Bid Reference No. KC/e-procure/2021/002

Tender Cost: NIL

KALINDI COLLEGE
UNIVERSITY OF DELHI
DELHI – 110008
www.kalindi.du.ac.in

TENDER DOCUMENT
FOR
DESIGN, DEVELOPMENT & IMPLEMENTATION
OF
KALINDI COLLEGE
MANAGEMENT INFORMATION SYSTEM (MIS)

e-TENDER DOCUMENT

DISCLAIMER

1. Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (07) days from the date of notification of Tender Document/ Issue of the Tender Document, it shall be considered that the Tender Document is complete in all respects.

2. Kalindi College reserves the right to modify, amend or supplement this Tender Document.

3. While this Tender Document has been prepared in good faith, neither Kalindi College nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender Document, **even if any loss or damage is caused by any act or omission on their part**.

Place: New Delhi

Date: 27.10.2021

Note: This document contains a total of 34 pages. No change in the document by the bidder is permissible.

KALINDI COLLEGE
UNIVERSITY OF DELHI
DELHI – 110008
www.kalindi.du.ac.in
Email: kalindisampark@kalindi.du.ac.in

E-PROCUREMENT TENDER NOTICE

Kalindi College, University of Delhi invites online bids as per Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for DESIGN, DEVELOPMENT & IMPLEMENTATION OF KALINDI COLLEGE MANAGEMENT INFORMATION SYSTEM (MIS)

Date Sheet

The key details are as follows

a	Name of work	DESIGN, DEVELOPMENT & IMPLEMENTATION OF KALINDI COLLEGE MANAGEMENT INFORMATION SYSTEM (MIS)
b	Approximate cost of work	Rs 4 Lakhs (inclusive of all)
c	Tender security amount (EMD)	**Rs.15000/-** (Rupees Fifteen Thousand only) in favour of "The Principal, Kalindi College, University of Delhi", Payable at Delhi valid for a period of three months. Demand draft of EMD favoring **Principal, Kalindi College,** payable at Delhi**,** should reach the college before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD documents along with their e-tender.
d	Cost of tender documents	Nil
e	Tender documents available for sale on website	From 27.10.2021 to 19.11.2021 (upto 17.00 hrs) one-tendering website Tender Document may be downloaded from the University website www.du.ac.in, College website www. kalindi.du.ac.in and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule.
f	Last date of seeking clarification	2.11.2021 on official email-id kalindisampark@kalindi.du.ac.in
g	Pre-Bid Meeting	5.11.2021 (11.00 Hrs to 15.00 hrs) **The pre bid meeting shall be conducted through video conferencing .**

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		All Prospective bidder shall provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least 24 hours before the meeting (latest by *17:00* Hrs on *31.10.2021*) to the registered email of Kalindi College i.e. kalindisampark@kalindi.du.ac.in, so that link having details such as software, meeting ID, password etc. can be mailed to these person preferably 12 hours before the scheduled pre- bid meeting.
h	Last date of issuing amendment , if any	05.11.2021
i	Tender submission start date and time	06.11.2021 (from 10.00 Hrs)
j	Tender submission closure date and time	19.11.2021 (upto 17.00 Hrs)
k	Date & time of opening of Tender(Technical bid)	22.11.2021 (at 11.00 Hrs)
l	Date & time of opening of financial bid	Will be informed later on after the evaluation of Technical bids(only to the bidders who will qualify the technical evaluation)
m	Validity of Tender	60 days from the date of opening of tender
n	Stipulated date of commencement of work	Within 7 days from the date of issue of letter of acceptance or as per instructions of the officer-in-charge
o	Completion period	06 Months
p	Authority and place of submission of tender cost and required documents(if any) and seeking clarification in tender documents	The Principal Kalindi College University of Delhi East Patel Nagar New Delhi-110008 Phone No.: 011-25787604 Email: kalindisampark@kalindi.du.ac.in

Notes:

1. All details regarding the subject tender are available on websites www.du.ac.in, www.kalindi.du.ac.in and https://eprocure.gov.in/eprocure/app. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.

2. Bids shall be submitted online only at CPPP website: http://eprocure.gov.in/eprocure/app.

3. For submission of E-Bids, bidders are required to get themselves registered with http://eprocure.gov.in/eprocure/app.

4. Demand draft of EMD favoring **Principal, Kalindi College,** payable at Delhi**,** should reach the college before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidders, however have to attach scanned copy of EMD documents along with their e-tender.

Clarifications/ queries, if any, can be addressed to the Principal Kalindi College on email: kalindisampark@kalindi.du.ac.in

Principal
PRINCIPAL
KALINDI COLLEGE
(UNIVERSITY OF DELHI
EAST PATEL NAGAR
NEW DELHI-110008

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Part - 1

1.0 INTRODUCTION

Kalindi College, University of Delhi is a premier college of University of Delhi and is known for its high standards in teaching and research and accredited Grade A by NAAC.

1.0 DU means University of Delhi, Delhi
1.1 University means University of Delhi, Delhi
1.2 Bidder/Supplier/Contractor/Vendor means the proprietary firm, partnership firm, limited company private or public or corporation or any other legal entity who submits its bid in response to the tender.
1.3 "Year" means "Financial Year" unless stated otherwise.
1.4 MIS means Management Information System

Part – 2

2.0 SCOPE OF WORK

Building an institution with strong IT infrastructure to get ready for NEP. A knowledge portal, providing necessary platform to all stake holders to share relevant information, knowledge and experience, can be an excellent tool for dissemination of information and be future ready. Kalindi College is inviting proposal form interested web-design and development organization for designing, developing and hosting the proposed Knowledge Portal based on the Requirements described in this document.

