

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



**PDPM**

**Indian Institute of Information Technology,**

**Design and Manufacturing Jabalpur**

**Dumna Airport Road, PO-Khamaria**

**Jabalpur- 482005**

**Tender No. IITDMJ/P&S/2019-20/03**

**Dated : 11/10/2019**

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur invites Expression of Interest (EoI) from interested IT firms/ service providers for design, development, setup/installation 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.

Activity	Date
Release of EoI	11/10/19
Date of Pre-bid	22/10/19
Last date Submission of EoI response	04/11/19 TILL 3:00 PM
Bid opening date	04/11/19 AT 04:00 PM



## Various desired features/ broad scope of work

### **(A) General Application Features**

- i. 100% web based application (hosting on cloud/local server and accessible from latest smart phones/electronic tablets etc.)
- ii. User authentication
- iii. Access rights
- iv. Secured data, data operations and data access
- v. Data backup at regular intervals
- vi. Open source/licensed technology
- vii. Established product for at least last three years.
- viii. Log maintenance
- ix. Compatibility to host with server having Windows / Linux Environment
- x. Compatible with latest OS & web browsers in laptops/desktops
- xi. Dashboard for various modules
- xii. Fairly established product with clients currently using the product
- xiii. Testimonials- with contact details
- xiv. Customization of product as per user requirement and generation of report.
- xv. Dashboards
- xvi. Able to export reports export to MS-Excel/MS-Word/pdf and other formats.
- xvii. Electronic document (image, pdf, MS office, etc.) attachment to staff /student-Certificate, Purchase Orders, etc
- xviii. Automatic / semi-automatic SMS Reminders/Whats app Reminders
- xix. User Base (approx. Staff:250 and Students:2000), to be expanded

### **(B) Broad Scope of Work**

#### **1. Establishment**

- i. Payroll Integration with finance
- ii. Employee master with service record (including Achievements, recognitions, training etc.)
- iii. Customised leave management
- iv. Employee ACR/appraisals
- v. Salary slip
- vi. LTC records and record maintenance
- vii. Faculty grants
- viii. CPDA management
- ix. Faculty academic record maintenance

#### **2. General Administration**

- i. File movement – including workflow definition and tracking
- ii. Document attachment and digital signature
- iii. Record (Physical) management
- iv. RTI
- v. Manpower Management
- vi. Website Integration for Public relations (media, events, brochures and all publications, website
- vii. Rajbhasha



viii. Biometric Management

**3. Research and Development**

- i. Project Handling and accounting File movement and tracking
- ii. Projects status
- iii. Publication management
- iv. Management of Achievements, External Assignments, details of conferences/workshops organizing etc.
- v. EIS data import.

**4. Stores and Purchase**

- i. Purchase indent, tracking and reminders
- ii. Inventory management
- iii. Budgetary checks
- iv. Inventory management in Academic and Other Departments/Sections

**5. 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
- vi. House/Shops etc. allotment
- vii. Annual Maintenance.

**6. 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. Academic Performance
- viii. Examination Module
- ix. Class and Examination Scheduling
- x. Grade Sheet Printing
- xi. Transcripts Printing
- xii. Student master- all details
- xiii. User identification card integration
- xiv. Admission (for Ph.D.and MDes only, as for UG and PG centralized admission takes place)
- xv. Scholarship/ assistantship/ fellowship/
- xvi. Contingency/ advances
- xvii. Leave records
- xviii. Student feedback
- xix. Student grievances (academic)
- xx. User friendly module for academic administrator
- xxi. Academic recognitions/ awards
- xxii. Outreach activities

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

- xxiii. Online thesis submission/evaluation
- xxiv. Course webpage/Course file/Evaluation criteria/Evaluation.
- xxv. Biometric Management of Students

## **7. Student Affairs**

- i. Hostel Allotment
- ii. Guest room allotment (hostel rooms)
- iii. Hostel Fee and integration with Finance
- iv. Hostel and mess complaints
- v. Visitor hostel allotment and management
- vi. Student grievances (non- academic)
- vii. Gymkhana and Students' clubs management
- viii. Mess charges collection integration to finance
- ix. Advice
- x. Recognitions/ awards (non- academic)
- xi. Counseling services
- xii. Feedback (non- academic)

## **8. Training and Placement**

- i. Training, Placement and Internship

## **9. Alumni Affairs**

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

## **10. Security and staff management**

- i. Security management
- ii. Staff management
- iii. Outsourcing management

## **11. Hospital Management/PHC**

- i. Health Centre and medical records for students and staff
- ii. Inventory management of all medical supplies.

## **12. Transportation Management**

## **13. E-Office module**

## **14. Online Recruitment module**

**Integration of the solution with the library software/module such as Koha, e-granthalaya(optional)**

**Note:-This is only an indicative list but not exhaustive. Some more similar functions may be added as per the needs of the Institute.**

## Tendering and selection process

To select IT firms /service providers for design, development, setup/installation, roll-out, and maintenance of the automation system, tendering process will be in two phases. In the first phase 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 GST No and copy of PAN card to be enclosed with the tender)
3. Bidder should have annual turnover of atleast **Rs 05 crore** in each year of the past three years i.e. 2016-17, 2017-18 and 2018-19. Further, the said turnover should be from office automation implementations only.
4. The bidder should have successfully executed atleast 05 projects of office automation with similar scope of work in any Centrally Funded Technical Institute/Government Educational Institute/Educational Institute of repute. Out of five, in at least three(03) organizations, the product must be successfully running for last three years.(Successful operation certificate to be enclosed with the tender)
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 not sublet the contract.
7. **Relaxation for Startups, as defined by Department of Industrial Policy and Promotion, will be applicable.**

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) should be the company's own product.
2. The solution should be completely web based.
3. The application should be compatible with both Windows, Android, iOS and Linux mobile/tab apps and applications and latest OS and web browsers.
4. The application should be able to support attachments [i.e. word, xls, Image (jpg, png, gif, tiff, etc.), pdf, etc.] for both export and import.
5. The solution should be a single integrated system with suitable dashboard and interface involving various modules.
6. The application should be able to provide data backup, at the periodicity and format as decided by the Institute.
7. The application should be able to provide log details.
8. The application should be able to integrate with Smart Cards.
9. The application should be able to generate customized reports.
10. The application should have access level control as per Institute decision.

**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.
- 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 D, 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 after due date of submission 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 with page numbers.
- 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.
- 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:

List of all works with similar scope of work successfully completed/under execution/awarded(Form B).

- 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 C).



## 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		
	2016-17	2017-18	2018-19
Gross Annual turnover(in lakhs)			
Profit/Loss			

c) 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 04/11/2019**

<b>SIMILAR NATURE OF ASSIGNMENT COMPLETED</b>		
<b>SL.No</b>	<b>Description</b>	<b>Project Detail</b>
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.	Date of commencement as per contract	
6.	Actual date of completion, if any	
7.	Percentage of progress of work	
8.	Litigation/arbitration pending/in progress with details*	
9.	Name and address/email and telephone number of officer to whom reference may be made	
10.	Remarks	

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

**NOTE:-**

1. For each work separate sheet be prepared as per proforma given in form B
2. The firm must provide completion certificate - for each completed work/work in progress certificate with satisfactory progress- for each work, if any.

Signature of Applicant(s) with date & seal



## FORM 'C'

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

Name of work/Project & Location

1. Agreement No.
2. Estimated Cost
3. Tendered Cost
4. Date of start
5. Date of completion
  - i. Stipulated date of completion
  - ii. Actual date of completion
6. Amount of compensation levied completion, if any,
7. 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.



### FORM 'D'

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 authorized 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		
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