

**Request for Proposal (RFP)**  
**for Selection of Service Provider**

**Name of Work: - Educational Management Information System at Institute of Home Economics, University of Delhi, New Delhi.**

Tender Reference No.: IHE/2023-24/Aelmin/1942

**Institute of Home Economics,  
University of Delhi**



**Address: F-4 Hauz Khas Enclave, New Delhi-110016, India.**

**Website: [www.ihe.du.ac.in](http://www.ihe.du.ac.in)**

**Email: [principal@ihe.du.ac.in](mailto:principal@ihe.du.ac.in)**

*Redhika Bakshi*  
**Tender Inviting Authority**  
**Director**

## **Disclaimer**

Tendering Authority (hereinafter referred to as “Institute of Home Economics, University of Delhi”) has issued this Request for Proposal (hereinafter referred to as “RFP”) for selection of Service provider for Implementation of Educational Management Information System” in Institute of Home Economics, University of Delhi, Delhi on such terms and conditions as set out in this RFP document, including but not limited to the technical specifications set out in different parts of this RFP document.

This RFP has been prepared with an intention to invite prospective applicants/bidders and to assist them in making their decision of whether to submit a proposal. It is hereby clarified that this RFP is not an agreement, and the purpose of this RFP is to provide the bidder(s) with information to assist them in the formulation of their proposals. This RFP document does not purport to contain all the information bidders may require. This RFP document may not be appropriate for all persons, and it is not possible for Institute of Home Economics, University of Delhi, to consider the investment objectives, financial situation and particular needs of each bidder.

Institute of Home Economics, University of Delhi has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not solely rely on the information contained in this RFP in submitting their proposal. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Institute of Home Economics, University of Delhi in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP is not an agreement by or/and between Institute of Home Economics, University of Delhi and the prospective bidders or any other person. The information contained in this RFP is provided on the basis that it is non-binding on Institute of Home Economics, University of Delhi, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. Institute of Home Economics, University of Delhi makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the RFP document. Each bidder is advised to consider the RFP document as per their understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in the RFP document before bidding. The bidders are encouraged to take professional help of experts on financial, legal, technical, taxation, and any other matters/sectors appearing in the document or specified work. The bidders are also requested to go through the RFP document in detail and bring to notice of the Institute of Home Economics, University of Delhi, any kind of error, misprint, inaccuracies, or omission in the document. Institute of Home Economics, University of Delhi reserves the right not to proceed with the project, to alter the schedule reflected in this document, or to change the process or procedure to be applied. The Institute of Home Economics also reserves the right to decline to discuss the project further with any party submitting a proposal. No

reimbursement of cost of any type will be paid to persons or entities, for submitting a proposal. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Institute of Home Economics or any other costs incurred in connection with or relating to its bid.

The issue of this RFP does not imply that Institute of Home Economics is bound to select and pre-qualify bids for bid stage or to appoint the selected bidder, as the case may be, for the project and Institute of Home Economics, University of Delhi reserves the right to reject all or any of the bids without assigning any reasons whatsoever.

Institute of Home Economics may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

Institute of Home Economics, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this RFP or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to be part of this RFP or arising in any way with eligibility of bidder for participation in the bidding process towards any applicant or bidder or a third person, under any law, statute, rule, regulation or tort, principles of restitution for unjust enrichment or otherwise.

Institute of Home Economics also accepts no liability of any nature whether resulting from negligence or otherwise, however arising from reliance of any bidder upon the statements contained in this RFP. Interested parties, after careful review of all the clauses of this 'Request for Proposal', are encouraged to send their suggestions in writing to the Institute of Home Economics, University of Delhi. Such suggestions, after review by the Institute of Home Economics may be incorporated into this 'Request for Proposal' as a corrigendum, which shall be uploaded onto the e-Tendering website. All eligible bidders need to be registered on CPPP portals to generate login credentials and to download the bid documents for online bid preparation/decryption etc.



INSTITUTE OF HOME ECONOMICS  
(University of Delhi)  
इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स  
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

Dated 29.02.2024

Ref. No. IHE/2023-24/Admin/2207

Re-Tender Corrigendum

Tender ID- 2024\_DU\_790895\_1

Name: - Implementation of Educational Data Management Information System (Software for EMIS)

Due to the poor response received to the tender referred above in CPP Portal, it has been decided to retender and extend the date of receipt of bids till 19<sup>th</sup> March, 2024 as per following schedule.

S. No.	Bid Submission Start Date	Bid Submission End Date
1.	4 <sup>th</sup> March, 2024	19 <sup>th</sup> March, 2024

Bidders who had applied against Tender ID- 2024\_DU\_790895\_1 earlier need to apply again but not need to send tender fees, EMD (if paid earlier) again all the required documents need to be uploaded again.

All the other terms and conditions of the tender remain unchanged.

*Radhika Bakhshi*  
Prof. (Dr.) Radhika Bakhshi

Director

## **SECTION: 2 (Background)**

### **2.1 About Institute of Home Economics, University of Delhi**

The Institute of Home Economics is a premier college of the University of Delhi. Founded in 1961, the college offers a bouquet of UG and PG courses in addition to Ph.D. program. The undergraduate courses include B.Sc. (Hons) Biochemistry, B.Sc. (Hons) Microbiology, B.Sc. (Hons.) Home Science, B.Sc. (Pass) Home Science, B.Sc. (Hons) Food Technology, BA (Hons) Journalism and Bachelors in Elementary Education (B.El.Ed). The postgraduate courses are M.Sc.in Food and Nutrition, Fabric and Apparel Science and a Diploma in Dietetics and Public Health Nutrition (DDPHN). For further details please visit [www.ihe.du.ac.in](http://www.ihe.du.ac.in).

### **SECTION: 3 (Request for Proposal Process)**

This section includes all the important information as well as terms and conditions related to RFP, required to bid for this project.