The purpose is to launch a content centric cloud based Management Information System to act as a data repository for all stakeholders for easy access of data in varied forms and reports , reduce paper work, instant availability of information, tracking and supporting the performance of all stakeholders, interlinking of existing software of Kalindi college, interlinking accounts, admin , teachers and students on a single platform in order to make the functioning of Kalindi college efficient and enable better decision and policy making, provide required information to accreditation agencies without hassle and work in a coordinated manner.

This system must be capable of data transfer (Import and Export) in a standard data format from already implemented systems in Kalindi College which are working satisfactorily. This portal shall be maintained by Kalindi College or its representatives. The application should be based on the open source software, GIGW compliant and compatible with existing software/ hardware at Kalindi College.

Scope of the system:

The Portal solution should be compatible to existing Kalindi College Infrastructure (mostly Windows) which should work on all platforms and major browsers.

To achieve the requirements specified, the system is envisaged having the following features at minimum:

1. The MIS Portal should be user-friendly, easy-to-operate and compatible with the existing systems/ servers.

2. It should provide facility to add and manage various Departments/ staff/ Institutes/ students/ Centers at the College level. It should be designed in a way that it will permit Kalindi College officials to update the content/pages easily and quickly using a web-based interface.

3. Role Based Access Management module should be created as part of the software to enable Kalindi College in creating different types of roles and assign the permission based on their roles.

4. Identified users to have role based access rights. Detailed project-specific information should be available only to authorized users.

5. Portal should have user identity management facility.

6. Link existing website to the newly designed MIS portal.

7. The system should be robust and scalable. It should have provision for capacity allocation and additional capacity allocation at Kalindi College user end.

8. The application should enable remote data entry and reporting without compromising security.

9. It should have Issue tracking facility to track and monitor the issues reported by various users.

10. The portal should have search functionality to query for content by keywords.

11. It should be able to integrate with email server and SMS facility to send the alerts/reminders by email and/or SMS as may be required.

12. Report Generation module should be created to enable users to view various reports based on their roles. The system should be capable of generating general and customized reports in multiple formats.

13. System should be developed based on cyber security Guidelines of Government of India with Security Audit from CERT-IN empanelled vendor. Portal should be designed in line with Guidelines for Indian Government Websites (GIGW).

14. Passwords should be stored in encrypted format. After 5 consecutive wrong attempts, the password should be reset and new password would be sent to Kalindi College authorized person through email.

15. Portal should be developed with aesthetic user interface to ensure professional look and feel.

16. It should support users to print or email pages.

17. Software/Website should be accessible on all platforms and be compatible with popular browsers such as IE, Chrome, Firefox, Safari etc. Testing to be done on all applicable platforms to ensure that portal is stable and runs fast on all.

18. Portal administration should be handled online via Administration Dashboard, through all available web browsers.

19. College Departments should be provided with the administration dashboard to manage their own online.

20. Apart from web-admin, portal will be having a family of users who would be responsible for managing content in specific areas such as Accounts section, Admin section, IQAC, NAAC users, Events/Seminars/cultural club conveners/ internship, Publications.

21. Access for registered users to be provided based on types of membership which may govern number of

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pages/content to be displayed.

22. If user is not a member of the portal then only 10 % of the content should by visible. As such users may be given/ exposed to limited

23. Audit Trail: Administrators at the College level, should have access to logs in the backend where they can view changes (for their own level of access) that have been made to the databases.

24. Scheduler for auto archival and backup of application and database to a different machine which should be capable of coming online by simply firing a script button in event of downtime of primary server.

25. Secure password protected administration console should be developed for system administration.

26. Onsite Training: Onsite training of 5 days will be provided to team officials, at Kalindi College, to train them on the overall workflow ofthe developed solution and backend administration module.

27. One year technical maintenance support and AMC post Go-Live to address and fix any technical problems within the running.

28. Latest and modern open source *web-technologies* (to make portal for any type of device) shall be used for *responsive* design.

29. *Interactive* features will be used to make the knowledge network portal attractive for all stakeholders

30. Design shall be *neutral* to make the portal available on all devices and platforms especially on *mobile* devices (using mobile web-interface and/or an app interface)

31. The bidder should also indicate a tentative annual AMC cost beyond 1 years of operation post Go-Live.

32. Support should be provided through email, telephone, remote login or visit to Kalindi College office if the situation so demands. The scope of technical support includes rectification of errors within the already developed solution and/or transferring solution from one server to another server.

33. Hardware/Software/Hosting/Bulk messages/Third Party or any other requirement for setting up the portal at Kalindi College should be conveyed to Kalindi College.

34. Any additional cost based on any additional features not listed here should be clearly indicated separately.

35. The design and facilities of the portal to be fully in compliance to the Guidelines for Indian Government Websites (GIGW) and should be based on open source software   .

