

Central University of Kerala



Invitation for
Expression of Interest cum Request for Proposal

for

Educational Resource Planning System (ERP)

Dated 18th October 2019

Last Date of Submission : 2nd December 2019, 5.30 PM

**Central University of Kerala,
Tejaswini Hills, Periyar
Kasaragod, Kerala
INDIA - 671316**

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Registrar

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1. Central University of Kerala

The permanent campus of the Central University of Kerala spans a 310 Acre stretch at Tejaswini Hills Periyar, in Kasaragod, the northernmost district of Kerala state, India. It is located close to River Chandragiri which originates from Chandragupta Vasti in Coorg where the Mauryan Emperor Chandragupta is believed to have spent his last days as a sage. Periyar ('path') has been a major route used by the people in the inlands to go to Bekal port. Pulloor means 'grass land'. The first phase of constructions at the permanent campus of the Central University of Kerala was completed in November 2013 and currently the entire administrative wing and Twenty academic departments. There are two campuses at Thiruvalla and Trivandrum. The Thiruvalla campus houses the Department of Law whereas the Trivandrum campus houses Integrated BA Programmes offered by the Department of International Relations. The University offers Under Graduate, Post-Graduate, M. Phil and Ph.D. programmes.

The faculty members have been actively engaged in research activities with financial support from UGC and other funding agencies. Since inception, a number of proposals on research projects have been sanctioned by various funding agencies to the University. Departments have organized a number of Seminars, Workshops and Conferences. Many faculty members participated in national and international conferences and seminars held within the country and abroad. Eminent scholars and distinguished personalities have visited the University and delivered lectures on various disciplines.

In spite of infrastructural constraints, the University has been maintaining its academic excellence. The University has strictly adhered to the academic calendar, conducted the examinations and declared the results in time. Many students have come out successful in the National Eligibility Test (NET). Since inception, the University has made significant progress in teaching, research, innovations in curriculum development and developing infrastructure.

User Groups/ Stakeholders

University Authority Chancellor, VC, Registrar, EC Board Members
University Academic Faculty/Staff
Administrative Officers
Students and Parents
Citizen

2. Purpose of Request for Proposal

This EoI is for procuring Educational Resource Planning System, briefly termed as ERP, to meet the admissions, academic and administrative functions of the CUK as defined in this EoI document along with services to implement, host and maintain the system for a period of 5 years. The EoI provides vendors with relevant operational, performance, application and architectural requirements of the system.

3. Guidelines

By virtue of submitting proposal, vendors acknowledge that:

- i) The selected bidder shall be responsible to Design, Develop, Install, Configure and Maintain the application software to automate entire process of e-Governance in CUK. CUK will access this application software from Local Data Centre of CUK. Selected Bidder will also maintain the application software for a period of 5 years after go live.
- ii) This EoI is a request to purchase software and professional services required to implement, train existing and new users on the ERP, and hosting & maintain services for the system on CUK Servers. Software firms without an implementation mechanism shall not be considered.
- iii) Proposers are required to cover all modules as enlisted in this EoI as per requirements provided.
- iv) CUK reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information. Furthermore, the CUK reserves the right to add, modify or delete functionality (modules and components) until the finalization & signing of the contract.
- v) CUK expects to enter into agreement clearly differentiating system study, implementation training and support phases.
- vi) The bidder can be a single entity or consortium of bidders. In the case of consortium the lead partner will have the full responsibility of implementation of the project. All the documents pertaining to the project shall be submitted by the lead partner only. Documents pertaining to other partners regarding experience, turnover etc has to be vetted by the lead partner.

4. Existing Technology Environment

As of now, there is no centralized system for technological requirements.

- Individuals handle process through their individual personal computer/laptop and are on the LAN/Wi-Fi access to the internet.
- Accounting needs are met by Tally/PFMS.
- Koha – Library Management Solution.
- Legacy data/information in Excel format and technical project reports in pdf format.
- File Tracking System

5. Schedule of Events

The following is a tentative schedule that will apply to this EoI, but may change in accordance with the organization's needs or unforeseen circumstances. Bidders should visit university's website frequently for updates

Sl.No	Tentative Schedule	Item / Event Description
I.	18 th October 2019	Start of Issuance of EoI
II.	1 st December 2019	EoI issuance closes at 5:30 pm
III	2 nd December 2019	Last date of submission of Final EoI Proposal in two bid form by 5:30 pm
IV.	3 rd December 2019	Opening of technical EoI at 11:00 am, CUK, Periyar, Kasaragod (Representatives of bidders are requested to participate)
V.	15 th December 2019	Complete Initial evaluation & short listing
VI.	30 th December 2019	Completion of System demonstration/presentation by short-listed vendors at CUK, Periyar, Kasaragod.
VII	- Will be intimated to selected vendors only -	Financial Bid Opening

6. Vendor/Proposer's Understanding of EoI

In responding to this EoI, the vendor accepts the responsibility fully to understand the EoI in its entirety, including making any Enquiries to CUK as necessary to gain such understanding. CUK reserves the right to disqualify any proposer who demonstrates less than such understanding. Further, CUK reserves the right to determine, at its sole discretion, whether proposer has demonstrated such understanding. That right extends to the award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost or liability whatsoever to CUK.

7. Communication

Verbal communication shall not be effective unless formally confirmed in writing by the specific procurement official managing this EoI process. In no case shall verbal communication shall govern over written communication.

Informal Communications shall include, but are not limited to requests from/to vendors or vendors' representatives in any kind of capacity, to/from any CUK employee or representative of any kind or capacity with the exception of CUK for information, comments, speculation, etc. Enquiries for clarifications and information that will not require addenda may be submitted verbally.

Any queries regarding the EoI may be directed at eoierp@cukerala.ac.in.

8. System Study and Requirement Gathering

A high-level analysis of processes has already been performed and Functional Requirements as envisaged for this project are described in this document. The Vendor needs to Study these carefully and should consult with the CUK Officials whenever necessary to obtain more details on the requirements of the project. It shall be the duty of Vendor to refine functional requirements as needed during requirement gathering exercise. The Vendor shall prepare FRS and SRS documents, for which the Vendor shall have a comprehensive discussion with the CUK officials to ensure that each of the requirements mentioned in this EoI or identified during study is covered. After approval of SRS and FRS documents by CUK, the Vendor will start Application Development/customization. As per analysis done by CUK following are the functional requirements for Application Software:

Software Requirement Specification For Office Automation

- CuK, Kasargod is looking for a Core Finance(Plan / Non-Plan Funds), Purchase & Human Capital Management System which aligns to fund based accounting principles for the entire University.
- The objective of this application is also to reduce substantial usage of paper and hence, bring-in a transparent system within the Institution and enabled with workflow based online approval with relevant controls.
- The broad solution overview and its key features are explained in the following sections.
- The Application that would be delivered should have the best of technology with a web-based architecture and the solution shall be implemented on-premise at the CUK, Kasargod data centre.

Please refer the detailed requirements at Annexure 5

SCOPE OF WORK - KEY TASKS

The scope of work for the assignment is as given below:

1	Admin Module
2	General Ledger Module
3	Budgeting & Control Module
4	Purchase & Inventory Module
5	Accounts Receivable and Payable Module
6	Estate/Fixed Asset Module
7	Payroll & Scholarship Module
8	Workflow & Reports
9	Project Management System
10	E-Filing System Integration
11	Tally Accounting Module (Integration) – Integration – Legacy Data
12	KOHA Library Management System (Integration)
13	PFMS Portal(Integration)

Please refer the detailed requirements at Annexure 5

Software Requirement of Student Life Cycle Management System

CUK is pursuing wide ranging governance reforms to bring about effective and sustained governance. As a part of its multi-pronged reform approach, CUK intends to implement a complete student lifecycle management system which will cater to to be a paperless system for students and faculty.

SCOPE OF WORK - KEY TASKS

The scope of work for the assignment is as given below:

1	Pre Admission Activities
2	Admission and Academics
3	Fee Management
4	Pre Examination Management System
5	Examination Management & Result Processing
6	Self Service Portal for Students
7	Hostel & Mess Management
8	Student Attendance Management
9	Choice Based Credit System (CBCS)
10	Student Statistics Report
11	PhD/PDF Student life cycle management

Please refer the detailed requirements at Annexure 6

However, there may be point while fine tuning that may be required to be added at later stage after SRS (System Requirement Specification) is done by the vendor who is given the order by the university.

