
1	Provision for Bar codes management to track the items with Bar	

	codes	
2	Provision for Online vendor portal where vendor can track the status of his transaction with the organization	
3	Provision for uploading live transactions in Bulk using excel	
4	Provision for Multilevel workflow facility i.e. one person can create the vouchers and his supervisor's will approve the vouchers	
5	Provision for Budget Controls	
6	Provision for Positive and Negative stock adjustment	
7	Provision for Auto Purchase Requisition based on Min / Max parameter	
8	Provision to track consumption for a item of a batch	
9	Provision for Control of unplanned/unscheduled buying and consumption	
10	Provision to track inbound and outbound inventory movement	
11	Provision for Inventory visibility of individual items across sites	
12	Provision for Auto adjustment of system and physical stock variance	
13	Provision for Seamless P&I and Finance and Accounting (F&A) integration for faster and error free processing of vendor payment	

13. Course Management and QP Management

S.No	Basic Features	Complied or Not
1	Provision to create courses as per the curriculum and group them into course groups (Each course mapped to a course category) applicable for a session of a course batch	
2	Ability to define applicability of courses & define the credits for each course for each academic session of a batch	
3	Course branding tools with banners and logo features	
4	Provision to link learning objectives with course curriculum	
5	Collaboration within Course	
6	Course branding tools with banners and logo features	
7	Student course dashboard depicting progress	
8	Provision of Course Summary for every course	
9	Provision to link learning objectives with course curriculum	
10	Provision to create a master blueprint (Course Template) for a course that can be replicated for delivery purposes	
11	Provision to create delivery version of the Course Template so the teacher can make changes as required as per the needs of a particular student batch (Course Batch)	
12	Ability to provides roles as required and permissions thereof and management of these roles according to the access and functions of	

	the permission holder	
13	Provision of course statistics and reports configurable by the administrator	
14	Provision of student level statistics and reports for various activities configurable by the administrator	
15	Ability to upload Course Content against the created syllabus with multiple types of content supported including documents, PDFs, PPTs, videos, ePUB, audio files, SCORM files and so on	
16	Support for all teaching support material including worksheets, class material, teacher presentations, remedial content, pre and post check tests, quiz bank, sample questions bank and old solved papers	
17	Provision of course content player and preview options	
18	Ability to allow or block course content downloads and provide read only content	
19	Ability to add permissions to course content as per roles	
20	Provision of pre-requisites for course content	
21	Ability to schedule remedial courses, content and feedback	

14. College Affiliation Management

S.No	Basic Features	Complied or Not
1	Complete affiliation cycle from application to grant of affiliation including the renewal	
2	Announcement of affiliation cycles, required documents for the affiliation and guidelines for preparation of affiliation documents	
3	Affiliation application form online	
4	Payment of affiliation fees online	
5	Recording of observations of in-person visitation	
6	Grant or reject of affiliation	
7	MIS Reports on affiliated colleges	

15. Detailed Technical Requirements

Additional technical requirements that software must comply are as follows:

Business Continuity Planning		
S.No	Technical Requirement	Complied or Not
1	Should have a primary and back-up 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	

S.No	Training Environment	Complied or Not
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.	

S.No	Integration of other systems	Complied or Not
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		Complied or Not
1	Should have provision to upload data from all the existing local records held by CUSTOMER	
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		Complied or Not
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.	

Single and minimal data entry		Complied or Not
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.	
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Management Information		Complied or Not
1	To support resource allocation and decision-making at CUSTOMER 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 university's other systems is essential.	

Interfacing provisions / Interoperability with other key systems		Complied or Not
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		
S.N o	Technical Requirement	Complied or Not
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		Complied or Not
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		Complied or Not
	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		Complied or Not
1	To minimize the need/impact of customization/configuration, the proposed system should, wherever appropriate, support <ul style="list-style-type: none"> • 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:		Complied or Not
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	
SMS /Email Integration		Complied or Not

There should be support for SMS/Email for following actions and it should be generated automatically:		
S.N o	Technical Requirement	Complied or not
1	For reminders like fee dues, last submission dates	
2	Alerts on attendance shortages, budget limits	
3	Notifications on transactions like attendance marking, fee collection, progress report availability	
4	The mobile based version of the software should be an easy-to-use mobile browser/android application that allows students/parents/faculties to perform various tasks and view information from any Smartphone. This includes attendance marking, access of progress reports, viewing attendance and time table, apply and approve leaves etc. Notifications should be seen in mobile and actions like approvals can also be done.	
Technical Requirements		Complied or not
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 customers 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	

Check List

S.No.	Descriptions	Whether submitted or not (Yes or No)
1	Letter of proposal signed and enclosed with the bid offer	
2	Demand draft of bid fee of Rs. 1000/- drawn in favour of EdCIL has been submitted	
3	Demand draft of EMD of Rs. 1,00,000/- drawn in favour of EdCIL has been submitted	
4	Bid Form in Annexure 1 has been submitted	
5	Letter of undertaking submitted	
6	Deceleration of non black listing submitted	
7	Turn over Statement duly approved by CA submitted	
8	Details of past experience submitted	
9	Power of attorney competent to sign the bid document submitted	
10	Signed copy of Pre contract integrity pact	
11	Financial Bid duly signed as per Annexure 8 submitted	
12	Signed copy of the tender document submitted	
13	Certificate of incorporation of company/business submitted	
14	Valid certificate for CMMi5 submitted	
15	Certificate for ISO 9001:2008 & 27001 submitted	
16	Cert-in certificate submitted	
17	Compliance Statement Appendix A	