2.1 FUNCTIONALITY:

A. General Functionality

1. Login facility for individual (Principal, HOD, Students, Conveners, Admin, Accounts)- Functionality required within each login module is described in Section C.
2. Admin Rights: Create Users, Define Rights, Add Courses/Subjects, Online Payment
3. Admission: Students Detail, Class Promotions, Roll No of Students enrolled, Course/ papers opted for each semester (Inter-departmental Mapping).
4. Examination form data, reports and online payment, Auto Generate Certificates, University Result excel sheet import in MIS by administration, reports to be available as per integrated results.
5. Monthly attendance System : Attendance Entry & Reports, Auto Generate Admit Card, Admit Card Status

6.   Monthly Internal Assessments System Entry & Reports, GE Attendance Status
7.   Generic Elective Form and Report
8.   SMS facility for Faculty, Staff and Students
9.   Customize as per your requirement.
10.   Alumni Module (Basic Features)
11.   Feedback Module (Basic Features)
12.   Assignments Upload Module
13.   Online Grievance Module
14.   Document Management module
15.   Accounts existing Payroll integration – so that payslips and Form 16, declaration forms to be available on the staff login .
16.   Placement/ Internships – Placement cell notices should be viewable by the students on their portal and facility for application via google form, placement cell should be mapped.
17.   Online fee payment of students : Through college bank and accounts
18.   System should be usable from home (or any place outside kalindi) to all the stakeholders based on login access rights. System should be mobile friendly.
19.   An integrated login to fetch reports/data for various nodal officers like IQAC/ARIIA/AISHE/NIRF etc.
20.   ECA/clubs tab functionality - student-teacher mapping, events, achievements, club-wise/college-wise report generation, scheduling meetings, office bearers
21.   The available features of Kalindi College accounting software/information required to be integrated with this MIS software.

B.   Key Aspects Required For System Implementation

a)   Complete web based Real Time Software
As a web based real time system, it should be able to be accessed from anywhere and anytime (on both mobile, laptop) which makes the system more reactive in nature minimizing response time.

b)   Integrated with real time Mobile SMS & Email system
Real Time Mobile SMS & Email can be sent on any action that ensures Members about completion of task.

c)   Multi user system for more security & transparency
Set user rights to a specific administrator, on the basis of user rights and multi user system, particular access can be provided to any individual/admin.

d)   Robust system being tested for Millions of records
Student Administration System Software should be tested on huge database and complex data, making the system robust and powerful.

e)   Customizable MIS reports
Several detailed reports are to be available, allowing us to oversee the progress of your entire organization. All reports in real-time basis.

f)   Module Wise reports
Several detailed reports are available, allowing you to oversee Module Wise Reports.
Attendance and Internal Assessment Monitoring & Analysis:

i. The software should be capable to provide Daily/Weekly/Monthly Analytics of attendancefor individual Class/ Course/ Department/ College.

ii. It should be possible to export the analysis generated by software in desired format
iii. The developed software should be capable of sending emails/ sms to students who fail to obtain the minimum attendance as decided by the administrative user of College at any time during the semester/year.
iv. Facility of exporting the reports into Microsoft Excel, Word
v. The reports can be readily exported in different formats which ensure easy availability of data; this data can also serve as a backup for future reference.

C.   Module wise – Detailed Specification
There are 4 main modules required in Kalindi college MIS

1.   Student Portal
2.   Faculty Portal
3.   Administration Portal
4.   Accounts Portal

TABS FOR VARIOUS PORTALS

1. STUDENT'S PORTAL

- Timetable (Hyperlink)
- Dashboard
- Faculty Connect
- Grievances Redressal Form
- Notices
- My Mentors
- Student Profile – (add / remove achievements, curricular/co-curricular/extra- curricular/other)
- My Courses
- Assignment /Study Material
- On the IA score tab - agree / disagree
- Online Fee Payment
- Placement and Internships
- Alumni
- Societies/Committees/ECA
- Student Forms (College / University)
- Feedback
- Admit Card
- Attendance Summary
- Refund of Security
- Fee Concession / Scholarships
- Student document request center,
- requisition for original certificate return/submission (combine with
- automatic certificate generation)
- **Miscellaneous**

2. FACULTY PORTAL

- Dashboard
- Timetable
- Study Material (links to be made available)
- Internal Assessment –Uploading, Analysis and Report
- Attendance Uploading (daily/weekly/monthly), Analysis and Report
- Notices
- Venue booking for events: venue availability
- Student Connect
- My Mentees
- Faculty Message, Faculty Forms
- Faculty Profile (with all achievements, FDP, Conferences, and report generation)
- Research supervision (in case college level research: mapping faculty with students undertaken)
- Leave Application (To be reflected on relevant logins)
- Leave record
- Salary slip
- pop up for events, meetings and important deadlines/ due dates.
- For TIC Login : Dashboard, Faculty Details, Audit Documents Uploading, Academic Calendar, Intra-departmental societies / committee, (society events, departmental activities /field visits, internships / reports etc), Relevant (mapped) teachers on leave
- ECA Conveners : Notices, Members Details, Documents Uploading, Event Details, Gallery, Forms, Achievements, Attendance, Change
- Committee Conveners – Placement & Internship, NSS, NCC, Sports, Others.
- Principal / TIC / Faculty : Academic Calendar, Teaching Plan, Faculty Availability, Mentors/ Mentees, Non-Performing Students, Minutes of Meeting, Faculty & Staff Achievements, Result Analysis, IA, College Events, Others
- Password,
- Logout.
- Miscellaneous

3. Administration Portal

- Dashboard
- Admission Details – Import of Data from University Portal, Analysis, Report Generation and I-Card Formation. Student Promotion, Student Withdrawals, No Dues / Clearance Forms
- Search Tools – Student Data, Faculty Data
- Monthly Attendance and Internal Assessments
- Student Data Base - Course, Subject, Category, State wise Report
- Automatic e-certificate generation
- SMS Module for staff and student
- Secured Login generation and maintenance for Students, Non-Teaching and Teaching Staff
- Define Rights to Login
- Activation and De-activation of Members
- Login reports
- Create Master, Create Departments
- Create Designations like TIC , Convener
- Create Courses/ Semester, create subject papers
- Weekly Timetable/ Assignments/ Study Materials/ Notices