9. Proposal Submission

The proposal submitted shall be inclusive of the following. The firms shall submit the proposal in the format provided in the Annexures.

1. Project Implementation Cost : Design, Development, Installation, Implementation and Maintenance of Application Software/Hardware for a period of 5 years.
2. Cost for Providing 1 full time resource in the office of CU Kerala for support during start of Implementation till GoLive period.
- 3."Application & Database level support" for 5 year after GoLive.
4. Cost for Providing 1 full time resource in the office of CU Kerala for "Technical administration/Operational Handholding" for 5 years after GoLive.
5. In tune with the Government of India Guidelines Central University of Kerala is open to implementation of customized open source software as per the needs of the University. This is done with a view of reduction in expenditure of the software. As per Govt. of India guidelines University is bound to procure software with source code. Hence only vendors who can share source code must submit proposal. The source code received as part of project will not be used or shared outside CUK. The source code must be shared immediately after the Go Live period.

10. Vendor Eligibility

In accordance with the EoI the vendor must be

- (1) The bidder can be single legal entity or a consortium. Copy of such certificate/notarized agreement incase of consortium shall be enclosed as a proof.
- (2) The consortium shall not consist of more than three entities, each of which should be a legal entity registered under Indian Companies Act, 1956. [Submit certificate of incorporation and consortium agreement]
- (3) In case of consortium one of the partners shall be designated as a 'Lead Partner'. The Lead Partner will perform the project work and shall be responsible for the successful completion of the entire project [submit notarized declaration].
- (4) Other partners must be registered firm under the Indian company act,1956.
- (5) The vendor (In case of consortium all partners) should not have been blacklisted by any State / Central Government in India ever. [Submit Self declaration].
- (6) The Bidder (Lead partner case of consortium) should have a minimum average annual turnover of 1 Crore (Rupees One Crore only) during last three financial years. [Submit relevant audited balance sheet]. Relaxation as per Govt. of India guidelines will be provided to eligible vendors.
- (7) The firms should have been engaged in IT projects/solutions business for a period of at least three years as on last date of submission of this EOI.
- (8) Permanent Account Number, TIN and GST(Whichever applicable) are to be enclosed.
- (9) The Vendor(in case of Single Bidder) or Lead Partner (in case of consortium) should have the experience of having executed minimum three Educational software solution project as envisaged in the EoI document for academic institution in India for UGC/AICTE/MCI recognized institutions, of which one implementation should be at Central Higher Educational Institution(ChEIs) in India.[Submit work order and Client certificate]

11. Two bid system & Method of Award

Vendors must submit responses to the tender enquiry as two bids, namely, technical and financial. Each bid must be in separate sealed covers(As shown in Annexures) clearly marked either "RFP-Technical (Annexure 1-15)" or "RFP-Financial (Annexure 16-19)" as the case may

be referring to the advertisement no. and date. EMD and Tender fee may be kept in a separate cover. The financial bid , technical bid and EMD cover should be placed inside single sealed cover clearly superscribed with “EOI/RFP FOR EDUCATIONAL RESOURCE PLANNING SYSTEM- CENTRAL UNIVERSITY OF KERALA” referring the advertisement no. and date.

Proposals must be delivered sealed to:

The Registrar
Central University of Kerala
Tejaswini Hills, Periy
Kasaragod, Kerala
INDIA - 671320

The technical Score will be given weightage of 70% and financial score will be given 30% in the final mark calculation. Vendors who comply with the Vendor Eligibility criteria will be considered for technical bid document evaluation. The vendors qualify the Eligibility Criteria will be called to demonstrate their solution before CUK. The demonstration should be of a solution similar to the solution sought from one of the vendors live servers.

Technical Evaluation

The evaluation of each response to this EoI will be based on its demonstrated competence, compliance, format and organization. The purpose of this EoI is to identify those firms that have the interest, capability, and strength to supply CUK with an ERP identified in the Scope of Work

Evaluation Criteria: After short listing based on eligibility criterion, QCBS (Quality & Cost Based System) of bidding would be followed. The Technical bid will be evaluated by evaluation committee set-up by the University as per the Annexures. The firms are requested to submit the proposal in the format of the Annexures enclosed.

The evaluation will be done as per the following format.

Name of Vendor:		Presentation date:		
Sl.NO	Evaluation Criteria**	Weightage(Maximum Marks)	Marks Awarded	Remarks
1	Experience of Firm & Features of Proposed Educational Software	12		
2	Experience of Firm & Features of Proposed Educational Software	12		
3	Admin Module	4		
4	General Ledger Module	4		
5	Budgeting & Control Module	4		
6	Purchase & Inventory Module	4		
7	Accounts Receivable & Payable Module	4		
8	Estate/Fixed Asset Module	4		
9	Payroll & Scholarship Module	4		
10	Workflow & Reports	4		
11	Project Management System	4		
12	Admission and Academics	4		
13	Fee Management	4		
14	Pre Examination Management System	4		
15	Examination Management & Result Processing	4		
16	Self Service Portal for Students	4		
17	Hostel & Mess Management	4		

18	Student Attendance Management	4		
19	Choice Based Credit System (CBCS) Implementation	4		
20	Student Statistical report	4		
21	PhD/PDF Student life cycle management	4		
		Total(100)		
Signature of Evaluation Committee Members				

* A minimum of 70% is required for qualifying for opening financial bids.

** Vendors can provide additional features over and above minimum (key tasks) proposed which will be given weightage during technical evaluation..However the decision of technical evaluation committee shall be final.

Financial Bid Evaluation

The Low cost bidder as per Annexure 9 will be awarded a sum of 100 marks. The other bidders will be awarded the mark obtained by using the below formula.

$$Fs = (\text{Price quoted by the lowest bidder} / \text{Price quoted by the current bidder}) \times 100$$

Technical Score shall be denoted as "Ts" and shall be used to compute the final score in combination with Financial Score "Fs" .

$$\text{Final mark} = (Ts \times 0.7) + (Fs \times 0.3)$$

12. Cost of Tender Document & Processing Fees

The Cost of tender document and processing fees of ₹ 5,000.00 (Rupees Five thousand) only to be submitted along with the technical bid in form of Demand Draft in favor of Registrar, Central University of Kerala payable at Periyar. Proposal received without fees will not be consider for the technical evaluation.

13. EMD

• The Bidder shall furnish, as part of the Technical Proposal, an earnest money deposit of Rs. 2.5 Lacs.

EMD can be made either by Demand Draft in favour of 'Finance Officer, Central University of Kerala' payable at Kasaragod.

• EMD should be valid for a period of 180 days from the last date for Proposal submission.

• Unsuccessful Bidders' EMD will be refunded without any interest after finalization of the bidder and award of contract.

• EMD of the successful Bidder/s will be released once the bidder signs the agreement and furnishes the performance guarantee.

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

a. Bidder does not respond to requests for clarification of their proposal.

b. Bidder fails to cooperate during the Proposal evaluation process.

c. In case of a successful Bidder, the Bidder fails to either sign the agreement in time or to furnish the performance guarantee in time.

Certificate from the competent government department/ministry, to the effect should be enclosed by the firm alongwith the technical bid, if it is exempted to submit EMD along with the EoI. Proposal received without EMD will not be consider for the technical evaluation.

14. Performance Security

- The successful Bidder to whom the contract is awarded will have to execute an agreement on a Non-Judicial Stamp Paper of appropriate value within a period of 30 days of receipt of order and provide Performance Security equal to 10% of the total order value prior to signing of agreement.
- Performance Security shall be furnished in the form of Bank Draft / Bank Guarantee duly discharged in favour of the Finance Officer, Central University of Kerala, Tejaswini Hills, Periyar, Kasaragod, Kerala – 671320.
- The Bank Guarantee should remain valid till the next three months from the date of closure of the contract.
- No interest will be paid by the University on the performance security.
- Performance Security may be forfeited in full or part in the following cases:
 - a. When the terms and conditions of contract are breached.
 - b. When the Bidder fails to supply/provide services satisfactorily.
 - c. When a contract is being terminated due to non-performance of the Bidder.

Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Tendering Authority in this regard shall be final.