#### **3.1 General Information and Guidelines**

- Institute of Home Economics invites bids against this Request for Proposal (RFP), from eligible bidders as per the scope of work defined in this RFP.
- Proposals must be received **not later than the time and date** mentioned in Section 1 or the Critical date sheet. Proposals that are received later **shall not** be considered.
- Any contract that may result from this bidding process will be effective from the date of Signing of Contract and shall, unless terminated earlier in accordance with its terms, continue for a total contract period of three (3) years extended up to 2 more years if the performance is found satisfactory. The contract may be further extended if both parties agree to the same.
- Institute of Home Economics reserves the right to extend the 'Term of Contract' on mutually agreed terms at its sole discretion, subject to any obligations under law of the university.
- Only those bidders who fulfil the terms and conditions given in the tender document will be considered for further evaluation of the bidding process.
- The bidders meeting the minimum standards of composite scores in Technical Evaluation shall be considered for financial evaluation.
- All figures of costs, project values and others will be mentioned in Indian Rupees only. Bidding amount shall also indicate all the taxes to be paid in the financial bid.
- All server maintenance and certification cost is included within the total amount which is to be borne by the contractor. College will not pay any extra payment for the server and certification.
- Payment gateway implementation is necessary.
- In case, the successful bidder refuses to accept the offer, the next bidder may be offered the contract.
- The firm selected needs to submit Performance security amount within 15 days of award of contract. The firm will not be allowed to exit from contract till the time of fixed contract period is over. In case they do so, the Performance security amount would be forfeited.
- The proposal should be submitted by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders.
- For purposes of interpretation of the proposal, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.
- All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Institute of Home Economics on the basis of this RFP.

- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of Institute of Home Economics. Any notification of preferred bidder status by the Institute of Home Economics, shall not give rise to any enforceable rights by the Bidder. Institute of Home Economics may cancel this public procurement at any time prior to a formal written contract being executed.
- This RFP supersedes and replaces any previous public documentation and communications, and Bidders should place no reliance on such communications.
- No Bidder shall submit more than one Bid for the Project. An entity bidding (a) individually, or (b) as a Vendor/OEM of a bidder, shall not be entitled to participate in another bid either (a) individually or (b) as a Vendor/OEM of any Bidder.
- The selected firm will not involve third party in implementation of services.
- The contractor shall use the state of art technology/software to register the complaints and report the down time.
- The contractor shall deploy one person (Technical) for a full day once a month whenever required.
- Within 48 hours, every assigned work should be completed/processed.
- The Institute reserves the right to modify and amend the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.
- The Institute reserves the right to cancel the contract at any time without assigning any reason.

### **3.2 Bid Opening and Evaluation Process**

- The Bid Evaluation Committee shall evaluate the responses and all the following supporting documents/documentary evidence:
  - ❖ Company registration certificate
  - ❖ GST certificate/PAN card
  - ❖ Labour department certificate (if applicable)
  - ❖ ITR of Last 3 years
  - ❖ List of clients with their details where similar work has been done
  - ❖ Non-blacklisting certificate (self-attested)
  - ❖ MSME certificate (if applicable)
  - ❖ ISO certification on quality management
  - ❖ Acceptance of terms and conditions
  - ❖ Demand drafts of Tender Fees and EMD amount
- Inability to submit requisite supporting documents/documentary evidence or tender fees or EMD (if applicable), may lead to rejection.
- The Bid Evaluation Committee reserves the right to reject any or all of the proposals on the basis of any deviations.
- The Bid Evaluation Committee may ask for meetings with the bidders to seek clarifications on their proposals. The bidder shall submit requisite supporting documents/certificates of the credentials.

### 3.3 Consortium/JV Condition

No Consortium/JV is allowed for this tender.

### 3.4 RFP Tender Fees

The bidders are requested to pay Tender Fee of **Rs 1,000/-** through DD in favour of **Director, Institute of Home Economics, New Delhi**. The Tender fee is **non-refundable**. The RFP document can be downloaded free of cost from the IHE/DU/CPPP websites - [www.ihe.du.ac.in](http://www.ihe.du.ac.in) or [www.du.ac.in/](http://www.du.ac.in/) or <https://eprocure.gov.in/eprocure/app>. The scanned copy of DD of tender fees must be uploaded with the bid documents. The DD must reach the Institute till last date of bid submission otherwise the bidder will be technically disqualified. Bids that are not accompanied by the RFP Fee or accompanied by inadequate RFP fees, shall be considered non-responsive and will be rejected.

### 3.5 Earnest Money Deposit

- The bidders are requested to deposit an EMD of **Rs. 32,000/-**(Rupees Thirty two thousand only) in the form of DD issued from any nationalized bank issued in favour of the **Director, Institute of Home Economics, University of Delhi** payable at New Delhi. The scanned copy of DD of EMD must be uploaded with the bid documents. The DD must reach the Institute till last date of bid submission otherwise the bidder will be technically disqualified. Bids that are not accompanied by the EMD (if applicable) shall be considered non-responsive and will be rejected
- Bids submitted without the prescribed EMD will be rejected except exemption as specified in GFR.
- Unsuccessful bidder's EMD shall be returned to the unsuccessful bidder within 120 days from the date of opening of the financial bid.
- EMD of successful bidder will be adjusted against the Performance security amount.
- EMD shall be non-transferable.
- The EMD may be forfeited:
  - i. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  - ii. If a successful bidder fails to sign the Contract or to furnish Performance security amount within specified time in accordance with the format given in the RFP.
  - iii. If during the bid process, a bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of Institute of Home Economics, regarding forfeiture of the EMD shall be final and binding upon bidders.
  - iv. If during the bid process, any information is found false/fraudulent/malafide, Institute of Home Economics shall reject the bid and, if necessary initiate action.



### **3.6 Pre-Bid Queries and Pre-Bid Meeting of RFP**

Institute of Home Economics will host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The date, time and place of the meeting are specified in the Section 1 or Critical Date Sheet. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to understand the requirements of the college and clarify their doubts/seek clarification or additional information, necessary for them to submit their bid. The bidders shall send in their pre-bid queries as per the prescribed format specified in **Annexure - 1** of this RFP at [principal@ihe.du.ac.in](mailto:principal@ihe.du.ac.in). The bidders shall send their pre-bid queries as per the schedule specified in the RFP Critical date sheet. No telephonic queries will be entertained. This response of the Institute of Home Economics shall become an integral part of the RFP document.