- File uploading features for timetable/assignments/study materials/notices and circular
- Notices and circulars
- File uploading features for notices and circular in pdf
- Student Connect, Faculty Connect
- A separate tab for various online applications (intra as well as inter-college requirements)
- Teachers on leave (input on faculty level, output to be seen at multiple logins)
- Admin staff profile and achievements
- Event booking approvals- mapping with Teachers portal
- **Document Management Portal** (Managed by AO/SO):
  - Scanning of documents received from anyone at one level of diary/dispatch.
  - The person deputed shall scan the set of documents received from a particular employee and mention the name/unique employee code.
  - The said scanned document would be allotted a system-generated diary number and the same would be Reflected on the login of that concerned employee, diary-man, and competent authority who shall mark the said document to the concerned. The routing of document shall be displayed on login of all the concerned.
  - Thereafter the document if received in Accounts, some of the pre-designed fields would be filled by the Concerned dealing assistant and a Form for NEFT and voucher would be generated.
  - At every stage of bill passing, there shall be a field for commenting /returning /forwarding.

Further, at the time of designing the module, the specific fields shall be discussed and finalized.

All users of the system should be able to view internal assessment and attendance for various courses as per access rights given to the role of that user.

4. Accounts Portal

- Integrate existing Kalindi Payroll software with this MIS to link Kalindi payroll generated pay slips, form 16, saving declaration form etc. and other staff related documents.
- Automatic mailing facility of all such documents to respective stakeholders should be available
- to accounts at regular intervals.
- Account staff profile and achievements.
- Admission and exam fee online payment option to be made available to students.
- Amount submitted by students should be automatically divided into different subheads
- based on percentage provided.
- The variable subheads will be filled by administrative staff.
- Carried forward balance should be reflected based on heads and subheads.
- Balance left at the end of each financial year should also be available.

Management Information System (MIS) Required Features

- Student Admission Register – Number of Students or Students Details Report should be available as per all possible selected criteria
- Nominal Roll – Number of Students or Students Details Report as per Course Wise, Subject Wise, Category Wise and Gender Wise (On-Roll Students)
- Student Report - Number of Students or Students Details Report as per Course Wise, Subject Wise, Category Wise and Gender Wise or Consolidated (On-Roll or Withdrawal or both)
- Withdrawal Report - Number of Students or Students Details Report as per Course Wise, Subject Wise, Category Wise and Gender Wise or Consolidated
- Planning Unit Data Format as on date – Number of Students or Students Details Report should be available as per requirement of the office of the Section Officer (Administration) (in Delhi University Format) time to time

- IQAC Data Format as on date – Number of Students or Students Details Report should be available as per requirement of the office of the Section Officer (Administration) (in IQAC Format) time to time.
- NAAC Data Format as on date – Number of Students or Students Details Report should be available as per requirement of the office of the Section Officer (Administration) (in IQAC Format) time to time.
- Communication Report – As per sending notification or reminders to students or staff
- Monthly Attendance Status Report – Faculty entry status (Entered or Not Entered Course/ Subjects Wise)
- Internal Assessment Status Report – Faculty entry status (Entered or Not Entered Course/ Subjects Wise)
- Awards and Scholarship etc. – as per the office of the Section Officer (Administration) formats.
- E-content/ study material upload facility by faculty
- Student grievance redressal system.
- Result analysuis and certificate tools

Note :-The details are not comprehensive and may vary during implementation. Using same database, other report generation may be asked. Or variation in the module functionality as per requirements may be asked. Kalindi College will not pay any additional cost in these respects,

2.2 DELIVERABLES

1. Software Requirement and Specification (SRS) Document
2. All Design Documents including data design, architecture design, interface design and procedural design.
3. Software installed and tested in kalindi College
4. Security Audit Certificate and Load Testing of the system.
5. Source code in CD/DVD.
6. Manual document for administrator specifying addition/deletion/backup etc.
7. Five days Onsite training for users with different kinds of roles in the system
8. Online training module (including videos) for users with different kinds of roles in the system
9. User manual
10. Technical/Code manual
11. Security audit certificate from CERT-IN empanelled vendor.

<u>Part – 3</u>

3.0 Technical Pre-requisite / Eligibility Criteria, Documents in support of Eligibility.

3.1 The bidder shall be single point of contact with Kalindi College and shall be solely responsible for the execution and delivery of the work.

3.2 The bidder should be a Public Ltd. Co. / Govt. /PSU / Pvt. Ltd. Co./ Proprietary/Partnership Firm / Society registered in India.

3.3 Joint Ventures & Consortiums are not allowed to participate in the bid.

3.4 The bidder must enclosed all documents/ certificates which require as an important evidence to claim additional points, benefits, exemption, subsidy, waivers, etc in their technical bid.

3.5 The bidder should own the complete source code of the software developed for Kalindi College MIS customized as per the requirements of the Kalindi College.

3.6 The contract shall be on "End to End outsource basis" and the bidder should have all relevant resources and logistics available to execute the work.

3.7 The organization should follow defined Software Change Management processes to manage changes in the software. Such a process would include Change Request Management, Impact Analysis, Change Approval, Change Implementation, Version Control, Version labeling, Testing, QA Certification and Deployment into production.

3.8 The organization should have an in-house quality assurance and product testing team with a robust quality management processes that are followed to test and certify the system used to conduct the test. The organization should maintain documented test cases and maintain evidence of successful test execution covering all test cases. Rigorous testing must be done for major as well as minor and patch releases.

