

Request for Proposal for Implementation of Commercial Off-The-Shelf Enterprise Resource Planning System

for



Walchand College of Engineering

A/P: Vishrambag, Sangli - 416 415

Disclaimer

This document contains confidential information on Walchand College of Engineering (WCE which is provided for the sole purpose of permitting the bidder to make a proposal. In consideration of receipt of this document, the bidder agrees to maintain such information confidential and to not reproduce or otherwise disclose this information to any person outside the group directly responsible for evaluation of its contents, except that there is no obligation to maintain the confidentiality of any information which was known to the bidder prior to receipt of such information from WCE or becomes publicly known through no fault of bidder, from WCE or is received without obligation of confidentiality from a third party owing no obligation of confidentiality to WCE.

This RFP is neither an agreement nor an offer and is only an invitation by WCE to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of WCE with respect to the solution requested, this RFP does not claim to include all the information each bidder may require. Each Bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where ever necessary obtain independent advice. WCE makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. WCE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

Key Activities and Dates

S. No.	Key Activities	Date
1.	Issue of Request for Proposal (RFP)	15-06-2019
2.	Prebid meeting @ Conference Hall, FF, Main Building, WCE,	21-06-2019/3.00 PM
3.	Last Date/Time for submission of bids	29-06-2019/3.00 PM
4.	Technical Bid Opening Date/Time	2-07-2019/4.00 PM
5.	Technical Presentations by Short listed Bidder	To be Notified
6.	Commercial Bid Opening of Technically qualified bids	To be Notified

About the Institute

Walchand College of Engineering is situated midway between Sangli and Miraj cities at Vishrambag, Sangli. The WCE campus is located on about 90 acres of land on southern side of Sangli – Miraj road.

Walchand College of Engineering is a premier institution, which became autonomous in 2007. Presently, WCE offers 04 Diploma, 06 B. Tech. and 10 M. Tech. degree programs, with approximately 850 student intake every year. It also has Ph. D. programs in engineering. It has over 3000 students, about 200 teaching staff and about 200 support staff. Over 1100 students reside in the Campus hostels. The college has a state-of-the-art Central Library and a large number of laboratories to support high quality academic programs in various disciplines of engineering and technology. WCE is affiliated to Shivaji University Kolhapur and receives grant-in-aid from the state government.

Need for ERP

To meet the current challenges for sustaining competitiveness in the market as well as to move towards excellence in governance with less paperwork and enhance efficiency of the people and processes, there is a need for WCE to undertake an ERP implementation. This exercise will enable WCE to streamline and standardize processes across the organization.

Some of the key benefits/objectives envisaged are:

- Single version of information to all the stakeholders from common database.
- Information available seamlessly and on-demand without manual intervention.
- Automate and Integrate WCE activities and operational processes.
- Online consolidation of various business processes like accounts, administration and academic courses' processes and few other business processes
- Online reconciliations of various information (projects, financials etc.)
- Real Time and end-to-end visibility of information on multiple dimensions (projects, financials, inventory, customer, vendor database etc.) across the institute.
- Online Collaboration from scheduling to faculty feedback.
- Online availability of real time data to improve operational efficiency.
- Consolidation of data and availability of IS.

- Integration and sharing of data between operations, organizational entities by seamless user connectivity.
- Changeover from manual disparate legacy systems to multi-functional ERP.
- Maintenance of single accounting structure across the institute.
- Consolidation of financial statements of all departments / locations at a single point.
- To put requisite checks and balances in place.
- Streamlining and automating various HR functions/activities.
- Automate all HR and Payroll related activities on a centralized HR and Payroll database on a single application with a seamless integration.
- To facilitate e-learning for students
- Ability to connect with the various digital processes of the government like digitization, digital records repository, etc.

The bidder would, as part of the RFP, need to study the current processes and the needs of the various departments while proposing the integrated solution.

Broad Scope of work

List of Proposed and intended modules by WCE but not limited to

1. Admission Management

1.1 Application Management

This module shall manage receipt and processing of online applications, and enable approval and rejection of applications and includes filling, submission, scrutiny, verification, approval or rejection of online application. It shall capture relevant questions and details that an aspirant needs to answer and provide as part of the requirements of the institutions. It should also include option of online payment gateways for any fees/registration payment.