### **3.7 Responses to Pre-Bid Queries/Corrigendum/Amendment to the RFP**

At any time prior to the deadline (or as extended by Institute of Home Economics) for submission of bids, Institute of Home Economics for any reason, whether at its own initiative or in response to clarifications requested by the bidder, may modify the RFP document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this RFP. Such supplements/corrigendum to the RFP issued by the Institute of Home Economics would be displayed at [www.ihe.du.ac.in/](http://www.ihe.du.ac.in/) or [www.du.ac.in](http://www.du.ac.in) or <https://eprocure.gov.in/eprocure/app>. No separate communication will be sent to the bidders. Any such supplement/corrigendum/amendment shall be deemed to be incorporated by this reference into this RFP. Any such supplement/corrigendum/amendment will be binding on all the bidders. Institute of Home Economics will not be responsible for any misinterpretation of the provisions of this Tender document on account of the bidders' failure to update the Bid documents based on changes announced through the website.

### **3.8 Completeness of Response**

The bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of its proposal and forfeiture of the bid EMD.

### **3.9 Proposal Preparation**

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Institute of Home Economics to facilitate the

evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the Bid process. This RFP does not commit the Institute of Home Economics to award a Contract or to engage in negotiations. Further, no reimbursable costs may be incurred in anticipation of award of the Contract for implementation of the Project.

### **3.10 Right to Termination**

Institute of Home Economics, University of Delhi may terminate the RFP process at any time and without assigning any reason. It also makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by Institute of Home Economics, University of Delhi. The bidder's participation in this process may result in Institute of Home Economics, University of Delhi selecting the bidder to engage towards execution of the contract. In the event of such termination, EMD of all bidders shall be returned, without any interest.

### **3.11 Authentication of Bid**

All pages of the submitted bid documents including the duplicate copies, shall be duly signed and stamped by the authorized person/persons of the company.

### **3.12 Interlineation of Bids**

The bid shall contain no interlineations or erasures. In case of any overwriting, the place needs to be signed by the Authorized signatory.

### **3.13 Late Bids**

The bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever shall not be entertained.

### **3.13. Patent Claim**

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, or industrial design rights arising from the use of the solution or any part thereof, the bidder shall expeditiously extinguish such claim. If the bidder fails to comply and the Institute of Home Economics is required to pay compensation to a third party resulting from such infringement, the bidder shall be responsible for such compensation, including all expenses, court costs and lawyer fees. Institute of Home Economics shall give notice to the successful bidder on any such claim and recover it from the bidder if required.

## SECTION 4 (Bid Submission Instructions)

### 4.1 Online Bid Submission

The bidder shall submit the bid online through e-PROCUREMENT <https://eprocure.gov.in/eprocure/app>.

Regarding Tender Notice, Detailed Time Schedule, RFP Document and its supporting documents, kindly visit [www.ihe.du.ac.in/](http://www.ihe.du.ac.in/) or [www.du.ac.in](http://www.du.ac.in) or <https://eprocure.gov.in/eprocure/app>.

The bids submitted shall comprise of the following two steps through CPP portal. Offline mode bid submission is not allowed:

A Two steps/cover system shall be followed for the bid:

**Step A:** Tender Fees, EMD, Pre-Qualification & Technical bid

**Step B:** Commercial Bid

The Bid shall include the following documents:

Sr. No.	Document Type	Document Format	Online Submission
<b>Tender Fee &amp; EMD and Eligibility Details - Step-A</b>			
1	Tender fee: Rs. 1000/-	DD in favour of Director, Institute of Home Economics, University of Delhi payable at New Delhi	Yes, Copy of DD
2	EMD: Rs. 32000/-	DD in favour of Director, Institute of Home Economics, University of Delhi.	Yes, Copy of DD
3	Pre-qualification & Technical Bid	The Technical Proposal shall be prepared in accordance with the requirements specified in this RFP (Section 4.2) and in the formats prescribed in <b>Annexure-3 and 4</b> .	Yes
<b>Commercial Bid-Step-B</b>			
4	Commercial Bid	The Commercial Bid shall be prepared in accordance with the requirements specified in this RFP as in the format prescribed in <b>Annexure-5</b> and must be submitted online only	Yes, as per format

The bidder should ensure that all the required documents, as mentioned in this RFP are submitted along with the bid and in the prescribed format only.

Non-submission of the required documents or submission of the documents in a different format/content may lead to the rejections of the proposal submitted by the bidder.

It shall be the sole responsibility of the bidder to ensure that all the documents required for the Pre-Qualification and the Technical Evaluation of the bid are uploaded on the portal well within time and Institute of Home Economics shall not entertain any representation from any bidder, who fails to upload the requisite documents within the stipulated time and date on account of any technical issues related to low internet connectivity, size of the files to be uploaded etc. Therefore, the bidders are notified that they must read the instructions/information given on the homepage of the <https://eprocure.gov.in/eprocure/app> portal and must understand all the nuances of technology in advance.

Institute of Home Economics will not accept delivery of proposal and any other supporting documents, in any manner other than that specified in this RFP. Any proposal delivered in any other manner shall be treated as defective, invalid, and rejected. Under no circumstances, any physical documents will be accepted after the submission of bid. It is required that all the Bids submitted in response to this RFP should be unconditional in all respects, failing which Institute of Home Economics reserves the right to reject the Bid. It shall be the responsibility of the bidder to re-check that each page of the requisite document uploaded as a part of the bid is stamped and duly signed by an authorized signatory.

The Hard copies of DD of tender Fees, EMD must be submitted to the Institute of Home Economics, F-4, Hauz Khas Enclave, New Delhi-110016 on or before last date of bid submission as mentioned in critical Date Sheet. Bidder shall likely be unqualified for non-submission of tender fees or EMD (if any) against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

#### **4.2 Pre-Qualification Criteria**

The bidder shall be evaluated based on the Eligibility Criteria mentioned below. The bidder shall fulfil all the following criteria independently, as on the date of submission of bid.