3.9 Testing of the developed software should not be limited to system features and functionality. The developed system must be tested for performance, Security, Usability, High-Availability, Business Continuity, and Disaster Recovery.

3.10 The organization should design and implement a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to cyber attacks. Comprehensive testing of source code, software binaries, and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the test. The organization should provide a security audit certificate from one of the CERT-IN empanelled vendors.

3.11 The bidder should have an established set up in India and Development / Support Center in Delhi / NCR.

3.12 The bidder must have a valid website.

3.13 The bidder must have completed at least 5 years of operation in the field of web application/ software development.

3.14 The bidder should have successfully executed at least three projects of similar nature (cloud and web based application/cloud based software development) in the past five years, out of which at least one project of similar nature in a University/ College (preferably Government).

3.15 The Technical / MIS committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution.

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Documents required in to be submitted along with Technical e-bid.

Note: *Compliance with the minimum eligibility criteria should be indicated item-wise in a separate sheet as per the following table with the page number of the supporting document*

- Kalindi College reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of below mentioned parts of eligibilitycriteria.

Table – A

S.No	Eligibility Criteria	Compliance (Yes/No)	Reference of Enclosed Proof with page number
1.	The bidder must have a valid website. A printout of homepage of the website has to be submitted along with valid web address.		
2.	The bidder should have successfully executed **at least three projects** of similar nature in the past five years, out of which at least one project of similar nature in a University/ College (preferably Government). Attach Self-attested copies of work order and their respective project completion certificates issued by clients		
3.	Self-attested copies of work order issued by current clients.		
4.	Letter of Transmittal (as per Annexure –A)		
5.	Tender Acceptance Letter (as per Annexure – B)		
6.	Copy of Certification of Incorporation, Memorandum and Articles of Association / Partnership Deed. Copy of Service Tax registration certificate and PAN. Contact detailsof the registered office and Branch Office in Delhi / NCR to be submitted (as per Annexure - C).		
7.	Attested copy of Audited balance sheet for last 3 years (Annexure-D)		
8.	Break up criteria for Technical Evaluation (Annexure – E)		
9.	Technical Bid form (Annexure – F).		
10.	Financial Bid Undertaking (Annexure – G).		
11.	Financial Bid form ((Annexure – H).		
12.	Security audit certificate from one of the CERT-IN empanelled vendors.		
13.	EMD (Scanned Copy).		
14.	Letter of authorization in favor of the person to sign this tender and represent his/hercompany for this contract.		
15.	List of technical staff members currently on rolls of the bidder		
16.	Bio-data of Project Manager and Technical Manpower to be deployed under this project with their qualification and experience.		
17.	Contact details of the registered office and Branch Office in Delhi / NCR.		

(All the above document are to be submitted online only , except for EMD DD of Rs. 15,000/- in favour of "Principal Kalindi college has to be submitted offline)

Part - 4

4.0 Bid Submission:

4.1 "Technical Bid" shall comprise of all documents as per Part-3 filled in Table- A (with Proofs attached in order), and Annexure 'E & F' forms.

4.2 Financial Bid shall comprise of the financial bids of the work/items (Annexure G and H).

4.3 Conditional tenders will not be accepted.

4.5 Bidder are advised to follow the instructions provided in the „Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app".

4.6 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4.7 Bidder who has downloaded the tender from the University website www.du.ac.in or Central Public Procurement Portal (CPPP) https://eprocure.gov.in/eprocure/app, shall not tamper/modify the tender form including downloaded financial bid template in any manner. **In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Kalindi College, University of Delhi.**

4.8 <u>Validity of Tender</u> – SIXTY DAYS from the date of opening of tender. During the period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.

4.9 Bids shall be submitted online only at CPP portal: https://eprocure.gov.in/eprocure/app.

4.10 <u>Non Transferable Bid:</u> Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.

4.11 <u>Deviation:</u> The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original tender documents. If the bidder has any observations, the same may be indicated in his forwarding letter along with the bid. Bidders are advised not to make any corrections, additions or alterations in the original tender documents. If this condition is not complied with, tender is liable to be rejected.

4.12 Cancellation of Contract

The Kalindi College reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the Kalindi College, University of Delhi on the following circumstances:

i) The selected bidder commits a breach of any of the terms and conditions of the bid/contract.

ii) The bidder goes into liquidation voluntarily or otherwise.

iii) The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.

iv) If deductions on account of penalties exceeds more than 10% of the total contract price.

v) After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Kalindi College reserves the right to get the balance contract executed by another party of its choice by giving one month"s notice for the same.

vi) Kalindi College reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.

Part - 5

5.0 Opening of Financial bid and evaluation:

5.1   The bids, which are determined as substantially responsive, shall be evaluated by the Kalindi College for technical compliance and then price aspects. The bidder must submit all necessary authentic data with necessary supporting certificates of the various items of technical evaluation criteria and Elligibility criteria as per part-3 of this Tender Document, failing which his tender is liable to be rejected.

Technical Evaluation: Bidders will be evaluated on the basis of "Eligibility Criteria" (part 3) and will be technically evaluated as per Annexure-E & F, and those who qualify will only beconsidered for opening of financial bids. After, the Technical evaluation of the bids, the Kalindi College will open the "Financial Bids", of all the technical eligible bidders, for which dates will be intimidated to successful technical bidder later. Contract may be awarded even if only one bidder qualifies technical/commercial offer. However, Kalindi College reserves the right to takeappropriate decisions in such case and shall not be binding on the Kalindi College to award the contract.