Failure of the successful Bidder to comply with the requirement of furnishing the required Performance Security in time shall constitute sufficient grounds for the annulment of the award, in which event the Tendering Authority may make the award to the next best ranked Bidder or call for new Proposals.

The Performance Security will be released 3 months after Tendering Authority certifies successful closure of the contract.

15. Payment Terms

Payment for the CUK ERP and for the implementation services rendered pursuant to any Agreement shall be made in amounts and at times set forth in the Agreement. A written agreement will be issued, and all invoices must reference the agreement number. Payment shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by CUK. Prior to payment, the vendor must submit an original dated itemized invoice of services rendered. Any reimbursement for expenses, as allowed in the Agreement and that are included in the invoice(s), must be supported with attached original billings for such expenses.

Implementation services will be paid only on a deliverable completion basis, meaning that CUK will pay only when the vendor has satisfactorily completed mutually agreed upon payment deliverables, as will be defined in the Statement of Work as part of the Agreement to be signed after selection of vendor.

Deliverables*

Sl No.	Items	Milestones
1	Office Automation (Annexure 6)	As per submilestones
2	Student Life Cycle Management(Annexure 7)	As per submilestones
3	Other Optional Modules(Annexure 8)	As per submilestones

* Will be released as per the sub milestones listed below.

Sub MileStones

% of Total Contract Value	Milestones
10%	After submission of SRS/FRS by Vendor and approval of same by CUK
10%	After Successful completion of UAT and STQC Certificate.
20%	After Conditional acceptance (Four weeks after UAT)
30%	After Final acceptance (6 months after Conditional acceptance)
30%	Amount would be paid for 5 Years Maintenance & Support services in 5 equal yearly instalments (would start from the end of first year of Go Live Certificate).

The payment will be released on certification by the concerned section head and implementation authority of CUK.

16. Additional Users and Modules

CUK will require “price protection” for a minimum of five (5) years from the effective date of the going-live for additional CUK users and modules that are listed in the proposal but are not initially implemented. CUK will be free to alter the time schedule for implementation of various modules.

17. Delivery of the Project Plan and Other Key Deliverables

A detailed project plan is to be delivered within a contractually specified timeframe after Agreement signing.

18. Services and Statement of Work

The Agreement shall include, in the Statement of Work (“SOW”), a detailed description of all work to be performed by the vendor for CUK.

Except as otherwise explicitly stated in the Agreement, the vendor shall furnish all personnel, materials, equipment, products, tools, transportation and supplies required to complete the services. Any additional services not identified in the Agreement shall be mutually agreed to in writing by each party through a change order process.

19. Key Personnel

CUK requires assurances as to the consistency and quality of vendor staffing for its project.

- CUK shall have the ability to interview and approve key personnel proposed by the vendor.
- CUK shall have the right to unilaterally dismiss key personnel from the project.
- Vendor must replace any departed key personnel with a temporary replacement within two days.
- As per the agreement CUK expects to have one support staff during the 5 year support period.

20. Status of Vendor

The vendor and its employees will be engaged in an independent contract relationship with CUK in performing all work, duties and obligations under the Agreement. CUK will not exercise any control or direction over the methods by which the vendor shall perform its work and functions. CUK’s sole interest and responsibility is to ensure that the work covered by the Agreement is performed and rendered in a competent, satisfactory and legal manner. The

vendor and its employees will not be entitled to receive from CUK any employee benefit of any kind. Neither party will have any right, power or authority to create any contract or obligation on behalf of or binding upon, the other part without prior written consent of such other party.

21. Record

Vendor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to CUK, if needed at any reasonable time.

22. Documentation and Copyright

Collected data, analyses, any analytical processes, program and source code files developed as a contractual requirement has to be shared with CUK. In tune with the Government of India Guidelines Central University of Kerala is open to implementation of customized open source software as per the needs of the University. This is done with a view of reduction in expenditure of the software. The entire customized software design with source code shall be the shared with CUK including all documentation. In cases where open source/free software is proposed the details shall be made during submission of EoI/RFP.

23. Confidential Information

Any written, printed, graphic or electronically recorded information furnished by CUK for the proposer's use are the sole property of CUK. This proprietary information includes, but is not limited to CUK Faculty, Students, Financial information etc.

The vendor and its employees will keep this confidential information in the strictest confidence and will not disclose it by any means to any person except with CUK's approval and only to the extent necessary to perform the work under the Agreement. On termination of the Agreement, the vendor will promptly return any confidential information in its possession to CUK.

24. Ownership and Disclosure of Work Product

All reports, original drawings, graphics, plans, studies and other data or documents, in whatever form or format, assembled or prepared by Vendor or its employees, shall be the property of CUK. CUK shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Vendor shall promptly deliver to CUK all such documents, which have not already been provided CUK in such form or format, as CUK deems appropriate. Vendor may retain the copies of the above described documents but agrees not to disclose or discuss any information gathered, discovered or generated in any way through this Agreement without the express written permission of CUK.

25. System Acceptance

For the purposes of acceptance of the system (or portions), three-staged acceptance procedure will be followed. This timelines may be different for different modules.

- i. **UAT Phase:** The system will go into UAT phase after STQC certification. UAT phase completion will be declared by the implementation team of CUK after consulting with users.
- ii. **Conditional Acceptance:** It will occur after four weeks after completion of UAT phase. (4 weeks)
- iii. **Final Acceptance/GoLive:** It will occur six months after Conditional Acceptance to "live test" the system. In this period system will be tested for its compliance with the functional requirements. After this period if the system performs in accordance with

the system specifications (including design document and functional requirements), CUK will issue "Final Acceptance"(6 Months).

- iv. If critical problems are found in the live test/pre-live test, the period for Final Acceptance/Conditional acceptance will restart. Date of problem and date fixed will be recorded. It will be sole discretion of the University Team to decide whether a bug is critical/non-critical.

26. Application support period and Change Request

1. The service provider is expected to resolve all critical bugs/complaints within 24 hours and non critical bugs/complaints within three days of the registration of the bug/complaint and update the status of bug/complaint resolution on the above application.
2. Application support during development and implementation phase and 5 year period after go live will include
 - a) Ensuring uptime of application.
 - b) Managing all the bugs reported in the application software through bug management software.
 - c) Ensuring incorporation of changes required in the application software during the contract and support period subject to ::
changes that would not require change of software architecture and major change of database.
changes required for generation of additional reports subject to availability of data in the system.
3. Any additional modules/new features to the existing scope of work defined in this document will be part of change request, whereas changes in the existing modules and features shall not be considered as change.
4. In case of a change request the cost of the same will be calculated on pro rata basis based on the fee of the work quoted in the relevant module. The same will be decided by a committee constituted by the University. However under no circumstances the change request suggested will be beyond 10% of the value of this concerned module, and beyond this scope it will be considered as a separate bid process during which the vendor will have to share the source code and provide the handholding assistance to the newly selected vendor in case of a bid process.

27. Disputes

In the event of any dispute between the parties arising from this EoI, the Agreement of the services provided, each party shall, prior to seeking judicial resolution of such dispute, escalate the dispute to a senior representative of such part, and those senior representatives shall use good faith efforts to resolve the dispute between them. If the senior representatives are unable to resolve the dispute, such dispute shall then be decided by litigation. The vendor and CUK shall make sincere efforts to resolve any and all disputes as quickly as possible.

The proper jurisdiction and venue for any claims, causes of action or other proceedings concerning the Agreement shall be courts at Kasaragod.

28. Termination for Cause

CUK may issue a written notice to cure if the vendor fails to: (i) Deliver the deliverables or perform the services within the time specified in the Agreement or any amendment; (ii) Make progress, so that the lack of progress endangers performance of the Agreement; or (iii) Fails to perform any of the other provisions of the Agreement. The Agreement can be terminated in whole or in part if the vendor does not cure such failure within the time frame stated in the Notice to Cure, which shall in no case be more than 5 (five) working days.

If the Agreement is terminated for cause, CUK may require the vendor to deliver, any completed or partially completed deliverable.

29. Amendment/Cancellation of EoI:

CUK reserves the right to cancel this EoI at anytime without any obligation to the Bidders and without assigning any reason thereof.

CUK at any time, prior to the deadline for submission of proposals, may amend the EoI by issuing corrigendum/an addendum in writing or by standard electronic means. The corrigendum/addendum will be binding on all the Bidders. Bidders shall acknowledge receipt of all amendments.