S.No	Criteria	Supporting Documents to be Submitted
1	Bidder should be registered as Limited/Private Limited/Proprietorship/Partnership	Certificate of Incorporation/Registration, Partnership Deed, TIN/GST Registration
2	Total Turnover during the three financial years, i.e. 2020-21, 2021-22 and 2022-23 should be at least <b>Rs. 1 crore</b> *Formula used (Y1+Y2+Y3/3)	Copy of Audited Balance Sheets along with highlighted relevant figures (in case the audited financial statements don't reflect the above, original Statutory Auditors' certificate on the actual relevant figures).
3	Must be registered with the Indian Service Tax Department/GST	TAN Card/valid GST Registration Certificate duly signed
4	PAN card	Copy of PAN duly signed
5	Must not be blacklisted by the Central/State Government and Public Sector	As per Annexure 7
6	Undertaking Proforma	As per Annexure 8
7	Copy of similar work experience in Govt. State/Central University (in the last 5 Years)	Copy of Purchase Order / Completion Certificate/Award letter/Contract
8.	ISO Certification on 'Quality Management System' ISO 9001:2015	Copy of Certificate
9.	Tender fee and EMD	Copy of Demand drafts

**Note:** It is mandatory to submit the specified documents in support of the above eligibility criteria and the company/firm/agency is likely to be disqualified should it fail to provide any of the specified documents.

**\*Similar projects:** Use of IT/ITeS component to facilitate the process including but not limited to Student Lifecycle right from Registration till Admission Confirmation, Examination including Student Registration, Examination, Teacher Recruitment, Finance and Accounts processes through Implementing & Maintenance of application, which includes application form submission, payment collection, updating status/results and publishing of reports, dashboards etc. or such process automation in Central Government/State Government Universities.

**Change in Eligibility Criteria:** If there is a change in the status of the bidder with reference to any of the eligibility criterion specified above, during the bid process till the award of the project, the bidder should immediately bring the same to the notice of IHE

The bidder should also submit an Authority Letter or Power of Attorney for the authorized signatory signing the bid documents on behalf of the bidder. The technical bid should not contain any price related information.

### 4.3 Technical Evaluation

The proposals from bidders will be evaluated based on evaluation parameters mentioned below. This is a **Quality and Cost Based Selection (QCBS)**. The technical evaluation marks would be given **30%** weightage and commercial evaluation marks would be given **70%** weightage to arrive at a composite score. The bidder with the highest composite score shall be awarded the contract. However, the Institute of Home Economics reserves the right to confirm the bidder with the highest composite score as a successful bidder subject to negotiations and approval of the competent authority.

S.No	Criteria	Max Points	Points scored	Documents required
1.	Total years of Experience in this area	20		Experience letter
2.	Number of Working staff members	20		Bidder will submit self-declaration in this respect
3.	Experience of working with educational Institute/ College/ University	10		Copy of the certificates Undertaking by Authorized Signatory/Director of any clients demonstration of any live project
4.	Location of office ( Delhi or outside)	10		Address Proof
5.	Software comprehensiveness and user friendliness	25		Undertaking by Authorized Signatory
6.	Regular onsite support	10		Undertaking by Authorized Signatory
7.	Troubleshooting	5		Undertaking by Authorized Signatory/Director and a demonstration of any live project
	Total points	100		

Note:-The Bidders which secure a minimum of 60% marks in technical evaluation shall be considered for opening of financial proposals.

#### **4.4 Commercial Proposal**

The bidders should necessarily submit commercial bid online only as per the format given in Annexure-5 of this RFP. In case the selected bidder does not quote for or provision for any software/any other expenses required to meet the requirements of the RFP, he shall be solely responsible for those and would be required to provide them, without any additional cost to Institute of Home Economics. The bidder is expected to price all the items and services sought in the RFP and proposed in the Technical Proposal. The bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the Commercial Proposals are received by the Institute of Home Economics. The Bid should be comprehensive and inclusive of all the services to be provided by the bidder as per the scope of his work and must cover the entire Contract Period. Institute of Home Economics may seek clarifications from the bidder on the Technical Proposal. Any of the clarifications by the bidder on the Technical Proposal should not have any commercial implications. All the prices will be in Indian Rupees. The bidder should quote GST % separately, as applicable.

#### **4.5 Validity of Proposal**

The proposals shall be valid for a period of 180 days from the date of submission of Bid. A proposal valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the Institute of Home Economics may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email at [principal@ihe.du.ac.in](mailto:principal@ihe.du.ac.in).

#### **4.6 Language**

The proposal should be submitted by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the proposal, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

#### **4.7 Conditions under which RFP is issued**

This RFP is not an offer and is issued with no commitment. Institute of Home Economics reserves the right to withdraw the RFP and change or vary any part thereof, at any stage. Institute of Home Economics also reserves the right to disqualify any bidder should it be so necessary at any stage. Timing and sequence of events resulting from this RFP shall ultimately be determined by Institute of Home Economics.

#### **4.8 Right to the content of Proposal**

All proposals and accompanying documentation of the Technical Proposal will become the property of Institute of Home Economics and will not be returned after opening of the Technical

Proposals. Institute of Home Economics is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. Institute of Home Economics shall not be bound by any language in the proposal indicating the confidentiality of the proposal, or any other restriction on its use or disclosure.

#### **4.9 Non-Conforming Proposal**

A proposal may be construed as a non-conforming proposal and ineligible for consideration if:

- a) It does not comply with the requirements of this RFP.
- b) It does not follow the format requested in this RFP or does not appear to address the requirements as specified by the college.
- c) The college has the right to reject any tender or not to accept the lowest bidder after evaluation by the concerned technical committee.
- d) If the Technical Proposal contains any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

#### **4.10 Acknowledgement of Understanding**

By submitting the proposal, each bidder shall be deemed to acknowledge that he has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum, and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

#### **4.11 Payment**

Payment: Maintenance and software services charges will be paid on quarterly basis after deduction of penalty, if any. If the timelines are not met with for any specific module, a deduction of 5% of the total amount (per module) will be made at the time of payment. Institute of Home Economics reserves the right to impose the penalty.

### **SECTION 5 (Bid Opening and Evaluation Process)**

#### **5.1 Bid Evaluation Committee**

Institute of Home Economics shall constitute a Bid Evaluation Committee to evaluate the responses of the bidders.

The Bid Evaluation Committee shall evaluate the responses to the RFP (Step A and Step B) and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.