5.2   Financial Bid includes:

Financial Bid undertaking and Financial Bid form(Annexure-G & H)

5.3   The rates quoted in schedule task/quantity/work are for finished and completed product/items/works and no extra amount for carting or transporting material, labour, installation etc. shall be paid unless specifically so mentioned or provided for in tender. The rates should be inclusive of all leads and lifts for all materials in the completed items and also include all taxes, duties, royalties etc. including Work Contract Tax, labour cess, ESI, EPF etc. as applicable. No extra payment on this account will be made.

5.4   Terms of price shall be in Indian rupees (INR) inclusive of duties, taxes, levies.

5.5   The Kalindi College reserves the right to negotiate the offer submitted by the bidder to withdraw certain conditions or to bring down the rates to a reasonable level. The bidder must note that during negotiations of rates of items can only be reduced and not increased by the bidder. In case the bidder introduces any new condition or increases rates of any item, his negotiated offer is liable to be rejected and the original offer shall remain valid and binding on him.

Part - 6

6.0 Earnest Money Deposit:

6.1   Tender/s with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned on submission of performance Bank Guarantee.

6.2   In the case of unsuccessful bidder/s, the Earnest Money Deposit will be refunded without any interest after the award of the contract.

Part - 7

7.0   Final decision making authority

The Kalindi College reserves the right to accept or reject any bid and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/ paid by the Kalindi College to the bidder(s).

Part - 8

8.0 Summary Rejection of tender:

The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

Part – 9

9.0 Amendment of tender document:

9.1   Before the deadline for submission of tender, the Kalindi College may modify the tender by issuing addendum/corrigendum.

9.2   Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the Kalindi College website (www.kalindi.du.ac.in) and CPP portal [https://eprocure.gov.in /eprocure /app](https://eprocure.gov.in/eprocure/app)   and Delhi University website www.du.ac.in   Prospective bidders must visit the website before filling and submission of Tender Document for such information.

Part – 10

10.0 Arbitration and Settlement of Disputes:

10.1   Kalindi College and the bidder shall make every effort to resolve any difference or dispute

arising between them under or in connection with the Kalindi College purchase order, amicably by direct informal negotiation.

10.2   If after thirty (30) days from the commencement of such informal negotiations, Kalindi College and the bidder have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:

10.3   Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall binding on the parties.

10.4   The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the bidder is specifically directed by Kalindi College to desist from working in this behalf. The arbitrator should be appointed by kalindi College.

10.5   The venue of arbitration shall be Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India.

10.6   It is also a term of contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date, s/he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

Part - 11

11.0 Taxes & Duties

11.1 Income tax, Works Contract Tax and any other tax at the rates in force from time to time shall be applicable.

11.2 Sales Tax, purchase Tax, turnover tax or any other tax on material in respect of this contract shall be payable by the bidder and Kalindi College will not entertain any claimwhatsoever in respect of the same.

11.3 The amount of taxes and duties (as applicable) should be quoted separately and clearly. The terms such as "taxes and duties as applicable" or "at actuals" should not be mentioned in the bid. In the event of any increase in taxes/duties, the extra liability on account of these taxes shall be borne by the Kalindi College. Similarly in the event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to the Kalindi College.

Part – 12

12.0   Payment Terms

Payment will be made by Kalindi College in Indian Rupees through RTGS/NEFT etc. to the supplier after the complete supply (of each milestone) , as mentioned in the purchase order, is made and accepted by the kalindi College. Each invoice should be submitted in duplicate clearly specifying contract no, goods description, quantity, unit price, total amount along with warranty certificate, etc. No advance payment will be made under any circumstances.

12.1   Liquidated Damages/Delay and Non Conformance

If the bidder fails to carry out the work as per schedule with in the period specified in the Work/Purchase Order, Kalindi College shall without prejudice to its other remedies under the Work/Purchase Order, deduct from the contract price, as liquidated damages, a sum for delay until actual delivery. The penalties will be maximum of 10% of the contract amount/awarded value (Refer section 15). In case of delay beyond 10 weeks of stipulated delivery period, Kalindi College reserves the right to terminate the contract without any liability to cancellation charges.

The bidder will keep Kalindi College informed of various stages of deliveries and installations

Part - 13

13.0 Force Majeure

(i)   Notwithstanding the provisions of tender, the Successful Bidder shall not be liable for forfeiture of its performance security, Penalties or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

(ii) For purpose of this clause, "Force majeure" means an event beyond the control of the

Successful Bidder and not involving the Successful Bidder"s fault or negligence and notforeseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by Kalindi College and its decision shall be final and binding on the Successful Bidder and all other concerned.

(iii) In the event that the Successful Bidder is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond six months, Kalindi College has the right to terminate the contract in which case, the contractual guaranteesand warrantees shall be refunded to him.

(iv) If a force majeure situation arises, the Successful Bidder shall notify Kalindi College in writing promptly, not later than 14 days from the date such situation arises. The Successful Bidder shall notify Kalindi College not later than 3 days of cessation of force majeure conditions. After examining the cases, Kalindi College shall decide and grant suitable additional time for the completion of the Work, if required.

13.1 Termination for Insolvency

Kalindi College may at any time terminate the Contract by giving written notice to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Kalindi College.