1.2 Counseling Management

This module shall support centralized online counseling along with Live Counseling Display. Live display shall include details of seat vacancies that are updated on real-time basis based on the seats that get filled during counseling. Scrolling shall be enabled on screens so that it is continuous display of available seats. This module shall also support merit list generation, SMS and e-mail communication of call letters to applicants, seat allotment.

1.3 Admission Process

The admission module shall manage key admission activities such as processing of applicants through various admission stages including registration (class/course) and wing (Diploma/Degree/PG and PhD) wise and admission fees payments, cancellation, refund, allotment of registration/ roll numbers generation and printing of admission letters and student identity cards. It also should be capable to generate reports on the basis of faculty, student, gender, caste and fees.

2. Academics Module

In general this module should satisfy requirements of academics such as academic structure in the college, details of academic bodies (Academic council, Academic standing committee, Board of Studies, Departmental Advisory Board, Programme Academic and Evaluation Committee, Departmental Post-Graduate Committee etc), Minutes of Meeting, Creation and availability of academic calendar, programme creation and batch-wise programme details (curriculum structure, course syllabus), Rules and Regulations and their updates, course management (course creation, lesson/course delivery plan, dissemination of course material, facility for assignment submissions and conduct of quiz/tests), attendance management (recording, auto-message facility to students and parents), Class conduct reports, academic audits, Student feedback and analysis, Action taken reports by authorities, integration with IONCUDOS, and Moodle, facility for interactive, collaborative and comprehensive learning environment. It should also provide a private social collaboration framework to various stakeholders of the institute. It should be a comprehensive learning management system. Some specific requirements are listed as follows but not limited to and further requirements could be refined at the time of SRS preparation.

2.1 Student Data Management

The student management module shall help the institutions to maintain the student records of all the students admitted into affiliated institutions and make these details available to students, parents and other stakeholders. It shall have a provision to keep a record of the basic, academic and personal details of the students, their 360 degree view of academic performance and all institute interactions, ability to upload student academic and extracurricular documents. The module must allow record creation, and report generation according to their appearance for GATE/ CAT and similar competitive examinations.

2.2 Student Timetable and Attendance Management

This module shall help in creating and managing timetables, and marking student attendance. It should have provision for automatic generation of timetable based on rules, daily and weekly view of timetable, Biometric integration to capture student attendance Self service capabilities for students to see the timetable, their attendance as per their selected time table.

2.3 Student Leave Management

This module shall have provision for students to apply for leave; view the approval or reject the request status and leave history through Self Service. The leave workflow shall be configurable based on institute needs. While applying for leave, the student shall be able to view the sessions that he/she will be missing, on the academic timetable.

2.4 Student Discipline Management

This module shall support for efficient management of the Discipline related incidents. Support needed for generation of Warning/Action letter, applying disciplinary action such as restricting access to Library and/or Hostel, applying fine. The registered users should be able to view log of disciplinary measures semester, program, and year wise.

2.5 Student Feedback Management

This module shall provide configurable capability to custom create student feedback templates. It shall help in configuring and capturing responses of students, faculty, employees and other stakeholders of the Institutes. It should have support for analysing feedback responses and action taken.

2.6 Letter Management

This module shall help in designing any letter formats needed in the life cycle of a student. e.g student letters such as bonafide certificate, migration certificate, leaving certificate, administrative letters, ID cards, as required by the institute. There should be provision for students to apply for a letter and admin to approve or reject the request.

2.7 Student Self Service

This module shall provide a configurable capability to provide all the relevant student information in one place. Student shall be able to view information and also place a request like request for duplicate ID Card, No dues, LoR etc.

3. Exam and Grading Management

The Examination and Grading module shall have provision to plan, administer, evaluate and generate the results of students. It shall have support for various types of grading methods to cater the needs of every educational institution. It should be possible to manage entire examination cycle from exam roll number/enrolment number generation, registration and enrolment, till mark sheet /reports card generation.