To give Bidders reasonable time in which to take an amendment into account in their proposals, the Tendering Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.

The Tendering Authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without incurring any liability to the bidders or without any obligation to assign reasons thereof. The Tendering Authority also reserves the right to extend the date for calling bids, if deems necessary to it. The tendering authority also reserves the right to award the work in partial form to mutiple bidders if it deems necessary.

30. Validity of the Proposal:

The Proposal and rates shall be valid for 365 days from the last date for submission of the Proposal. A Proposal that is valid for a shorter period shall be rejected as non-responsive.

31. Language of the Proposal:

Proposals shall be submitted in English only.


Registrar

**RFP DOCUMENT TO BE
SUBMITTED BY VENDOR**

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EOI TECHNICAL BID

Annexure-1 : Bid Covering Letter

Date: [insert: date of bid]

To:
The Registrar
Central University of Kerala
Tejaswini Hills, Periyar
Kasaragod, Kerala
INDIA - 671316

Dear Sir,

1. Having examined the Bidding Documents, the receipt of which is hereby acknowledged, we, the undersigned, submit deliverables in full conformity with the said Bidding Documents.
2. We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the Acceptance within the respective times stated in the Bidding Documents.
3. We have read the provisions of bid & confirm that these are acceptable to us.
4. We further declare that bid is unconditional.
5. We undertake, if our bid is accepted, to commence the work as per the schedule immediately upon signing of the Agreement by both parties, and to achieve Completion within the time stated in the Bidding Documents.
6. If our bid is accepted, we undertake to provide a Performance Security in the form and amounts, and within the times specified in the Bidding Documents.
7. We undertake that, in competing for (and, if the award is made to us, in executing) the above assignment, we will strictly observe the laws against fraud and corruption in force in India.
8. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

Dated this [insert: number] day of [insert: month], [insert: year]

Signed:

In the capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

* Use separate copies for each vendor incase of consortium

Annexure – 2 : Qualification Criteria**

(Add additional copies if required)

Sl.NO.	Qualification Criteria (Attach Documentary Proof).	Yes/No
1	Average Annual Turnover of the Bidder/Consortium during the last three (3) financial years (FY 16-17, 17-18 and 18-19) should be more than 1 crore** (Submit audited financial statement)	
2	The bidder can be single legal entity or a consortium. If it is a consortium copy of such certificate/ notarized agreement shall be enclosed as a proof.	
3	The firm/firms in the consortium shall be registered under the Indian company act,1956.[Submit the proof]	
4	The Bidder/atleast one Vendor in the consortium should have the experience of having executed minimum three Educational software solution project as envisaged in the EoI document for academic institution in India for UGC Recognized Institutions, of which one implementation should be at an Central Education Institution(CeIs) in India [Submit work order and Client satisfactory performance certificate]	
5	The vendor (In case of consortium both partner) should not have been blacklisted by any State / Central Government in India ever. [Submit Self declaration].	
6	Permanent Account Number, GST and TIN (Whichever applicable) are to be enclosed.	
7	The firms should have been engaged in IT projects/solutions business for a period of at least three years as on last date of submission of this EOI.	

**Organizations claiming exemption from turn over criteria based on Govt. of India regulations are requested to attach a copy of the relevant order/guidelines issued by Govt. of India. However such claims will be accepted only after due scrutiny. In the case of consortium claiming exemption all the vendors at the consortium should be able to submit exemption certificate.

Annexure – 3 Bidders/Lead firms Profile

(Add additional copies if required)

S/N	Particulars	Response
1	Company Name	
2	Name of lead vendor in case of consortium	
2	Date of incorporation	
3	Company Head Office Address	
4	Registered office address	
5	Contact person Name	
6	Address	
7	Telephone no.	
8	Mobile No.	
9	Fax No.	
10	e-mail ID	
11	Number of year experience in implementation of Application Software solution.	
12	Whether company has been blacklisted for service deficiency in last 5 Years. If yes, details thereof.	
13	Turnover for Financial Years 2016-17	
14	Turnover for Financial Years 2017-18	
15	Turnover for Financial Years 2018-19	
16	Size of the Application Software development team.	

Annexure– 4: Bid Security

PARTICULARS OF BID SECURITY

1. Name of the Bank
2. Name, Address, Tel. Nos. & Fax Nos. of Bank Branch Issuing the draft/ BG
3. Code No. of Bank Branch
4. Code No. of signatories of the security
5. Amount of Draft/BG
6. Bank Draft/BG No. and Date
7. Valid up to (give date)
8. Amount : 2.5 Lakhs

Note: Demand Draft/ BG of Bid Security as per Bid Document should be attached. Bid Security (2.5 lakhs) has to be submitted as Demand Draft only.

Date:

Place:

Name and Designation with Seal

Annexure – 5 Responses to Functional Requirements – Office Automation

Finance, Purchase and Human Resource Management System

Responses to the requirements listed to this EoI must be provided in this section of the proposal. Proposers should use the format provided.

Specification	Yes/No (Readily available)
2.1 ADMIN. MODULE	
<ol style="list-style-type: none"> Admin Module should help in customization of work flow of the software. Every user within the application should be governed with a role. Each role should have an access rights to the application like Add, Modify, Delete, Authorize, Post, Approve and View. These definitions should be able to define Module wise Screen wise. Set-up of Institution / Organization master; its Location; Address details; Logo along with other related statutory information which will be used in various Forms / Reports / Statements. Create a onetime entry of the master data that shall be used at various levels and locations eliminating mistakes in re-entering. The master data is password protected with access to the only to the Administrator or the identified Role Defining Organization / Institution hierarchy with their Titles / Roles – This will be driving force for managing the Online Approval process Defining various Code masters / Numbering sequence master for various types of transactions. 	
2.2 GENERAL LEDGER MODULE	
<ol style="list-style-type: none"> Defining Financial Year Defining Chart of Account with Schedules and Sub-Schedules (As per the Institution requirement and process) Defining Bank & Cash Master Managing various transactions such as Bank Payment, Cash Payment, Bank & Cash Receipt, Journal Voucher and TDS Remittance processes with Audit trails. Bank Reconciliation Process Cash Disbursement Process Cheque Printing Defining comprehensive workflow under this module with Minimum & Maximum amount definition for enabling the online approval processes. 	
2.3 BUDGETING AND CONTROL MODULE	
<ol style="list-style-type: none"> Defining various masters such as Division; Department; Funding Agency etc., with relevant attributes Comprehensive definition of Plan and Non-Plan and its Budgeting details with Chart of Account; Definition of separate funding heads for SC/ST/OBC/General. Defining Budget against the Sanction with relevant debit heads Managing various transactions such as Cash Advance Requisition; Purchase Indent Requisition; Claiming of Bills against Advance / Reimbursement Provision for amending the sanction / budgets with approvals; Handling exceptions with controls 	
<u>Project Management System Specific Requirements</u>	
<ol style="list-style-type: none"> Comprehensive definition of Project and its Budgeting details with Chart of Account; Tenure Period of Project is another important field of information that needs to be captured in this process. Mapping each of the Project with respective Project Investigator as well core / 	