13.2 Termination for Convenience

Kalindi College, by written notice sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for DU's

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

Part - 14

14.0 General Information:

i. All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". **The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.**

ii. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be signed, stamped, numbered along with Index. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal and tender acceptance letter.

iii. The bidder may furnish any additional information which is necessary to establish the capabilities to successfully complete the envisaged work. The bidder, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the Kalindi College.

iv. Any information furnished by the bidder found to be incorrect/misleading/false representation or deliberately suppressed either immediately or at a later date, would render the bidder liable to be prohibited from tendering/taking up of any work in Kalindi College.

v. If the bidder obtains a contract with Kalindi College as a result of wrong tendering or other non-bonafide methods of competitive tendering, the Kalindi College reserves the right to terminate the contract without any liability to the bidder.

vi. Without prejudice to any of the rights or remedies under this contract if the bidder dies, the Kalindi College shall have the option of terminating the contract without compensation to the legal heir of the bidder.

vii. Escalation: Increase in rates of material/Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.

viii. The Kalindi College reserves the right, without being liable for any damages or obligation to inform the bidder, to:

a) Amend the scope and value of contract to the bidder,

b) Reject any or all the applications without assigning any reason.

ix. Any effort on the part of the bidder or his agent to exercise influence or to pressurize the Kalindi College would result in rejection of his bid. Canvassing of any kind is prohibited.

14.1 Inspections

Inspection of Works and Services: Kalindi College or its representative shall have the right to inspect the works of the Successful Bidder to confirm their conformity to the Contract specifications at no extra cost to Kalindi College. Kalindi College may send a representative / group of representatives to the Successful Bidder premises for inspection of their works.

14.2 Delivery

Delivery of the Works shall be made by the Successful Bidder in accordance with the requirement raised by Kalindi College.

14.3   Contract Amendments

No variation in or modification of the terms of the Contract shall be accepted except by amendment issued by Kalindi College.

14.4   Time of completion

The Work covered by this Contract shall be completed as mentioned in this document. Kalindi College may also issue instructions to the Successful Bidder on time to time which shall also be complied.

<div align="center">

Part 15.

</div>

15.0 Project Duration

Duration proposed for the project is **6 Months** from the award of the project by Kalindi College and one year support post Go-Live. The proposed mile stones are:

- Milestone 1 - Portal design consisting of information architecture, visual design, usability and other related items – **45 Days from award of the project**

- Milestone 2 — Portal development consisting of creation of HTML pages, scripts, databases, CMS development etc.– **130 Days from award of the project**

- Milestone 3 – Portal Testing ensuring the functionality and compatibility
    – 150 Days from award of the project

- Milestone 4 - Hosted portal, source code, user manuals, training - **180 Days from award of the project**

15.1   Payment Structure

Milestone	Payment (% of Sub Total Cost „A" as per Financial Proposal in Format-3)
Milestone 1	20
Milestone 2	25
Milestone 3	30
Milestone 4	25

Payment after Go-live (Sub Total Cost „B" as per Financial Proposal in Format-3) will be paid quarterly. Payment will be released only on submission of Invoice/Bill duly completed in all respect.

15.2   Penalties

If the vendor fails to complete in full, all delivery and implementation according to the project schedule, Kalindi College reserves the right to recover penalty @ 1.0% of the values given for the contract value for each complete week or part thereof, for delay up to a maximum of 10% of value of contract price. Thereafter, Kalindi College will have the right to terminate the contract in case of delay beyond 10 weeks and would have the option to execute the project from market at vendor"s risk and cost.

Kalindi College would deduct from the amount due for payment to the vendor, the amount charged as penalty. If the amount of such penalty exceeds the payments due to the vendor, the vendor shall within 15 days make the full payment to Kalindi College.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

(i)   Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.

(ii)   As part of the enrolment process, the bidders will be required to choose a unique usernameand assign a password for their accounts.

(iii)   Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

(iv)   Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

(v)   Only one valid DSC should be registered by a bidder. Please note that the bidders areresponsible to ensure that they do not lend their DSC"s to others which may lead to misuse.

(vi)   Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1)   There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2)   Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mailin case there is any corrigendum issued to the tender document.

3)   The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

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3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or „"Other Important Documents"" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload thebid in time i.e. on or before the bid submission time. Bidder will be responsible for any delaydue to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicatedin the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and completethe white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, openingof bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will bedisplayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

INFORMATION REGARDING

TECHNICAL ELIGIBILITY

(Annexure - A to H)

Annexure – A

LETTER OF TRANSMITTAL

(To be given on Company Letter Head)
From:

_____

_____

To

The Principal
Kalindi College University of Delhi
East Patel Nagar
New- Delhi-110008

Sub: Design, Development and Implementation of Kalindi College Management Information System

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statements made and information supplied in the enclosed annexures/forms accompanying statement are true and correct.

2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

Signature(s) of Bidder(s) with seal

Annexure – B

<u>TENDER ACCEPTANCE LETTER</u>
(To be given on Company Letter Head)

Date:

To,

_____

_____

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

_____

_____

_____

Dear Sir,

1.   I/ We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work‟ from the web site(s) namely:

_____

_____

as per your advertisement, given in the above mentioned website(s).

2.   I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No._____to_____(including all documents like annexure(s), schedule(s), etc), whichform part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3.   The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4.   I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5.   I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6.   I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,(Signature of the Bidder, with Official Seal)

Annexure-C

BIDDER PROFILE (on company's letter head)

1. Name and Address of the bidder

2. Telephone no./Fax no.

3. Email Address

4. Legal status of the bidder (attach copies of original documents defining the legal status)
- A proprietary firm
- A firm in partnership
- A limited company or corporation
- Any other relevant document

5. Particulars of registration with various Government Bodies

6. Year of existence in this field

7. Income Tax Registration, Service Tax Registration, VAT Registration, G S T N o , Company Registration(Attach Copies)

Signature(s) of Bidder(s) with seal

Annexure-D

(on company's letter head)

Strength of Firm
FINANCIAL INFORMATION

1) **Financial Analysis –** Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

Item	2017-18	2018-19	2019-20
Annual turnover			

Signature(s) of Bidder(s) with seal

To be certified by chartered accountant

**Note : Technical Bid" shall comprise of all documents as per Part-3 filled in Table A (with Proofs attached in order), and Annexure E & F forms.