There shall be provision to;

- Define Exams and Configure Exam Pattern: Based on institute's specific needs, the exam structure should be completely configurable, in a hierarchical manner.
- Configure various exam related rules: Different rules regarding processing and adjustment of marks like rules for Grace Marks, Normalization, Eligibility, and Absence.
- Define Grade and Configure Grading Scheme: Shall support quantitative and qualitative grading schemes
- Copy Coding: Support for copy coding of answer sheets
- Exam Enrolment: Provision for students to register for an exam
- Faculty Authorization for Marks Capturing: Support to ensure only authorized faculty can capture the marks
- Student Score/Grade capturing: Capturing the score for batches, session wise and class wise. Support for bulk upload is needed. Provision needed to edit the captured score.
- Processing Scores: Support to process the captured marks to arrive at the grade based on the grading scheme.
- Customizable Report Card: Ability to create a custom report card

- Managing Student Promotion: Provision to promote or demote a student. Backlog creation to be supported in case a student fails to get the minimum grade.
- Publishing results: Declare results based on score. Students shall be able to see the score in their self service module.

4. Digital Evaluation

This module should provide an effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totaling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/ questions should be taken care by the system. Additionally, the system should have the option for “review” by an assigned supervisor in cases of conflict. It should also support, Generation of different Exam Time Tables, Seating arrangement for examinations, Exam Hall Ticket generation, Biometric attendance for student authentication/verification at the time of Exam, Invigilation report as per seating arrangement/blocks, Invigilation duty order along with alternative arrangement form Question paper setting template along with CO PO analysis, Paper setting, Assessment, POE/OE/DP/Revaluation office orders(Internal/External examiners), Billing system for Invigilators, Paper setter, Evaluator for TH/ POE/OE/DP/Revaluation for Internal/External examiners/Experts/Lab Assistants, Ledger and provision for Provisional passing certificate, Rank Certificate, Percentage equivalence certificate, Provision for answer sheet photocopy and revaluation process, Provision of generation of different warning notes in case of Malpractice/lapses in the examinations; Provision to provide different types of statistical result analysis to different departments including TEQIP in view of NBA visit and different audits.

5. Fees/ Scholarship/ Stipend Management

The module shall cater all types of fees to be paid by the students to the institute, and assist Scholarship and fee concession / stipend management throughout the program duration.

This module must be able to generate automatic notifications/reminders etc. and shall have provisions to automatically send them to students and parents through automated emails, and SMS. Also, it must be fully integrated with accounts management system of the institute.

6. Hostel and quarter Management

This module shall support in managing hostel resources, processing hostel requests for students and faculties, tracking student activity, managing resources and rooms within the hostel block(s), management of fees and various charges/fines incurred by students, marking hostel attendance, and maintaining a gate register. The module will also support managing quarter allotment for faculty and non-faculty.

7. Transport Management

This module shall support use the predefined transport infrastructure and other resources as per college/ government norms in the most effective way possible. The registered user will be able to avail logical transportation means taking into account the requirements such as travel to attend the meeting, delivery or pick up of goods, industrial visit, or for availing simply driver for own/ college vehicle. It should be fully integrated with accounts management system of the institute to process claims against travel and transport.

8. Library Management

This module shall support in managing the various resources in a library, and maintaining the catalogue of items, processing issues and returns, booking and prioritization, binding, and other vendor interactions and management & collection of late fee and damages from students or faculty.

9. Faculty and Non Faculty Management and Payroll

9.1 Faculty and Non Faculty Management

This module shall support complete faculty and non-faculty life cycle management, from recruitment to separation, including career development of employees through promotions, appraisals and tracks the parameters such as induction, leave, attendance, loans, qualification, claims, project research and consultancy (for faculty) training records.

This module shall supports;

- Recruitment and Employee Maintenance: Complete recruitment process, with ability for candidate to apply online.
- Leave and Attendance: Capture of attendance through bio-metric or direct attendance upload.
- Employee Benefits: Provision to define claim, advance and loan, promotion dates and dues.
- Training: Provision to prepare training courses, training calendars and plans, faculty details, training budget details, capture training attendance, employees feedback about training, maintain training history.
- Performance Appraisal and Promotion: Performance appraisal of employees. Support for defining goal measures (KRA), competency master, and performance planning cycle.
- Work-list: Ability to show all employee actions in one place. This can be approval step for any request, or checking of any of self-raised request.
- Biometric Integration: Should support recording of employee attendance with biometric systems and integrated with leave module so that attendance can be calculated automatically.