<p>case worker; helps in role segregation as well accountability of transactions.</p> <ol style="list-style-type: none"> 4. Defining Project Budget against the Sanction with relevant debit heads 5. Capturing Overhead / Operating cost along with the respective project(s) 6. Managing various transactions such as Cash Advance Requisition; Purchase Indent Requisition; Claiming of Bills against Advance / Reimbursement against each of the projects. 7. Provision for amending the project / sanction with approvals; 8. Handling exceptions with controls 9. Exclusive module with log-in for Principal / Project Investigator to manage / view their related projects and its transactions 	
<p>2.4 PURCHASE & INVENTORY MODULE</p>	
<p>2.4.1 Purchase Module Managing purchase related process such as</p> <ul style="list-style-type: none"> • Purchase Order Process • Create unlimited purchase orders • Calculate & track net amount payable, advance payments & amount due • Separately store and track tax percentage & amounts for each purchase order • Get automated reminders to view all outstanding orders with the facility to search by date/supplier • Record invoice received • Make partial or full payments per purchase order • Quotation Comparison process • Amendments to PO • GRN (Goods Receipt Note / Stock Receipt Voucher) transaction • Credit / Debit Note • Bank / Cash Payment Vouchers 	
<p>2.4.2 Inventory Module</p> <ul style="list-style-type: none"> • Defining various categories / groups of Items • Defining Item and its various attributes such as UOM, Min & Max level; Type of Item (Capital or otherwise); • Defining Valuation methods against each item (FIFO, LIFO, Weighted Average) • Defining Warehouse / Store (Logical storage locations) • Managing transactions such as Item Request, Item Issue, Rejection etc., 	
<p>2.4.3 Integration with GEM Portal Government of India</p>	
<p>2.4.4 Integration with E-Publish/E-Procurement Portal Govt of India</p>	
<p>2.5 ACCOUNTS RECEIVABLE & PAYABLE MODULE</p>	
<p>2.5.1 Accounts Receivable:</p> <ul style="list-style-type: none"> • Defining customer / Funding Agency account group • Defining separate Grant Heads like SC/ST/OBC/General • Defining customer master with various attributes • Managing transactions / entries such as <ul style="list-style-type: none"> ➤ Customer Advance; ➤ Bank Payment etc. ➤ Leave Salary/Pension Contribution, • Handling exceptions with controls • Integrations with PFMS 	
<p>2.5.2 Accounts Payable:</p> <ul style="list-style-type: none"> • Defining account group • Defining payable various master (like Vendor Master etc.,) • Defining Taxes / Charges and Discounts master • Managing all transactions related to purchase module • Handling adjustments / exceptions with controls 	
<p>2.5.3 Advance/Letter of Credit Module</p>	

<ul style="list-style-type: none"> • Advance/LC Request • Payment of Advance/LC Margin Money • Registration of Advance/LC with Issue and Expiry Date • Amendment of Advance/LC • Request for Release of Instalments • Settlement / discharge of Advance/LC • Application should provide for foreign currency conversion rate to Rupees, wherever applicable. • Handling adjustments / exceptions with controls 	
2.6 ESTATE/FIXED ASSET MODULE	
<ul style="list-style-type: none"> • The Asset Management should be an integrated module that can electronically capture process, index, store, access, view, revise, report and archive asset information. • Capability to define asset grouping department wise, location wise and division wise. • Provision for Central Warehouse,sub-warehouse etc. • Provision for Barcoding of Assets. • Provision for conducting physical verification by scanning assets by barcodes. • Maintain and track depreciation and disposal of assets • Asset Capitalization processes • Depreciation Computations based on the set rules • Tight integration from GRN process • Handling adjustments / exceptions with controls • Should be integrated with Finance and Purchase Modules. 	
2.7 PAYROLL & SCHOLARSHIP MODULE	
<p>Key Features include:</p> <ul style="list-style-type: none"> ▪ The Payroll for Core Staff(Permanent/Outsourced/Contract) should be an integral part of the overall solution ▪ The Payroll for Funded Project Staff should also be an integral part of the overall solution ▪ The compliance to the Central Govt. Pay Structure is a mandatory requirement for this module ▪ The payroll should encompass the new 7th Pay Commission Structures & its Arrears processes ▪ The application should have the processes to define all the above, like: <ul style="list-style-type: none"> ○ The employee profile / master with various attributes ○ Defining Compensation / Salary structure for each of the employee ○ Defining contract period (Contractual Employees) ▪ The process of attendance capturing should be decentralized ▪ Processing of Payroll with relevant controls and reporting the same is an important criterion ▪ Income Tax computations with various investments given by the employee should be rule driven and in compliance with the Statutory regulations ▪ Should have robust process with a strong database to manage the entire Employee Life Cycle in an Organization ▪ Efficient Rule Engine to manage rule-based compensation structures, taxes (with multiple structures) and other related processes ▪ To manage the entire processes of Reimbursements, Claims, Leave, Loans, LTC etc., ▪ Should have Employee Self-Service Portal which empowers the employees to review, transact and manage their information with an exclusive log-in; The features of ESS includes generation of Payslip(Bi-lingual), Income Tax Reports, Year-to-Date Reports, Investment Processes, Leave Management, LIC, Loan details review, Joining Time Pay etc. The portal shall also include provision for application process of No-Objection-Certificate, Vigilance 	

<p>Clearance Certificate etc.</p> <ul style="list-style-type: none"> ▪ Complete Secured system with strong audit trails ▪ To Support with Analytics & Dash boards ▪ Options to manage adhoc earnings / deductions ▪ Handling adjustments / exceptions with controls 	
<p>2.7.2 Scholarship Module</p> <ul style="list-style-type: none"> ▪ Defining various students who are entitled for Stipend ▪ Defining respective Funding agencies who have funded each students towards the Scholarship ▪ Defining Student wise - Funding agency wise - Debit Heads along with its Contingencies ▪ Processing month-on-month stipend and generating its outputs ▪ Fund Receipts and Payments to Students; Generating relevant UC & SOE; ▪ Handling adjustments / exceptions with controls 	
<p>2.8 WORKFLOW & REPORTS</p>	
<p>2.8.1 Workflow:</p> <ul style="list-style-type: none"> • Defining transaction based customizable workflow for online approval of transactions (Enabling paper less environment) • Aligning these workflow with the Organization / Institution Hierarchy • Enabling email based triggers • Generating various reports of Approvals and its status <p>2.8.2 Reports:</p> <ul style="list-style-type: none"> • System should be able to Generate consolidated Financial statements in MHRD format. • System have been designed to view various outputs / reports and analysis based on the requirement and it has the ability to export to Excel / PDF formats • Some of the sample list of reports are given below: <p><u>Accounting / Inventory Reports</u></p> <ul style="list-style-type: none"> • Balance Sheet • Income & Expenditure Report • Recurring Expenditure • Non Recurring Expenditure • Details of Internal Revenue • Details of Remittances & Other Accounts • Funds Report - Utilization Certificate; Statement of Expenditure; formats as per respective funding agency. • Reports on Fixed Assets • Details of works in progress • Stock Ledger – With Value & Quantity • Report on Debtors for Deposits & Advances • Bank reconciliation Report • Trial balance • Cash Flow Statements • Cash Book Register • LC related Reports • NPS Reports • Cheque Book Register <p><u>Payroll reports</u></p> <ul style="list-style-type: none"> • Allowance / Deduction Report; • Payment Register – Regular & Arrear • Due Drawn Statements • Payroll Summary Report - Employee / Department / Division wise • Pay Slip Report 	

- YTD Employee Earnings
- Ledger Posting by Account
- Employee Income Tax report

Project Management System Specific Requirements

Grant / Accounting / Inventory Reports

- Project Summary – Grant Receipts; Expenditures; Balance availability - PI wise; Division / School wise; Department wise and overall at the University Level
- Funding Agency related reports
- Year-on-Year Project Abstract
- Bank reconciliation Report
- Trial balance
- Balance Sheet
- Income & Expenditure Report
- Recurring Expenditure
- Non Recurring Expenditure
- Details of Remittances & Other Accounts
- Funds Report - Utilization Certificate; Statement of Expenditure; Formats as per the respective **Funding Agency**
- Reports on Fixed Assets
- Details of works in progress
- Report on Advances to Project Investigator
- Report on Debtors for Deposits & Advances
- LC related Reports
- Other exception Reports

Project Payroll reports

- Allowance / Deduction Report;
- Payment Register – Regular & Arrear
- Payroll Summary Report - Employee / Department / Division wise
- Pay Slip Report
- YTD Employee Earnings
- Ledger Posting by Account
- Employee Contract Report

Provision for Generation of Reports for uploading to following portals of Govt. Of India

- UGC CU Portal
- AISHE Portal
- NIRF Portal

2.9 Project Management System (PMS)

Central University of Kerala is currently implementing approximately 100 Nos of funded projects from various agencies like DBT, DST, SERB, KSCSTE, etc. Hence a dedicated module is required for managing the various projects. The system will include specific requirement as shown in

2.9.1 Budgeting and controlling module – (separate budgeting and control for PMS)

2.9.2 Payroll and scholarship module – Salary/Stipend for project staff

2.9.3 Workflow and Reports – Defined workflow for projects and Statement expenditure, utilization certificate and other reports.

2.10 E-Filing System

2.10.1 Integration with E-Filing System of NICSI

The software should be able to integrate with E-Filing System of NICSI which is proposed to be implemented at Central University of Kerala.

