

**INVITATION FOR  
EXPRESSION OF INTEREST  
FOR THE INSTITUTE AUTOMATION SYSTEM**



**PDPM**

**Indian Institute of Information Technology,**

**Design & Manufacturing Jabalpur**

**Dumna Airport Road, PO-Khamaria**

**Jabalpur- 482005**

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PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur invites Expression of Interest (EOI) from interested IT firms/ service providers for design, development and maintenance of an integrated Institute automation system for automation of Institute services and processes.

The EOI is invited to identify qualified and suitable solution and service providers for the Institute Automation System. The process of identification will have the following steps and tentative timelines. Queries/question can be send by the bidders on [query@iiitdmj.ac.in](mailto:query@iiitdmj.ac.in)

Activity	Date of Completion
Release of EOI	20/07/15
Question Submitted over one consolidated email from each IT firm/service providers	27/07/15
Answers to consolidated questions provided to all IT firm/service providers	07/08/15
Submission of EOI response	20/08/15 TILL 03:00 P.M
Informed IT firms/service providers shortlisted for pre-bid presentation	WILL BE INFORMED IN DUE COURSE
Pre-bid presentation	WILL BE INFORMED IN DUE COURSE



AO/23  
23-4-2015



23-04-2015

## Various desired features and broad scope of work

### (A) General Application Features

- i. 100% web based application (hosting service, which may be hosted in the Institute server as well simultaneously, and also accessible from latest notepads)
- ii. User authentication
- iii. Access rights
- iv. Secured data and operations on data
- v. Data backup in regular intervals
- vi. Open source technology *maximize participation if non-opensource*
- vii. Established product for at least three years.
- viii. Audit trail (at least six month history)
- ix. Compatibility with both Window and Linux Environment
- x. Cloud Based system
- xi. Compatible with Internet explorer, Google chrome, Firefox and most frequently used web browsers in desktops, laptops and tablets/ smartphones
- xii. Compatible with Mobile/ tab apps in windows, iOS and android
- xiii. Single Integrated system for various modules
- xiv. Fairly Established product with clients currently using the product
- xv. Testimonials- minimum five clients with contact details
- xvi. Flexible report writer
- xvii. Dashboards
- xviii. Reports export to MS-Excel®
- xix. Flexible application access rights for forms and reports
- xx. Electronic document (image, pdf, MS office, etc.) attachment to staff /student-Certificate, Purchase Orders, etc
- xxi. Automatic / semi-automatic SMS Reminders
- xxii. User Base (Staff:250 and Students:2000), to be expanded in future

### (B) Broad Scope of Work (Note: Further detailing to be done as per the requirement)

#### 1. Finance and Accounts

- i. Basic vouchering
- ii. Budgeting
- iii. Journal & ledgers
- iv. Trial balance and balance sheet
- v. Internal finance
- vi. Audit
- vii. Salary slip
- viii. Reconciliation
- ix. Report generation and alerts
- x. Projects and consultancy

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## 2. Establishment

- i. Payroll and Integration with finance
- ii. Employee master with service record (including Achievements, recognitions, training etc.)
- iii. Leave management
- iv. Employee ACR/appraisal
- v. LTC records and record maintenance

## 3. Faculty Affairs

- i. Application compilation and tracking
- ii. Faculty grants
- iii. CPDA management
- iv. Flexible pay structure definition
- v. Faculty academic record maintenance
- vi. Faculty Self Appraisal

## 4. General Administration

- i. File movement – including workflow definition and tracking
- ii. Document attachment and digital signature
- iii. health centre and medical records for students and staff
- iv. Inventory management in Academic and Other Departments/Sections
- v. Visitor hostel allotment and management
- vi. transportation management
- vii. record (Physical) management
- viii. RTI
- ix. Contract management
- x. House / shops etc. allotment
- xi. security management
- xii. Staff management
- xiii. Outsourcing management
- xiv. Annual maintenance of etc....
- xv. Public relations (media, events, brochures and all publications, website
- xvi. Various forms (all kinds should be available here)
- xvii. Rajbhasha

## 5. Research and Development


- i. Project Handling and accounting File (note put-up) movement and tracking
- ii. Inventory management
- iii. Projects status



AD/22  
23-4-2015





  
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## 6. Stores and Purchase

- i. Purchase indent, tracking and reminders
- ii. Inventory management
- iii. Budgetary checks
- iv. Bills verification and processing

## 7. Estate Department

- i. Project Management
- ii. Quarter/Houses, shops etc allotment record maintenance and reminders
- iii. Inventory management
- iv. Complaint handling with tracking
- v. Repairs and maintenance