Service book, personal file , PAD management and annual report preparation.

360 degree feedback as required in 7th CPC.

9.2 Payroll Processing

This module shall provide complete payroll processing support, ability to define payments and deductions, Generate salary slips and mail to employees, Generation of eTDS text file to submit online income tax returns, Support for Income Tax, Form-16, Investment declaration, arrears calculations . It should be integrated with Faculty and Non Faculty Management module and Finance and Accounting module to take employee attendance to compute payroll.

10. Finance and Accounting

This module should support all the Finance and Accounting needs of an institute - general ledger accounting, accounts payable, accounts receivable, taxation, fixed assets, creation and approval of vouchers and invoices. It shall also provide support for various reports related to taxation, ledgers and transactions done.

It shall support

- Creation of Chart of Accounts, Opening vouchers for General Ledger (GL), Accounts Payable (AP),

Accounts Receivable (AR) and ledger wise user access control.

- Provision for creation of Journal Vouchers, creation of Purchase Vouchers, Expense Vouchers, Payment Vouchers, and Receipt Vouchers, Creation of Debit and Credit Notes, viewing sales invoices, carrying out inter unit transactions, and clearing customer balances
- Taxation and Budget: Support for different type of taxes, tax registers, creation and modification of the budgets and to control of operations. TDS Register, and Goods and Service Tax Registers, etc., Provision for creating a Budget and tracking it, and comparing same with actual expenses.

11. Procurement and Inventory Management

This module shall support complete procure to pay cycle and also helps in managing and monitoring inventory across the organization. This shall provide support for managing vendor quotations, automatic generation of purchase request when item inventory goes below the minimum stock.

This shall supports;

- Procurement: Raising purchase requisition, Quotation creation and approval. Purchase Order creation and approval.
- Inventory – Support for automated inventory management. Goods Receipt Note (GRN), unplanned/cash purchases, indent raising, dispatch of items, stock adjustments.
- E-Tendering

12. Events Management

This module shall support various events /club service and special event management organized by student's organizations, faculty, department and institute. It will satisfy Coordinators and volunteers / staff adviser registration, fees collection, auto update on student/staff/faculty dashboard as per registration, cancellation etc., Certificate generation and event related report generation.

13. Meeting Management

This module shall support organizing meeting management groups (departmental level/institute level other groups), Meeting schedule, and SMS/e-mail notification, Agenda circulation, Discussions and minutes of meeting and managing all relevant documents.

14. TPO activity management

This module shall support Campus placement activity scheduling, Registration and allotment of slots to companies, Student registration for placement activity, Reports for recruited and non-recruited students, placement analysis, Industry – student –faculty feedback system for placement activity, get SMS/e-mail updates about Training and Placement schedules, interviews and selection procedures

15. Document Inward/outward management

The module shall support generation of Unique ID for every inward/outward document, Scanning and forwarding to concern faculty/section/dept. Remark on opened document, recording and file creation, define and track movement path for document and closure of action on file.

16. Document Repository management

The module shall support creating a repository of important documents at

institute/department/ section level as per requirement of NBA, NAAC, TEQIP and annual report generation with user access control facility.

17. Housekeeping and maintenance management

The module shall support generation of unique number for every requirement for housekeeping, electrical and civil maintenance in the campus, recording action taken, and automated feedback through SMS/ Email.

Bidding Terms and Conditions

Request for Proposal

This “Request for proposal” is for Design, Development, Configuration & implementation of Cloud based Enterprise Resource Planning System for WCE. Sealed offers prepared in accordance with the procedures enumerated in this document should be submitted to WCE on or before 29th June 2019, 3 pm.