2.11 Tally Accounting Module

2.11.1 Integration with Tally accounting module wherever required.

2.12 KOHA Library Management System

2.12.1 Integration with KOHA Library Management System for fine to be collected etc.

2.13 Integration with PFMS Portal

2.13.1 Integration with PFMS Portal. Details will be provided later.

2.14 Additional Modules/Features – If any -Please specify

Annexure – 6 Responses to Functional Requirements

Student Life Cycle Management System

Specification	Yes/No (Readily available)
<u>Software Requirement Specification For Students Life Cycle Management</u>	
<p style="text-align: center;"><u>1. Pre-Admission Activities</u></p> <p><u>Entrance Test – CUCET</u></p> <p>1. CUCET is conducted by a consortium of Central Universities. Every University will receive the list of candidates who has applied to them for each Department in an Excel sheet. The excel sheet has the following information.</p> <ol style="list-style-type: none"> 1. Name of Candidate 2. Course Applied 3. Category(Gen/OBC/SC/ST) 4. Sub-Category(PH/J&K Domicile/Defence Personnel) 4. Rank 5. Mark 6. Date of Birth 	
<p><u>2. Admission and Academics:</u></p> <p><u>1. Admission -</u></p> <ol style="list-style-type: none"> 1. The system will have provision for creation of courses/import of courses from previous year. There shall also be provision for defining number of seats, reservation matrix etc. 2. The excel sheet received after CUCET examination will be uploaded into the application by the University. 3. The system has to generate the counselling list based vaccant seats available based on <ol style="list-style-type: none"> a. Course Applied b. Category(Gen/OBC/SC/ST) c. Sub-Category(PH/J&K Domicile/Defence Personnel) d. Rank e. Mark f. Date of Birth 4. The total number of students called for counselling shall be 2-3 times the number of vacant seats in each category. The students invited for counsellign shall be intimated through Email and SMS. This will be repeated until all seats are filled or rank list expires. 5. There are also be provision special entrance test admission if required. 6. The students shall have an online form where he/she shall fill in all the required details during the admission process. He shall be assigned a Provisional Register Number. His status should be shown as “Provisional”. 7. The student should be able to pay his fee online using any of the popular online payment methods like Debit Card/Credit Card/Net Banking/UPI etc. 8. After verification by Department personnel and approval the status of the particular student will be upgrade to “Admitted” in the University Database with the relevant details of the college & the Degree Programs. 9. There shall be provision for closure of admission. In case of special directions from authorities there shall be provision for reopening admission. <p>After the admission, the University would enroll the students in their respective</p>	

courses and University shall issue them enrolment numbers. At this stage, the students are also provided with their respective Student ID Cards and Library Cards by University, who get admission in University immediately.

Before the commencement of the course, students will be intimated by Email/SMS. Also Before the commencement of the course, as per the students' enrolment in various courses, University would issue the Course Timetables to Campus Students. Further, students will be allocated with their Student Advisor(Optional) and will be given access to their own Student Webpage. There would a regular monitoring of the academic conduct by course-wise attendance records, Lesson / Course Plan for Faculty-Students, Online-submission of Assignments, Online Virtual Classes, and Discussion Forums etc.

Provision for conducting Continuous assessment using Online Test should be available.

Continuous Evaluation would be done by Internal Marks Feeding by the respective Course coordinator and Internal Marks Locking by Faculty/HOD / Equivalent Designated Authority. End Semester Evaluation would be done by Internal Marks Feeding by the respective Course coordinator and Internal Marks Locking by HOD / Equivalent Designated Authority. These Processes are aided by practical Marks feeding cum locking by Practical Examiner and HOD or similar authority.

2. Academics:

This module will display the University's Course catalogue, allow online course registration, calculate class availability and allow advisors to communicate directly with students on course selection issues

Feature List:

- Multiple School Creation
- Degree Type Creation (UG, PG, PhD, Certificate/Diploma Courses etc.)
Degree Creation (BA/MA, B.Sc/M.Sc, B-Tech, M-Tech, PhD etc.)
- Provision for integrating Open Elective/ Interdisciplinary courses/SWAYAM Courses.
- Degree Course Creation (Configurable option of academic year wise course creation)
- Degree rules creation (Minimum Attendance Required, Notorious activities, Fee submission etc.) Student course allocation
- Student/ Faculty Timetable creation Student attendance
- Academic calendar
- Faculty course allocation Faculty lesson plan
- Exam Creation (Internal, External, Class Test etc.)
- Exam Type Creation (Theory, Practical, Viva-Voce, Tutorial etc.) Grace Policies Configuration
- Dynamic Exam weight-age Configuration
- Dynamic Degree Semester Creation (I, II, III Etc.) Dynamic Degree Year Creation (1st, 2nd, 3rd etc.) Academic year creation
- Dynamic Statistical Report Generation (Gender, Category, Degree-wise etc.)

3. Fee Management:

This module allows the users to setup and define fee structure of any complexity with creation of different fee heads. Fee collection, exemption, Scholarship, adjustments, fine or refund activities are taken care of in this module. This includes generation of various management reports, fee slips and automatically generated fee payment alerts to students before the due dates.

Features:

- Define multiple fee structure for different degree programs based on the University's Academic Fee policy and structure;
- Allow for different payment terms such as installments and/or full payment; Ability to define and maintain an installment structure;
- Allow for collection of fees using different methods e.g. cash, cheques, bank deposits, online, UPI/Online payment etc;
- Define different types of sponsorships e.g. self sponsor, financial aid, 3rd party sponsors etc; Scholarship Management.
- Allow for online payment of tuition fees;
- Ability to link a student account to a third party sponsor;
- Ability to define and apply exemption credits to student's account;
- Provision to calculate tuition fees based on residents and foreign students; Allow for multicurrency fee payment option.
- Allow for Electronic Funds Transfer EFT transaction (e.g. credit card) in real time with Banking institutions or third parties;
- Allow for automatic calculation of fees based on the degree program and courses selected; Generate a reference number for all methods of payment; the number should be emailed to manual paid students;
- Automatically set an effective date to indicate when fees will be paid; Ability to apply penalties for returned cheques
- Notify students by sending alert messages via SMS and/or email of fee over dues or unpaid tuitions, etc
- Integrate with the Accounts Receivable sub-module
- Management of refundable caution money.
- Integrate with Financial Module e.g. all student transactions, cash receipts etc, must be sent to the General Ledger;

4. Pre Examination Management System:

Through this the Students will be able to Register for end semester exams online(optional) and the University would be able to maintain a central database for the same. Based on this database, the University would generate the Roll Number List in pre-defined formats.

This database would also enable the University to estimate the actual number of Question Papers & Answer Sheets required and help them to procure the same appropriately. Further, the University would be able to dispatch these Question Papers & Answer Sheets to the Departments based on their requirement. The examination process would be further streamlined with the Dynamic Exam Centre Allocation, Examination Schedule generation, Student Exam Centre allocation, Admit Card printing

The system would further enable the University to dispatch the admit cards to the students. There would also be automatic generation of rule based seating arrangements for University campus exams.

(I). Examiner's Database Management and Panel Creation:

- 1.0 Examiner Database Management will be done for paper setters, evaluators, and practical examiners.
- 2.0 Examiner's panel for paper setting will be created.(Approval process for CoE/VC)
- 3.0 Invigilator Pool Management.
- 4.0 Examination Form approval will be done online by Examination Cell.
- 5.0 Examination Schedule degree program wise.

5. Examination & Result Processing:

In this module, the University shall begin the process of conducting examinations. There would be online entry of daily Student Attendance at the exam centers through mobile apps.

Internal Examinations at the Campus Departments

During the Internal Examinations, Departments shall feed the Internal Examination marks after approval of competent authority at College. These marks once fed, would be locked by the designated departments officials and then, would be made available to the University Examination Department.

End Semester Examination:

The Departments would conduct yearly/ half yearly End Semester examination , depending upon the course and would receive answer sheets, attendance sheets and unfair means cases from Departments. The Answer Sheet would be encoded with a newly generated fictitious roll number (optional). There would be **Evaluators' Pool Creation** & subsequent answer sheet allocation to the selected Answer Sheet evaluators, decoding of roll numbers and feeding of marks / grades at centers by the Department staff. For the payment to answer sheet evaluators the details would be sent to the Accounts Department for disbursement.