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



The Bid Evaluation Committee may ask for meetings with the bidders to seek clarifications on their proposals. The bidder shall submit requisite supporting documents/certificates on the credentials. The committee may visit bidder's client site to validate the credentials/citations claimed by the bidder.

The Bid Evaluation Committee reserves the right to reject any or all proposals entail the basis of any deviations. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP. The Bid Evaluation Committee would submit its decision to the competent authority whose decision would be final and binding upon the bidders.

## **5.2 Overall Evaluation Process**

The bidders who fulfil all the Pre - Qualification criteria will qualify for further Technical Evaluation. Amongst the bidders who are considered for Commercial Evaluation, the bidder scoring the highest composite score will be awarded the work as bidder at the discretion of Institute of Home Economics. The Bid Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof. In case of a single bid, Institute of Home Economics reserves the right to accept or reject the bid on approval of competent authority at its discretion.

## **5.3 Evaluation – Pre-qualification and Technical**

The eligibility criteria for only those bidders, who's Tender Fee & EMD is in order, shall be considered. The bidders will be assessed on the eligibility criteria defined in Section 4.2 of this RFP. The evaluation of the technical proposals will be carried out in the following manner:

- The bidders' technical proposal will be evaluated as per the requirements and evaluation criteria as spelt out in Section 4.2 and 4.3 of this RFP. The bidders are required to submit all required documents in support of the evaluation criteria specified in section 4.2 and 4.3. including all undertakings and annexures given.
- **Proposal Presentations:** The Bid Evaluation Committee may invite each qualified bidder to make a presentation to the Institute, as per their discretion.
- **Demonstration of Existing Similar Solutions:** The Bid Evaluation Committee may call for a demonstration of the similar educational management solutions.
- The bidder will be required to demonstrate the functionality of the solution as declared in the technical proposal. Please note that such a demonstration will be called before opening of commercial proposal.
- In the event of any deviation from the factual information provided by the bidder in the technical proposal, the Institute can reject the bid.
- At any time during the Bid evaluation process, the committee may seek verbal/written clarifications from the bidders.
- The committee reserves the right to do a reference check of the past experience of the as stated by the bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.

#### 5.4 Final Score : Technical Score (X) and Commercial Score (Y)

The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the bidder for the project being considered for evaluation (X). X of the qualifying bidder = Marks scored by the respective bidder.

Commercial offers of the qualified bidders shall be tabulated for project.

If there is a discrepancy between words and figures, the lower of the two shall prevail. For any other calculation/summation error etc. the bid may be rejected. The commercial offers of the qualified bidders shall be tabulated for this project and the bidder with lowest commercial offer will be given a financial score of 100. Based on the commercial quote given by the bidder, a Relative Commercial Score (Y) will be calculated as below, only for the qualifying bidders.

$$\text{'Y' of qualifying bidder} = \frac{\text{Lowest quoted Offer of the qualifying Bidder} \times 100}{\text{Offer quoted by the respective Bidder}}$$

The marks secured as above shall be the Relative Financial Score (Y) of the bidder for the project. (Refer: **Annexure - 5** for Commercial proposal format)

#### **Table for Composite Score for the Bidders**

<b>Bidder</b>	<b>Technical</b>	<b>Commercial</b>	<b>Weighted</b>	<b>Weighted</b>	<b>Composite Score (F=D+E)</b>
	<b>Score (X)</b>	<b>Score (Y)</b>	<b>Technical Score</b>	<b>Commercial Score</b>	
			<b>30% of X</b>	<b>70% of Y</b>	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>

#### 5.5 Special conditions for evaluation

The successful bidder shall be the agency securing the highest composite score in column 'F' above. However, in the event of two or more bidders securing exactly the same composite score, then Institute of Home Economics, University of Delhi reserves the right to: Declare the bidder whose technical score is highest, among the bidders who have secured exactly the same composite score as successful bidder, or adopt any other method as decided by Institute of Home Economics, University of Delhi.

## **5.6 Award Criteria**

Post the evaluation process indicated above, Institute of Home Economics, University of Delhi would award the Contract to the bidder, who has the highest composite score as per the scoring scheme mentioned.

## **5.7 Right to accept any Proposal and to reject any or all the Proposals**

Institute of Home Economics, University of Delhi reserves the right to accept or reject any proposal, and to annul the Tendering process and reject all proposals at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for its action.

## **5.8 Notification of Award**

Prior to the expiration of the validity period, Institute of Home Economics, University of Delhi will notify the successful bidder about the acceptance of the proposal, by issuance of a Letter of Intent in writing.

## **5.9 Contract Period**

The validity of the period of the Contract will be for 3 years which may be extended further 2 years subject to successful implementation and performance. The contract may be further extended if both parties are satisfied.

## **5.10 Signing of Contract**

Service Agreement (SA) will be signed as per RFP, after selection of bidder. Institute of Home Economics, University of Delhi shall have the right to annul the award in case there is a delay of more than 15 days in signing of Contract from the date of issue of work order by Institute of Home Economics or submission of performance security for reasons attributable to the selected bidder.

## **5.11 Failure to agree with Terms and Conditions of this RFP**

Failure on the part of successful bidder, to agree with the terms & conditions of the RFP shall constitute sufficient grounds for the annulment of the award, resulting which Institute of Home Economics, University of Delhi may call for new proposals and invoke the Performance security amount.

## **5.12 Performance Security amount**

Performance security amount is governed for services as follows:

The bidder shall provide the products and services in conformity with the requirements of the RFP, generally accepted professional and technically accepted norms relevant to such projects and to the satisfaction of Institute of Home Economics, University of Delhi.

The Earnest Money deposited at the time of bid submission would be adjusted in Performance security amount. The selected bidder shall deposit the Performance security amount **10% of the total contract value by a demand draft in favour of the Director, Institute of Home Economics New Delhi, drawn on a scheduled bank** within 15 working days from the date of issue of Letter of contract. The Performance security amount may be discharged/returned by Institute of Home Economics, University of Delhi upon being satisfied that there has been due performance of the obligations of the successful bidder during the contract after 6 months of the end date of the contract. Institute of Home Economics shall also be entitled to make recoveries from the Performance security amount on the following grounds:

- Any amount imposed as a fine by Institute of Home Economics, University of Delhi for irregularities committed by the bidder.
- Any amount which Institute of Home Economics, University of Delhi becomes liable to the Government/Third party on behalf of any default of the bidder or any of his/her/their agent/employees or staff.
- Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
- Any other outstanding amount.