Due Diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this document. The bid should be precise, complete and in the prescribed format as per the requirement laid out herein. Failure to furnish all information required by this RFP or submission of a bid not responsive to the RFP Document in every respect will be at the Bidder’s risk and may result in rejection of the bid. WCE shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and WCE shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Special Features of Integration

- A. User security through smart cards and biometric technology
- B. Encrypted login id and password of user
- C. For critical applications optional IP address authentication is given for user login
- D. Database is password protected
- E. Separate web application and data server
- F. User access depends on the department and role of user at college
- G. Automatic monitoring
- H. Log files can be created for user transactions
- I. Backup of data can be done via,
 - i. Disk mirroring
 - ii. On server
 - iii. Other machines and hard disks

Amendment of the RFP Document

At any time before the deadline for submission of bids, WCE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by amending, modifying and/or supplementing the same. All prospective Bidders who have received this document shall be notified of any amendments in writing by e-mail and / or post or corrigendum, and all such amendments shall be binding on them without any further act or deed on WCE's part.

Pre-qualification criteria

Only those bidders fulfilling the following criteria should respond to the RFP.

S. No.	Criteria	Document Required
1.	The bidding is open to Companies registered in India under Companies Act 1956 or Companies Act 2013, or Firms registered with Registrar of Firms. The Bidder must have been in existence in India for at least 5 years at the time of bid submission.	Certificate of Incorporation & VAT/GST Registration
2.	The Bidder must have in their name, a PAN with Income Tax authority in India.	PAN Card
3.	The Bidder must be registered with EPF in India.	EPF Certificate
4.	The Bidder must have total revenue of Rs. 2.00 Crore from License, Implementation, Maintenance & Support of ERP systems in Education Institutions during the last 3 financial years (FY 2016-17, FY 2017-18, FY 2018-19).	Copy of Audited Financial Statements
5.	The Bidder must have a positive Net Worth as on 31st March 2019.	Copy of Audited Financial Statements
6.	The Bidder must have a valid ISO 9001:2015 and ISO 27001:2013 certification.	Copy of Certificate
7.	The Bidder should have minimum 25 fulltime resources with IT/ITeS/ Software Development related skill set for at least 6 months prior to the submission of the bid.	Self- declaration from authorized signatory on the company letterhead
8.	The proposed solution must be a Commercial-off-the-Shelf (COTS), fully Integrated System with the following in-built, ready-to use modules: Admissions, Academics, Learning Management System, Examination, Research, Hostel, HRMS, Finance & Accounts & Library. 3 rd Party Solutions will not be considered.	Usage letter from three reputed education institutions
9.	The proposed solution covering all modules mentioned above should be deployable both as an On-Cloud or as an On-Premise solution.	Self- declaration from authorized signatory on the company letterhead
10.	The proposed solution must have Microsoft Active Directory and Office 365 Integration enabling Single Sign-On using Office 365 credentials.	Letter from at least one reputed education institution using Active Directory integrated with the proposed solution
11.	The Bidder must have an experience of implementing the proposed solution (COTS, Integrated Solution) at least Three Engineering Colleges each with Project Value (5-year implementation Cost + License + AMC) of more than Rs. 50 lakhs during the last 5 years.	Work Order & Completion Certificate

11.	The Bidder must have experience of implementing the proposed solution (COTS, Integrated Solution) at Five University/Deemed University/Autonomous Education Institutions wherein there are at least 2,000 registered students during last 5 years.	Work Order & Completion Certificate
12.	The bidder needs to take the overall responsibility for the entire project including software product, software maintenance, implementation and support for the duration of the contract (Min. period of three years). No Consortium or Outsourcing will be permitted.	Self- declaration from authorized signatory on the company letterhead
13.	The Bidder must not have been blacklisted by any of its clients, Central Government / State Government / UT Government / Government Undertakings / University/ Educational Institutions / Government Bodies / PSUs in India, as on the date of submission of the bid.	Self- declaration from authorized signatory on the company letterhead

Bid Evaluation Process

WCE shall evaluate and compare the bids determined to be substantially responsive. Any effort made by the Bidder to influence the WCE in the evaluation / contract award decision, may result in the rejection of the Bidder's bid. Each Bid will be evaluated using the criteria and process outlined below.

The Technical and Commercial evaluation of Bids shall be carried out by the WCE using Quality and Cost Based Selection (QCBS).