The Practical Exams would also be handled by the system by way of selection of external Practical examiners, post-payment by the University for examiners

- information about dates of Practical Exam to Students as well as examiners is prepared through the system and sent to students and examiners, so that these examiners visit departments for Practical Exam on the prescribed dates. They will feed the marks and these marks shall be locked by HOD at the Colleges.
-

Exams are scheduled and admit cards get prepared and distributed. Question paper setters can be finalized and given assignments. The examiners are finalized and informed. The invigilators for observation are informed. Question papers are set and printed. Result is prepared and mark-sheets get printed. Result is declared and mark-sheets get distributed. Publishing of results online on the web, making the same available on Intranet, allowing online printing of results etc. Student can also apply online for re-examinations etc.

Facilitating payment to the examiners, involving: recording the activities, routing them to the appropriate office for approval, redirect the approved report to the Finance Department for payment, collecting the payment, issue to respective examiners etc.

Immediately after this, the process of Result Generation, Department-wise Result notification shall happen. This will follow with the process of generating merit lists, marks sheets & printing of certificates by the system.

<p>Re-evaluation and Improvement in marks, if any is taken at this stage, if any student applies for the same.</p>	
<p>(I). Result processing and Notification:</p> <ul style="list-style-type: none"> • Practical and Internal Marks entry directly from the Departments. • Compilation of Internal/External/Practical Marks. • Result processing on the basis of rules and regulations of the University. Rollback of result process if any problem arises at runtime. • Locking marks once it is finalized, so it cannot be changed. Online publication of results. • Graphical representation and statistical report of the results (in the form of graphs, charts etc.). Short-listing of students for next semester, back log students, year back students etc. • Various MIS reports like College-wise result report, Branch-wise result report, Subject-wise result report. <p><u>Facility for students to view their previous semester results, grades and marks obtained on student self service portal.</u></p>	
<p>(II). Mark sheets and Certificates generation:</p> <ul style="list-style-type: none"> • Printing of mark sheets in the specified format (it can vary for degree program wise). • Mark sheets will have student photograph, and other student details along with their marks/grades. • Suitable Security features on the mark sheets such as barcode, unique number etc. • External organizations can verification mark sheets using the unique number on every mark sheet with suitable payment system for online verification. • Generation of various certificates such as migration certificate, eligibility certificate and provisional certificates from the system. • System provides facility of generating duplicate mark sheets/certificates. • Online application system for various certificates. • Integration with NAD(National Academic Depository). 	
<p>6. Self Service Portal for Students (Including Mobile App):</p>	
<p>Self service portal provides a platform for students to get, share and disseminate the required & relevant information through discussion forums, chat rooms, mail, document sharing, SMS alerts etc.</p> <p>All the portal users are allocated with adequate space on the portal to manage the information, events, mails, documents etc for the self use and can be shared among the group members created by the user. Faculty can make use of the portal services to upload on-line tutorials & assignments for the student groups, can apply for the leave on-line, view the details of the leaves into his credit, access to salary slip besides availing the other facilities provided for the users like document sharing & management etc. The users will be assigned a user ID & password to logon to the portal for availing such services.</p> <p>Feature List:</p> <ul style="list-style-type: none"> • Online Assignments & Tutorials (for Students) • Course Details • Examination Schedules Time-Table 	

<ul style="list-style-type: none"> • Attendance Details and SMS Alerts • Student Personal Details (like fee details, time table, lesson plan, notifications etc. Academic Calendar • Personal Document Management with Content Search • Notice Board • Poll for Students • Research Specific applications <p>The applications shall be developed both as web based & Mobile applications</p>	
<p>7. Hostel & Mess Management:</p>	
<p>Hostel management is linked with the accounting module of the solution as the hostel fee deposited by the student is reflected therein. This module will automate all the procedures related to hostel building information, property information, room's information, asset inventory, student information, consumables, accounts, mess bills, mess bills payment tracking, a list of hostellers and day-scholars will be generated at any moment of time. Their permanent address, local guardian address, emergency contact numbers etc. can also be maintained. The outstanding dues will also be maintained. Monitor the duration of stay in the hostel and when the candidate vacating the hostel. Behaviour statistics of student in the hostel and punishments availed, Generation of reports that will be sent to parents, local guardian, officials etc.</p> <p>Feature List:</p> <ol style="list-style-type: none"> 1. Creation of Building & Block Information 2. Provision for Creating Room Types (Single/ Double) 3. Room Allotment to the Student. 4. Online Vacancy Position of the room 5. Student Leave Register 6. Monitoring Visitors & Guest Register 7. Monitoring the Student Hostel Activity 8. Transfer of Rooms/Beds 9. Room Evacuation 10. Mess / Canteen Management System. 11. Fee and fine collection 	
<p>8. Student Attendance Management</p>	
<p>Following are the Functionalities of this module</p> <ol style="list-style-type: none"> a. Semester wise Teacher Course Allocation b. Online Daily Attendance entry (Mobile Apps based Android/ios) c. Attendance Rule Configuration d. Course Wise Attendance Report e. College/Study Center wise Attendance Report f. Student Attendance report for all subjects 	
<p>9. Choice based Credit System:</p>	
<p>This Module facilitates the implementation of the Choice Based Credit System (CBCS) which has recently been made mandatory by the Indian Government. Students can choose their core subjects and are free to pick electives from any other subject group, in accordance with CBCS guidelines issued by the UGC and MHRD.</p>	
<p>10. Student Statistics Reports</p>	
<p>Generation of Student Statistics Report as required by various authorities like UGC/MHRD/NIRF etc.</p>	
<p>11. PhD/PDF Student LifeCycle Management</p>	

The module shall support separate Student Life Cycle for PhD students. The overall structure will be as following.

- a) Selection based on CUCET/NET-JRF Score/Other Fellowships
- b) Online Proposal Submission
- c) Provisional Acceptance by Research Guide
- d) Invitation for Interview
- e) Final Selection & Admission Process
- f) Provisional Registration
- g) Registration Confirmation after approval from Director of Research
- h) Course Work Provisions
- i) Synopsis & Thesis submission & acceptance process through adjudicators
- j) Open Defence
- k) Uploading of Adjudicator Recommendation for approval by Executive Council.
- f) Award of PhD.

12 Additional Modules /Features– If any -Please specify



Annexure – 7 : Office Automation System Project Experience Details

(Add additional copies if required) – Minimum Three Required (one Cel)

Submit following details separately for each of the implementation site (one duly filled format for each client).

Sl No.	Particulars	Response
1	Organization in India where the Application Software solution is already implemented by the bidder & running successfully for last 6 months – supported by letters from clients	
2	Address of a contact person at above Organization	
3	Name	
4	Designation	
5	Mobile No	
6	Email	
7	Project Cost in Indian Rs.	
8	Number of users	
9	Time taken for implementation of the solution from the date of Purchase Order / signing of contract.	
10	Whether the scope for this engagement covered all the modules indicated in Scope of this EoI. If not, list the modules implemented.	
11	Whether supply and installation of hardware was also included in the scope of the work.	
12	Hardware / OS platform on which implemented.	
13	Name of the implementing Vendor	

** Submit Certificate of Satisfactory completion signed by Authorized Signatory of the Client.

Annexure – 8 : Student LifeCycle Management Project Experience Details

(Add additional copies if required) - Minimum Three Required (one CeI)

Submit following details separately for each of the implementation site (one duly filled format for each client).

Sl No.	Particulars	Response
1	Organization in India where the Application Software solution is already implemented by the bidder & running successfully for last 6 months – supported by letters from clients	
2	Address of a contact person at above Organization	
3	Name	
4	Designation	
5	Mobile No	
6	Email	
7	Project Cost in Indian Rs.	
8	Number of users	
9	Time taken for implementation of the solution from the date of Purchase Order / signing of contract	
10	Whether the scope for this engagement covered all the modules indicated in Scope of this EoI. If not, list the modules implemented.	
11	Whether supply and installation of hardware was also included in the scope of the work.	
12	Hardware / OS platform on which implemented.	
13	Name of the implementing Vendor	

** Submit Certificate of Satisfactory completion signed by Authorized Signatory of the Client.

Annexure – 9 : Self-declaration for Non-Blacklisting

Ref: Date:

To,

**The Registrar
Central University of Kerala
Tejaswini Hills, Periy
Kasaragod, Kerala
INDIA - 671316**

In response to the EoI cum RFP for Educational Resource Planning System in Central University of Kerala as an owner/partner/Director of I/We hereby declare that our Company/firm is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Name of the Bidder: -

Signature: -

Seal of the Organization: -

*To be submitted separately by each vendor in case of consortium

Annexure – 10: Certificate of Conformity

Date:

To,

**The Registrar
Central University of Kerala
Tejaswini Hills, Periy
Kasaragod, Kerala
INDIA - 671316**

CERTIFICATE

This is to certify that, the specifications of Software which I have mentioned in the Technical bid, and which I shall supply if I am awarded with the work, are in conformity with the specifications in the Tender document. I also certify that the price I have quoted is inclusive of all the cost factors involved in the execution of the project, to meet the desired Standards set out in the Tender Document. I also agree to abide by the terms and conditions set forth in the tender document.