## 8. Academics (UG/PG/PhD)

- i. Student Registration
- ii. Fee Collection and integration with Finance
- iii. I –Card issue
- iv. Academic programme and Courses
- v. Attendance (input at the end of semester/or monthly)
- vi. Attendance tracking and mailing of deficiency
- vii. Class and Examination Scheduling
- viii. Grade Sheet Printing
- ix. Transcripts Printing
- x. Student master- all details
- xi. User identification card integration
- xii. Admission (for Ph.D. only, as for UG and PG centralized admission takes place)
- xiii. Scholarship/ assistantship/ fellowship/
- xiv. contingency/ advances
- xv. leave records
- xvi. Student feedback
- xvii. Student grievances (academic)
- xviii. User friendly module for academic administrator
- xix. Academic recognitions/ awards
- xx. Outreach activities
- xxi. Online thesis submission

## 9. Student Affairs

- i. Hostel Allotment
- ii. Guest room allotment (hostel rooms)
- iii. Hostel Fee and integration with Finance
- iv. Hostel and mess complaints
- v. Student grievances (non- academic)
- vi. Gymkhana
- vii. Training, placement and internship
- viii. Medical facilities and health/ life insurance
- ix. Mess charges collection integration to finance
- x. Advice
- xi. Recognitions/ awards (non- academic)
- xii. Counseling services
- xiii. Feedback (non- academic)

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## 10. Alumni Affairs

- i. I –Card issue
- ii. Email generation
- iii. Record keeping and automatic / semi-automatic updation/ Achievements
- iv. Fund management

## 11. Integration of the solution with the library software/module.

**Note:-This is only an indicative list but not exhaustive. Some more similar functions may be added.**

## Tendering and selection process

To select an IT firms /service providers for design, development, roll-out, and maintenance of the automation system, tendering process will be in two phases. In the first phase(pre-bid), we invite Expression of Interest(EOI) from IT firms /service providers to showcase their likely solutions for the automation requirements. IT firms /service providers are expected to present their past experience and technical capabilities. An empowered committee will select a set of suitable vendors for the next phase, i.e.,for the issue of Request For Proposal (RFP) document, based on the parameters set by the Committee. The parameters will be broadly based on the technical solution, experiences and financial stability of IT firms/service providers.

## Eligibility criteria for pre-bid.

1. The bidder should be an OEM of office automation solutions registered as a company in India under Company's Act 1956 and having a registered office anywhere in India.
2. The bidder should be a registered with Sales Authority, Income Tax and Service Tax authority(Valid copy of VAT/ST/CST No./Valid copy of PAN card /Valid copy of Service Tax Number to be enclosed with the tender)
3. Bidder should have annual turnover of atleast **Rs 01 crore** in each of the past three years i.e. 2012-13,2013-14 and 2014-15. Further, the said turnover should be from office automation implementation.
4. The bidder should have successfully executed atleast 05 projects of office automation with similar scope of work in any Government Educational Institute/Educational Institute of repute/ Organisation of repute (Successful operation certificate to be enclosed with the tender).

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5. The bidder should not have been declared ineligible/banned/blacklisted/fraud by any State or Central Government or any other Government Institutions in India for any reason as on last date of submission of bids. A declaration in this regard should be submitted along with the bid.
6. IT firm/Service Provider shall be able to develop and implement the solution directly without any third party (s) intervention/involvement.

The vendors should satisfy all the above criteria.

**Application Features (to be adjudged at the time of technical presentation)/Selection criteria for pre-bid**

1. The Application (i.e. Solution) shall be the company's own product.
2. The solution shall be completely web based.
3. The solution shall be in the 'Service Model' format.
4. The application shall be compatible with both Windows and Linux mobile/tab apps and applications
5. The application shall be compatible with all common web browsers, e.g. IE, Mozilla, Google chrome etc.
6. The application shall be able to export reports to MS-Excel/word, pdf.
7. The application shall be able to support attachments (i.e. word, xls, Image (jpg, png, gif, tiff, etc.), pdf, etc.) for both export and import.
8. The solution shall be a single integrated system involving various modules.
9. The application shall be able to provide data backup, at the periodicity and format as decided by the Institute.
10. The application shall be able to provide audit trails of at least 06 months.
11. The application should be able to integrate with Smart Cards.
12. The application should be able to generate customized reports.
13. The application should have access level control as per Institute decision.