## **SECTION 6 (Scope of Work)**

### **6.1 Introduction**

Institute of Home Economics has invited this 'Request for Proposal (RFP)' by virtue of e-procurement process from reputed IT/ITeS organizations providing Educational Management Information System with proven experience in Implementing, Customizing & Maintaining e-Governance Systems. The complexity of the working environment at the Institute necessitates standardized process flows, online reporting, project monitoring and status updates, project planning and execution, maintaining the Student Life Cycle including Examination Management & library, Employee Life Cycle, Academics Management, Finance and Accounting management, Administrative functions such as Inventory, Procurement etc. **The college is looking for a company providing Educational Management Information System services for the various functions and departments of the college.** The description below is indicative of the key requirements for various process areas for the College under the purview of EMIS. The bidder should refer to the key requirements of the college but not be limited to the scope of work specified.

### **General terms:**

- a) To study the user's requirements and study the detailed scope documents. Map the system and functional requirements, which include database (back-end) and programming modules (front-end) and related issues from the implementation and customization point of view.
- b) To implement the web-enabled, user-friendly, menu driven, application product, which involves various master data input screens, transaction data input screens, and processing options after approval of the in-charge of the concerned process owners, and also provide a provision to import/ export data.
- c) To facilitate backup, restoration of data, and data recovery plan and ensure data back up after every six months.
- d) To host the system on Cloud and maintain the same for the contract period.
- e) To undertake customization and testing of the system in accordance with the requirements of the college and University of Delhi
- g) To provide training to system administrators, internal IT software professionals and users/personnel of IHE.
- h) To implement the application software in a multi-user environment.
- i) To carry out maintenance support to the college.
- j) Updating of EMIS software when required
- k) Backend support for all functions
- l) On-site support of one day in every month and to be enhanced during critical times of admission and internal assessment.

**Scope of work:**

- Following are the general features of the scope of work required of the EMIS software:
  - Web-based application with Secure web access (e.g., https instead of http)
  - The solution should be suitable to implement and should adapt to the National Education Policy framework, 2020 and the provisions therein as per GoI rules.
  - Access to staff, students, administration and accounts with a single sign-in
  - Capability for continuous improvement and up-gradation
  - Configurability through web-interface
  - Comprehensive data and application security features
  - Provision for role-based access rights
  - Provision of interactive validations of data entries
  - Provision of upload csv/excel files

- Capability of storing previous data in searchable and easily accessible formats
- Provision for reports generation as per requirements of Delhi University and other ranking/rating authorities.
- Transfer of digital records of the college from old systems into the new system as well as entry of some data available in physical form of records in different domains of the college functions
- Establishment of effective running of all the operations in the new system.

S. No.	Functionality	Scope of Work
1.	Admission Management/Admission Process	User ID and Password based system should be designed/implemented. Provision for role-based access rights.
2.	Online Registration and Admission Form Submission	There should be an option for prospective students to submit the online admission forms.
3.	Online Application Form	The applicant should be able to apply for admission online using mobile or computer.
4.	Admission process	<p>There are <b>two types</b> of admission processes:</p> <ol style="list-style-type: none"> <li>1. <b>Direct admission in IHE such as for PG Diploma courses –DDPHN</b> <ol style="list-style-type: none"> <li>A. Set up an admission registration form</li> <li>B. Online Document collection by IHE and the provision to Accept or Reject the same</li> <li>C. Create Cut-off/Merit list and admission report</li> <li>D. Enable fee payment via payment gateway</li> <li>E. Create Admission list and Fee payment report.</li> </ol> </li> <li>2. <b>Admission via University portal (All UG and PG)</b> <ol style="list-style-type: none"> <li>a. Upload the data file with all fields</li> <li>b. Upload the Enrolment number</li> <li>c. Upload the Examination roll no.</li> <li>d. Upload the photo and signature etc.</li> <li>e. Generate Multiple types of data analysis reports</li> <li>f. Implementation of payment gateway</li> <li>g. System should be able to Activate/Deactivate/Withdraw the admission of selected students</li> </ol> </li> <li>3. System should generate the Student's unique college ID No.</li> </ol>