Name:

Designation:

Seal:

*To be submitted jointly by each vendor in case of consortium

Annexure – 11: Proposed System and Computing Environment

Central University of Kerala expects to install the system in the VMWare based virtualization solution installed in the University. The basic specification of the System are as following.

Resources

- **2x8Core/256GB RAM /2x10G x 2 Servers**
- **15TB SAN Disk Space**
- **1xSwitch with 10G x 4 ports & 24x1G**
- **Backup appliance & Backup Software**
- **Virtualization software**

The vendor must present, in detail, features and capabilities of the proposed solution.

Vendors must clearly state the OS platform, database and application packages to be used. Identify deployment options for CUK (cost to be mentioned in the financial bid).

Detail the various services included such as 24x7 service desk support, application support, backup & restore, disaster recovery, etc.

Also, include service levels that that will be guaranteed to CUK. Provide complete required technical specifications for the solution offered.

Annexure – 12 Project Planning

In this section proposer should submit detailed planning of the project

A. Implementation Plan: This section should describe the proposed implementation plan. All proposals should assume that CUK will extend support towards knowledge transfer in terms of requirements.

B. Technical Approach and Methodology: In this chapter proposer should explain their understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Proposer should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. Proposer should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.

C. Work Plan: In this chapter proposer should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule

D. Table of deployment planning

Provide complete details of deployment planning at various milestones of activities

E. Training Plan

- i. This section should include the proposed training plan and a description of all products and services proposed to train both the project team and end users.
- ii. Provide an overview of proposed training plan/strategy, specifying how and when training is to be delivered for both on-site and off-site training, web training services for the core project team, end users, and technology personnel.
- iii. Describe the role of CUK and proposer staff for training including the design and implementation of the training plan, development of training materials, and level of assistance with training
- iv. Provide descriptions of classes/courses proposed in the training plan. The proposer must be very clear about exactly what training courses are included in the cost of the proposal
- v. Provide a description of any training tools that are proposed along with this system.

Annexure – 13 Maintenance and Support Program

The proposal must specify the nature of any post-implementation and on-going support provided by the vendor.

Annexure – 14 Business Continuation/Data Recovery Plan

The proposal shall clearly specify the measures for backing up of data and business Continuation /data recovery plan in event of any such incident. Provision for storing critical backups to cloud must be part of the solution.

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Annexure – 15 Other Client References

CUK considers references for both the software and implementation services to be important in its decision to award a contract. Proposers should assume that all provided references will be contacted. Similarly, CUK will not work through a proposer's reference manager to complete a reference. The names, phone numbers, and email addresses of the project manager or person with broad knowledge of the project for each reference must be listed.



RFP FINANCIAL BID - 2nd COVER

SN

Annexure – 16 : Commercial Bid Format – Office Automation

Commercial Bid Format

(This must be kept in a separate sealed cover)

Name of the Bidder :

Name of the Project:

Date: [insert: date of bid]

To:

The Registrar
Central University of Kerala
Tejaswini Hills, Periyar
Kasaragod , 671316

Dear Sir,

Having examined the Tender Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to implement the Application Software as per Annexure 5. To meet such requirements and to provide services as set out in the tender document, we herewith submit our quotation, summarizing our commercial proposal as under (Including of all charges):

Sl.NO.	Modules	Cost (Inclusive of all charges)
1	Admin Module	
2	General Ledger Module	
3	Budgeting and Control Module	
4	Purchase & Inventory Module	
5	Accounts Receivable, Payable & LC/Advance Module	
6	Estate/Fixed Asset Module	
7	Payroll & Scholarship Module	
8	Workflow & Reports	
9	E-Filing System	
10	Tally Accounting Module – Integration Legacy Data	
11	KOHA Library Management System - Integration	
13	Integration with PFMS portal	

Annexure – 17 : Commercial Bid Format-Student Life Cycle Management

Commercial Bid Format

(This must be kept in a separate sealed cover)

Name of the Bidder :

Name of the Project:

Date: [insert: date of bid]

To:

**The Registrar
Central University of Kerala
Tejaswini Hills, Periyar
Kasaragod, Kerala
INDIA - 671316**

Dear Sir,

Having examined the Tender Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to implement the Application Software as per Annexure 6. To meet such requirements and to provide services as set out in the tender document, we herewith submit our quotation, summarizing our commercial proposal as under(Including of all charges):

Sl.NO.	Modules	Cost (Inclusive of all charges)
1	Admission Module	
2	Academic Module	
3	Fee Management Module	
4	Pre-examination Management System	
5	Examination & Result Processing	
6	Self Service Portal for Students	
7	Hostel & Mess Management	
8	Students Attendance Management	
9	PhD Admission Procedure	
10	Choice Based Credit System	
11	Student Statistics Report	
12	PhD/PDF Student Lifecycle Management	

Annexure – 18 : Other - Additional Software Licenses Required if any**

Commercial Bid Format

Name of the Bidder :

Name of the Project:

Date: [insert: date of bid]

To:

**The Registrar
Central University of Kerala
Tejaswini Hills, Periy
Kasaragod, Kerala
INDIA - 671316**

Dear Sir,

Having examined the Tender Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the following software/software licences. To meet such requirements and to provide services as set out in the tender document, we herewith submit our quotation, summarizing our commercial proposal as under(Including of all charges):

Sl.No.	Modules	Cost (Inclusive of all charges)
1	Software Licenses Required (Proprietary Software Licenses Required)	
2	Application packages/tools Required(Propertary Software Licenses Required)	
3	Any other (Specify)	
	Total	

Place:

Bidder's signature with seal

Date :

Annexure– 19: Consolidated

Consolidated Commercial Bid Format

Name of the Bidder :

Name of the Project:

Date: [insert: date of bid]

To:

**The Registrar
Central University of Kerala
Tejaswini Hills, Periy
Kasaragod, Kerala
INDIA - 671316**

Dear Sir,

Having examined the Tender Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to implement comprehensive UMS package as vendor. To meet such requirements and to provide services as set out in the tender document, we herewith submit our quotation, summarizing our commercial proposal as under(Including of all charges):

Sl.No.	Modules	Cost (Inclusive of all charges)
1	Cost as per Annexure 16	
2	Cost as per Annexure 17	
3	Cost as per Annexure 18	
Gross Total*		

* This will be considered for final financial evaluation.

Place:

Bidder's signature with seal

Date :



केरल केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KERALA

No. CUK/IT/SOFT/PM/2016/CORG./01

Dated: 25th November, 2019

CORRIGENDUM

Sub:- Extension of last date for submission and Amendments to tender documents - Tender notification
No. CUK/IT/SOFT/PM/2019

Due to administrative reasons the last date for submission of Expression of Interest cum Request for Proposal for Educational Resource Planning System (ERP) is extended to 31/12/2019, 5.30 PM. The tender will be opened on 02/01/2020 11.30 AM. Further the following amendments to the tender document is also incorporated.

1. Page no. 8, Evaluation Criteria, Sl No. 1

Existing	Changed to
Experience of Firm & Features of Proposed Educational Software	Experience of Firm & Features of proposed Finance, Purchase, and Human Resource Management System. (As detailed in Annexure 5)

2. Page no. 8, Evaluation Criteria, Sl No. 2

Existing	Changed to
Experience of Firm & Features of Proposed Educational Software	Experience of Firm & Features of proposed Student Life Cycle Management System. (As detailed in Annexure 6)

The other terms & conditions in the tender document remains unchanged.

anaraj
Registrar 25/11/19

SA