**Through out the entire IT firm/Service provider selection process, the following will apply**

1. Even though a vendor/applicant may satisfy the specified requirements, bids/applications shall be liable to disqualification if:
  - a. Misleading or false representations have been made or information deliberately suppressed in the forms and enclosures required in the pre-qualification document.



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23-04-2015

6

- b. The party has a record of poor performance such as abandoning work, not completing the contract, etc.
2. PDPM-IIITDMJ reserves the right to accept or reject any application and to annul the entire vendor selection process, as well as reject all applications at any time, without assigning any reason or incurring any liability to the applicants.
3. Any effort, on the part of the IT firms/service provider or his agent, to influence or to pressurize PDPM-IIITDMJ shall result in rejection of the application. Canvassing of any kind is strictly prohibited.

While the above criteria are indicative, PDPM-IIITDMJ may choose to change criteria if needed based on additional information obtained from the vendors or otherwise. PDPM-IIITDMJ also reserves the right to restrict the short-listing of firms to any number deemed suitable by it.

Through the above process, a set of vendors will be selected for the next tendering phase for issue of RFP.

### **Detailed Information and Instructions for bidders**

#### **1. Application Process**

- a) If the bidder is an individual, the application must be signed above the full typed name and current address of the bidder.
- b) If the bidder is a proprietary firm, the application must be signed by the proprietor above his/her full typed name and the full name of the firm with its current address.
- c) If the bidder is a firm in partnership, the application must be signed by all the partners of the firm above their full typed names and current addresses, or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney must accompany the application. In both the cases, however, a certified copy of the partnership deed and current addresses of all the partners of the firm must accompany the application.



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23-4-2015



23-04-2015

20



- d) If the bidder is a limited company or a corporation, the application must be signed by a duly authorized person holding power of attorney for signing the application; in this case, a copy of the power of attorney must be provided. The bidder must also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

## 2. Instructions

- a) All information called for, in the enclosed forms, must be furnished. If for any reason, information is furnished on a separate sheet, it must be mentioned in the relevant column of the forms. For forms A to E, even if no information is to be provided in a column, a "nil" or "no such case" entry must be made in that column. If any particulars/queries are not applicable in case of the bidder, it must be stated as "not applicable". The bidders are cautioned that by not providing complete information called for in the application forms, or not giving it in clear terms, or making any change in the prescribed forms, or deliberately suppressing the information may result in the bidder being summarily disqualified.

Applications made by email, telegram or telex and those received late will not be entertained. However, one soft copy in CD/DVD of the entire application in PDF format must be provided in addition to the typed application.

- b) The application should be in a typed form. The bidder should sign each page of the application.
- c) Any information attached in A4 size sheets must be endorsed with the seal and signature of the bidder(s) along with the date of submission.
- d) Overwriting should be avoided. Corrections, if any, must be made by neatly crossing out, initialing, dating, and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if added by the bidder, must also be numbered by the bidder. The complete application must be submitted as a package with a signed letter of transmittal.

Handwritten signatures and dates at the bottom of the page. From left to right: a signature, "AD/23-4-2015", a signature, a signature, a signature, and a signature with the date "23-04-2015" and a circled number "8" to its right.

- e) The entire application must be answered in MS Word, and then ported to PDF format. No additional presentation (e.g. .ppt) or spreadsheet (e.g., .xls) must be embedded in the documents. Pasted pictures not preferred. However, if pasted pictures are provided, they should be of readable font size.
- f) References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the bidder must be signed by the authorized person or equivalent.
- g) The bidder may furnish any additional information, which the bidder thinks is necessary to establish its capabilities to successfully complete the envisaged work. The bidder is, however, advised not to furnish superfluous information. No information shall be entertained after submission of EOI document unless PDPM-IIITDMJ calls for it.

Any information furnished by the bidder found to be incorrect, either immediately or at a later date, shall render the bidder liable to be debarred from participation in this work as well as in future works.

### 3. Financial Information

Bidder must furnish the annual financial statements for the last three years in Form A.

### 4. Experience in works highlighting experience in similar scope of works.


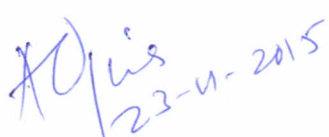


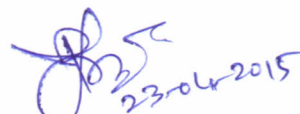
- a) Bidder must furnish the following:
  - i. List of all works with similar scope of work successfully completed (Form B).
  - ii. List of all the projects under execution or awarded (Form C).
- b) Particulars of completed works and performance of the bidder duly authenticated/certified by an authorized officer or equivalent should be furnished separately for each work completed or in progress (Form D).