<u>**Break up criteria for Technical Evaluation**</u>

Technical Evaluation:

Bidders will be evaluated on the basis of Minimum Eligibility Criteria" and the criteria for evaluation of Technical Bids will be as given below. Qualifying score will be **50 marks**:

S.No	Description	Points
1	Candidates experience -Expertise in web designing and development of similar projects – minimum value of each project is equal to 10 points and maximum points is equal to 30 points (attach Proof)	30 Points
2	List of clients you are working with currently (two points for each client and maximum upto 10 points) (attach Proof)	10 Points
3	Experience of the company (per year experience value is 2 points and maximum value is 10 points) (attach Proof)	10 Points
4	Educational Institute MIS/ERP undertaken and completed in Delhi University/Delhi University College (attach Proof and Project completion +recommendation letter)- Max1-10 marks	10 points
5	**Technical Manpower currently on Rolls** | Technical Manpower ≥ 2	**5**
Technical Manpower ≥ 4	**10**
Technical Manpower ≥ 6	**15**
Technical Manpower ≥ 8	**20** | (attach proof)	20 Points

Note : Companies whose technical bid meets the minimum qualification criteria of 50 marks will qualify for Presentation for 20 Marks and Financial bids opening, and will be opened subsequently.

Annexure :F

Technical Bid

For creating, designing, developing, commissioning and maintaining of a web based Exhibition /Fair management System(EMS) for National Book Trust, India (referred as Trust).

	Name of the Company	
2.	A. Address of Office (with Tel. No., fax no. & e-mail address)-	
	B. Office address in Delhi/NCR	
3.	Contact Person	
	(a) Registration Number	
	(b) PAN Number	
	(c) Service Tax No./ Tin No/GST No	
4.	Details of EMD Deposited	

Demand Draft / PO Number/ Transaction No	Name of Bank	Amount (in Rs)	Date

5. Confirm the following enclosures along with this format:
 a) Self-attested copy of the proof of Registered office and a office in Delhi/NCR
 b) Self-attested copy of Pan card and service tax proof and GST no.
 c) Documents attached showing details of Technical Manpower.
 d) Bio-data of Project Manager and Technical Manpower to be deployed under this project with their qualification and experience.
 e) Document in support of years of experience (atleast 3 years) in Software Development Life Cycle (SDLC) and development of web based interactive websites and associated work relatingthereto.
 f) EMD Proof.
 g) Letter of undertaking regarding acceptance of all the terms and conditions of this tender document.
 h) Proofs in respect of Pts 1 to Pts-5 in mentioned in Annexure E -Table 1.1 above (as per section 3 List)

<div align="center">Declaration</div>

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the Trust in future. I also certify that the period of validity of this Bid is 60 days from the date of opening of the Financial Bid.

(Signature of authorized signatory)

Note: The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc before submitting his bid.

Annexure-G

<u>FINANCIAL BID UNDERTAKING</u>

From : (Full name and address of the Bidder_ _____

To,

     _____

     _____

     _____

     _____

Dear Sir/Madam,

1.   I submit the financial bid for____and related activities as envisaged in the Bid document.

2.   I have thoroughly examined and understood all the terms and conditions as containedin the Bid document, and agree to abide by them.

3.   I offer to work at the rates as indicated in the financial bid.

Yours Faithfully,

Signature of authorized
Representative

Annexure H

(on company's letter head)

Bid Reference No. Gen

KALINDI COLLEGE
UNIVERSITY OF DELHI – 110008
www.kalindi.du.ac.in

FINANCIAL BID

Design, Development and Implementation of Kalindi College Management Information System

S. No.	Description	Amount in Rs.(all inclusive)
1	Design, Development, Implementation, Security audit, domain name registration, hosting, Go-Live and Maintenance support for one year post Go-Live for Kalindi College Management Information System.	
2	Service Tax/GST, if any	
	VAT if any	
	Sub Total Tax	
	Total (1+2)	
L1 will be decided based on S.No. 1 & 2 above		

The following should also be indicated.

S. No.	Description	Amount in Rs.(all inclusive)
1	3rd Year AMC cost	
2	4th Year AMC cost	
3	5th Year AMC cost	
4	6th year onwards AMC cost	
4	Hardware/Software/Hosting cloud space/bulk sms or any 3rdparty cost requirement for setting up the portal at Kalindi College along with cost/ licensing cost.	
5	Any additional cost based on any additional features not listed inthe document	

Authorized Signatory
Name
Designation
Name of the Company
Address

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CHECK LIST

S.No.	Description	Page No.	Remarks, if any(Yes/No)
1	Each page should be numbered. Index should be placed with covering letter		
2	Annexure – A		
3	Annexure – B		
4	Annexure – C		
5	Annexure – D		
6	Annexure – E		
	Annexure – F		
	Annexure – G		
	Annexure – H		
7	EMD		
8	Letter of Authorization		
9	*Compliance with the minimum eligibility Filled in format of Table A -Section 3 .*		
10	Proofs in order of sr. no as filled in Table A – Section 3		