		<p>4. System should generate the student ID card with barcode ( college ID No.) in pdf format.</p> <p>5. System should generate student data reports throughout the year as per the requirements of Delhi University.</p> <p>Examples of reports: State wise, Category wise, Year wise, Withdrawal report, Students Promoted report, Course discontinuation report etc.</p>
5.	Self Service Portal for Students	<ul style="list-style-type: none"> <li>● The student profile should be directly captured in the system. Dedicated portal for students should help them pay their fees, view their timetable and attendance status, apply for I card , show their course details, Fee receipts etc.</li> <li>● Once the candidate has completed her Program/Programs then the candidate should be shown as Graduated and converted to the status of Alumni.</li> </ul>
6.	Student Fee Management	<ul style="list-style-type: none"> <li>● This module should allow the users to set up and define the fee structure of any complexity with the creation of different fee heads.</li> <li>● Fee collection, exemptions, adjustments, fine or refund activities should also be reflected in this module.</li> <li>● Generation of various fees related reports, fee slips, automatically generated fee payment alerts through automated emails, automated SMSs to students &amp; parents before the due dates.</li> <li>● Students will be able to pay Fee online including pre-defined fee or adhoc fees. The Fee Management module shall cater to all types of Fee to be paid by the students to the University and also refund the Fee to the students should the necessity arise. This module shall be designed to be used by the student throughout their respective course of study. Also, it must be fully integrated with the accounts management system of the institute.</li> <li>● Integrated bank portal for Fee deposition and automatic entry in the accounting system</li> </ul>
7.	<b>Academics Management</b>	
7 (a).	Course	<ul style="list-style-type: none"> <li>○ System should create the programs and courses based on the defined programs and courses.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Batch creation for each intake year for each course (UG and PG)</li> <li>○ System should create the section and batch.</li> <li>○ Mapping of subject /paper to the students and teachers</li> <li>○ System should create the option/ preference form for applying for different courses VAC, SEC, AEC (Value added course, Skill enhancement course, Ability enhancement course etc.).</li> <li>○ Individual subjects/Paper list will be displayed under the student profile.</li> </ul>
7(b).	Attendance, Internal assessment and quiz	<ul style="list-style-type: none"> <li>· Module should create an attendance register and enable faculty to enter month wise attendance of students. It should also generate subject-wise, teacher-wise, or course-wise attendance reports.</li> <li>· System has to provide a platform to faculty to enter the marks for Internal assessment and quiz</li> <li>· Reporting of attendance, internal assessment and quiz</li> <li>· Report should be displayed on the IHE website</li> <li>· Student individual Report will be displayed under student profile and admin profile.</li> </ul>
8.	Student Feedback Management Survey and Student Election/	<p>This module shall provide 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 College. It should have support for analysing feedback.</p> <ul style="list-style-type: none"> <li>○ System should be able to conduct the survey from college students, after login.</li> <li>○ System should be able to perform student elections.</li> <li>○ Data analytical report should be generated.</li> </ul>
9.	Alumni Management	<ul style="list-style-type: none"> <li>○ Platform for alumni registration</li> <li>○ Gateway for payment of alumni fee</li> <li>○ Alumni database-contact and work details</li> <li>○ Mailing facility - Institute to Alumni, Alumni to Alumni &amp; vice versa</li> </ul>
10.	Dashboard & MIS (Enterprise Reporting and Analytics)	Integrated analytical tools into the EMIS to provide useful data to college for better decision making.
11.	Library automation	<p>Integration of library system with student I-card and Staff id (barcode)</p> <ul style="list-style-type: none"> <li>○ Library data management</li> <li>○ Catalogue management</li> </ul>



		<ul style="list-style-type: none"> <li>○ Library member management</li> <li>○ Circulation of books management</li> <li>○ Barcode Printing</li> <li>○ OPAC Facility</li> <li>○ Report generation as per requirement</li> </ul>
12.	Human Resource Management	<p>Teaching and Non-Teaching Management ( permanent/Contract /Guest): This module shall support complete faculty/non-faculty lifecycle management.</p> <ul style="list-style-type: none"> <li>○ This module shall provide a configurable capability to provide all their relevant employee information at one place.</li> <li>○ Employees shall be able to view information and also place a request like a request for duplicate ID cards.</li> <li>○ Employees/Faculties can view the timetable.</li> <li>○ Employees can view payroll data, salary Slip</li> </ul>
13.	General Accounting	This module should support all the Finance and Accounting needs of an institute.
14.	Payroll	This module should manage the entire payroll process of the college as well as other HR activities. System should create any number of salary heads, dynamic salary formulas, generate salary slips, credit salary to bank, calculate arrears, salary increments and compute income tax. Salaries should be processed after considering factors such as attendance, leave, loans, PF deductions etc. Customized MIS reports should be generated at any stage.

## 6.2 Additional scope:

- Development of module including semester wise, class room and teacher time tables.
- It is important to note that the modules can be increased or decreased as per the requirement of the college and the University
- No additional payment for any changes or addition to the module as per requirement of the Institute

## 6.3 Implementation Methodology (Concurrent users be in the range of 1500)

The scope of work for implementation and methodology for the proposed system includes the following points:

### A) Design and Development of the Project Plan

Selected Bidder will prepare a detailed project plan for the implementation at the start of the project and submit the same to the university. Project management shall aim at the continuous improvement of the implementation processes, leveraging technology solutions, incorporation of best-of-breed industry practices to maximize ease and efficiency for Institutional operations.

### **B) Project Management**

Selected Bidder shall appoint a project manager for the engagement of project planning, tracking, and monitoring, status review and reporting and quality process adherence continuously to ensure smooth and timely implementation of the proposed system at university.

### **C) Integration Management and System Testing**

Integration management and System testing will include the development of exhaustive test cases, carrying out the integration tests on these cases and necessary corrections based on test results and the feedback. Selected Bidder shall be responsible for completing the integration tests of the system with external interfaces as per the desired quality and schedule. The data conversion testing shall also be done similarly to ensure that, after the loading of final data, the system remains stable.

### **D) Data Migration**

Selected Bidder shall define all specifications needed to transfer the old data into the new system. Selected Bidder will be responsible for defining the templates and facilitate the migration of data from the existing system and identify new data elements in the proposed system. This shall include the following tasks:

- I. Training and facilitating members of the core team at IHE.
- II. Assistance in checking data quality and Integrity.
- III. Identification and development of the data upload/download programs.
- IV. Guidance for creating data extraction programs in the existing systems to convert into the format as required by the proposed system.
- V. Integration testing of the configured system using the populated master and transaction data.

### **E) End User's Training**

Selected Bidder, in assistance with Institute, shall conduct a training need assessment of administrative users/faculty/students/staff/etc. and define a training plan.

### **F) Managed Support Services**

Selected Bidder shall be responsible for the correct and satisfactory functioning of the proposed Educational Information System during the support duration. Selected Bidder will ensure the efficient day-to-day functioning of the system which includes

- Providing a helpdesk for the resolution of queries and troubleshooting in functional and technical areas.
- Dedicated Support Portal for issue management and Tracking.
- Feedback form and fixing the issues identified in the proposed system.
- Documentation of all the updates, upgrades and new releases. SLA Reporting and Management.

### **G) System Competency**

Selected Bidder will be responsible to mentor core group team members from university who will be responsible for doing configuration change independently. This exercise will ensure that Institute builds in-house competencies for the smooth running of the system and day-to-day functioning to maintain the system in the long term without dependency on external consultants.

### **H) Payment Gateway Integration**

The system shall facilitate online payments/ payment gateways (through Direct Debit or Debit and Credit Cards of multiple Banks) through the Portal. Provide interface and access to the external payment gateway for enabling the online payment services. Payment Gateway services should provide complete audit functionality for tracking and monitoring/ reconciling the financial transactions taking place through the system.