## 5. Organisational Information (Forms 'E' )

Bidder is required to submit the following information in respect of its organization (Form E):

- a) Name and postal address including email, telephone, fax etc.
- b) Copies of original documents defining the legal status, place of registration and principal places of business.
- c) Names and title of Directors and Officers who shall be concerned with the work, with designation of individuals authorized to act for the organization.
- d) Information on any litigation in which the bidder was involved during the last five years, including any current litigation.
- e) Authorization for employer to seek detailed references.

## FORM 'A'

### FINANCIAL INFORMATION

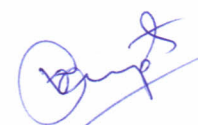
Financial Analysis- Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last 03 years duly certified by the Chartered Accountant:-

Particulars	Financial Years		
	2012-13	2013-14	2014-15
Gross Annual turnover(in lakhs)			
Profit/Loss			

a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s) with date & seal



**FORM 'B'****DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENT  
COMPLETED DURING THE LAST FIVE YEARS ENDING ON 31/03/2015**

SIMILAR NATURE OF ASSIGNMENT COMPLETED		
SL.No	Description	Project Detail
1.	Name of work/project and Location	
2.	Mention the project objectives,details of solution implemented and benefits accrued to the customer organization	
3.	Name and Address of Employer/organization	
4.	Cost of Work in Rs.	
5.	Complexity of the task(modules, etc.)	
6.	Complexity of the database(size, etc.)	
7.	Date of commencement as per contract	
8.	Stipulated date of completion	
9.	Actual date of completion	
10.	Litigation/arbitration pending/in progress with details*	
11.	Name and address/email and telephone number of officer to whom reference may be made	
12.	Remarks	

\*Indicate gross amount claimed and amount awarded by the Arbitrator

\*For each work separate sheet be prepared as per proforma given in form C

**NOTE- SHOULD PROVIDE COMPLETION CERTIFICATE FOR EACH COMPLETED WORK/WORK IN PROGRESS  
CERTIFICATE WITH SATISFACTORY PROGRESS FOR EACH WORK**

Signature of Applicant(s) with date & seal

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12

# FORM 'C'

ASSIGNMENT/PROJECTS UNDER EXECUTION OR AWARDED		
Sl.No	Description	Project Detail
1.	Name of work/project and Location	
2.	Mention the project objectives, details of solution being implemented and benefits likely to accrue to the customer organisation	
3.	Name and Address of Organisation	
4.	Cost of work in Rs	
5.	Complexity of the task(modules, etc.)	
6.	Complexity of database(size, etc.)	
7.	Date of Commencement as per contract	
8.	Stipulated date of Completion	
9.	Up to date percentage progress of work	
10.	Slow progress if any and reasons thereof	
11.	Name and address/email and telephone number of officer to whom reference may be made	
12.	Remarks	

\*For each work separate sheet be prepared as per proforma given in form C

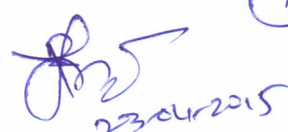
Signature of Applicant(s) with date & seal



AO/128  
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13

## FORM 'D'

### PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM 'B' AND 'C'

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of start
6. Date of completion
  - i. Stipulated date of completion
  - ii. Actual date of completion
7. Amount of compensation levied completion, if any,
8. Performance Report

1) Quality of work	Very Good/Good/Fair/Poor
2) Financial soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General Behaviour	Very Good/Good/Fair/Poor

Date

Authorised Signatory

**Note** :-Certificate for each project completed/under execution shall be obtained as per "FORM D" and given in separate sheets. At this location, images of these certificates can be scanned and pasted in the softcopy of this document.

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# FORM 'E'

1.	Name and Address of the applicant		
2.	Telephone No.  Fax No.		
3.	Legal status of the applicant (attach copies of original document defining the legal status)  i. An individual ii. A proprietary firm iii. A firm in partnership		
4.	Particular of registration with various Government bodies(attach attested photocopy)	Organisation/Place of registration	Registration No.
5.	Name and titles of Director & Officers with designation to be concerned with this work		
6.	Designation of individuals authorised to act for the organization		
7.	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment		
9.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organisation at any time ? If so give details		

*[Signature]*

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*[Signature]*

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10.	Has the applicant or any firm's partner in case of partnership firm, ever been convicted by a court of law? If so, give details	
11.	Any other information considered necessary but not included above.	

Signature of Applicant(s) with date & seal

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