### **I) Data Security Data/Information**

Security means that only relevant data should be available to authenticated persons. It additionally includes appropriate restrictions on the use of data, as well as controls to prohibit data theft. The proposed security model should have five layers, which are Physical security, OS and Network security, Database security, Data security, and Application Security. The Intellectual Property right (IPR) of the entire data shall be with IHE.

### **J) Backup**

The Selected Bidder shall take daily incremental backup and weekly full backup of the system. The same should be provided to the college on a regular basis.

### Annexure – 1: Request for Clarification

The bidders requiring specific points of clarification may communicate with Institute of Home Economics via Email (principal@ihe.du.ac.in) during the period using the following:

#### BIDDER'S REQUEST FOR CLARIFICATION

Full formal address of the Organisation including phone, fax and email points of contact			Tel: Fax: Email:
S. No.	RFP Reference (Section No./Page No.)	Content of RFP Requiring Clarification	Points of clarification required

## Annexure – 2: Guidelines for Preparation of Pre-Qualification Proposal

### 1. Annual Turnover Details of the Lead Bidder

<b>S. No.</b>	<b>Financial Years</b>	<b>Turnover Details (In INR)</b>
<b>A</b>	<b>2022-23</b>	
<b>B</b>	<b>2021-22</b>	
<b>C</b>	<b>2020-21</b>	

*Note: Please include Audited Financial Statements/CA certificate specifying the same for each of the financial years mentioned above*

### **Annexure – 3: Guidelines for Preparation of Technical Proposal**

- a)** A printed covering letter, on the bidding organization's letterhead with all the required information and authorized representative's initials shall be submitted along with the proposal. In case the bidder edits the content of the proposal covering letter; it will be treated as a non-responsive bid and shall be rejected.
  
- b)** The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's technical solution meets the requirements specified in the RFP. The technical proposal may not contain any pricing information. In submitting additional information, the bidder should mark it as supplemental to the required response.
  
- c)** The proposals must be direct, concise, and complete. Any information, which is not directly relevant to this RFP shall be omitted. The college will evaluate the bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
  
- d)** The bidder shall fill in the technical response as per the template provided.

**Annexure - 4** failing to which, the bid shall be treated as non-responsive and shall be rejected.

**Annexure – 4: Template for Technical Proposal**

**Technical Proposal Response Letter**

(To be submitted on the letterhead of the bidder)

**Date:**

**To,**

**Director,**

**Institute of Home Economics,**

**F-4 Hauz Khas,**

**New Delhi-110016**

**Reference No.:** *RFP Notification number*

**Subject:** *Submission of proposal in response to the RFP for Selection of Service Providers for Implementation of Integrated University Management System in Tendering Authority.*

**Dear Sir,**

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP Notification number \_\_\_\_\_ for submission of proposal in response to the RFP for Selection of Service Providers for Education Management Information System at Institute of Home Economics.

1. We have read the provisions of the RFP document and confirm that we accept these. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
2. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of opening of financial proposals.
3. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment, and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it, may lead to our disqualification.
6. We understand you are not bound to shortlist/accept any or all the proposals you receive.

**Name of the Bidder:**

**Signature & seal:**

**Place:**

**Annexure – 5**

**Format of Commercial Proposal (Step-B)**

**(Not to be submitted offline)**

<b>S.No.</b>	<b>Particular</b>	<b>Number of students and staff</b>	<b>Pricing per student per year (excluding tax)</b>	<b>Total Price (without GST) (INR)</b>	<b>Taxes (GST)</b>	<b>Total price with taxes (GST)</b>
A	B	C	D	$E = C \times D$	$F = E \times \text{GST}\%$	$G = E + F$
	Implementation and Maintenance of EMIS system (for all modules)	1500				
	Total					

*Note:* No other cost will be paid to the bidder, apart from the ones mentioned above.



## Annexure- 6

### Eligible Projects undertaken by the bidder

The following information should be provided in the format below for each Eligible Project for which Bidder was legally contracted by the respective Purchaser/Client of the Bidder stated as a single entity.

<b>I.</b>	<b>Assignment Name</b>	
<b>II.</b>	<b>Type of Project</b>	
<b>III.</b>	<b>Purchaser Representative- Name Contact No Email id</b>	
<b>IV.</b>	<b>Year in which Project took place</b>	
<b>V.</b>	<b>Location of the project</b>	
<b>VI.</b>	<b>Contract Value</b>	
<b>VII.</b>	<b>Narrative description of the scope of work of the assignment</b>	
<b>VIII.</b>	<b>Status of the assignment</b>	

#### **IMPORTANT:**

1. Use separate sheet for each Eligible Project. Please mark each sheet as Annexure 6 (a), Annexure 6 (b), Annexure 6 (c)... for each different project.
2. Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the Purchaser. In case Successful Completion Certificate is not available, copy of work order/copy of agreement along with bank statement in respect of the same countersigned by CA must be submitted. The submitted testimonial **MUST** contain detailed description of work (Scope of Work and TOR) carried out by the Bidder.

**Annexure-7**

**Not Black listed by Central /state Govt. & public sector**

**(To be executed on stamp paper) worth Rs.100/-**

I \_\_\_\_\_ S/O \_\_\_\_\_ Resident of  
\_\_\_\_\_ District, Director/Contractor/ Partner or Sole Proprietor  
(Strike out word which is not applicable) of Firm/ company \_\_\_\_\_ do  
hereby declare on solemn affirmation that the individual/companies, black-listed by any Union or  
the State Government or any partner or shareholder thereof are not directly or indirectly connected  
with or has any subsisting interest in business of my/our firm. In case the information is found to  
be incorrect or false, an appropriate action may be taken against me by the authorities. I shall also  
be liable to indemnify the University in case any claim arises out of information given by me.

Deponent

Address

Dated:-

Verification:-

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best  
of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Deponent

**Annexure- 8**

**Undertaking Performa**

**( to be submit on letter head of the company)**

**UNDERTAKING**

This is to certified that I/We have carefully read the Scope of Work, all the Terms &Conditions and guidelines are acceptable to me/us.

**Dated:** \_\_\_\_\_

**(Signature)**

**Address** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Office Phone No.** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**E-mail** \_\_\_\_\_