Evaluation Committee

The Evaluation Committee constituted by WCE shall evaluate the technical and commercial proposals. The Committee may choose to conduct negotiation or discussion with Bidders as per the procedures of WCE. The decisions of the Evaluation Committee in the evaluation of Technical and Commercial proposals shall be final and binding. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

The evaluation of the proposals will be carried out in following stages:

Eligibility Criteria:

The participating bidders need to comply with the eligibility criteria as set out above for this project in terms of organizational, financial and technical experience etc. Supporting documents need to be provided for each criterion. The proposal will be rejected in case it does not meet the prequalification criteria.

Technical Evaluation:

- The next stage of the evaluation will be an assessment of the technical proposal. Based on the short-listing of the pre-qualified Bidders, the Committee will proceed to a detailed evaluation of the Technical proposals of such pre-qualified Bidders in order to determine whether they are substantially responsive to the requirements set forth in the RFP. In order to reach such a determination, WCE will examine the information supplied by the Bidders, and shall evaluate the same as per the evaluation criteria specified in this RFP.
- In the technical evaluation phase, WCE reserves the right to provide demo scenarios that bidder

will need to show to demonstrate the fitment on business priorities in the technical presentations.

- After the technical evaluation is completed and approved, WCE shall inform the Bidders who have submitted proposals and qualified technically. WCE shall notify in writing to the Bidders that have complied with the Technical criterion specified in the RFP, the date, time and location for reviewing the Commercial Proposals.
- During the technical evaluation, the responses provided in technical proposal will be evaluated out of 100 marks. Bidder need to score a minimum of 70 marks in the technical evaluation to qualify for the commercial evaluation. Any proposal achieving a Technical Score less than 70 will be treated as “Not Technically Qualifying the Requirements” and will not be considered for further evaluation of the commercial proposals.

The following evaluation parameters shall be used for defining the Evaluation criterion for Bidders:

S. No.	Criteria	Marking System	Documents Required												
1.	Total No. of implementations at University / College level Educational Institutions where the proposed COTS, Integrated Solution has been implemented by the Bidder during last 5 years in India. Marks would be awarded only for completed implementations with at least the following modules being used: Admissions, Academics, Examination, Hostel, HR, Finance & Accounts, Library. (3 rd Party Solutions will not be considered)	<table border="1"> <thead> <tr> <th>No. of Implementations</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>>= 100 Institutions</td> <td>20</td> </tr> <tr> <td>>= 75 Institutions</td> <td>15</td> </tr> <tr> <td>>= 50 Institutions</td> <td>10</td> </tr> <tr> <td>>= 25 Institutions</td> <td>8</td> </tr> <tr> <td>>= 10 Institutions</td> <td>4</td> </tr> </tbody> </table>	No. of Implementations	Marks	>= 100 Institutions	20	>= 75 Institutions	15	>= 50 Institutions	10	>= 25 Institutions	8	>= 10 Institutions	4	Project Citations (as per Annexure B), Work Order & Completion Certificate
No. of Implementations	Marks														
>= 100 Institutions	20														
>= 75 Institutions	15														
>= 50 Institutions	10														
>= 25 Institutions	8														
>= 10 Institutions	4														
2.	Total no. of student users in a single implementation at any University / College / Education Trust where the proposed COTS, Integrated Solution has been implemented by the Bidder during last 5 years in India. Marks would be awarded only for completed implementations with at least the following modules being used: Admissions, Academics, Examination, Research, Hostel, HR, Finance & Accounts, Library. (3 rd Party Solutions will not be considered)	<table border="1"> <thead> <tr> <th>Student Count</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>>= 50,000</td> <td>20</td> </tr> <tr> <td>>= 25,000</td> <td>10</td> </tr> <tr> <td>>= 5,000</td> <td>5</td> </tr> </tbody> </table>	Student Count	Marks	>= 50,000	20	>= 25,000	10	>= 5,000	5	Project Citations (as per Annexure B), Work Order & Completion Certificate				
Student Count	Marks														
>= 50,000	20														
>= 25,000	10														
>= 5,000	5														
4.	Experience of implementing the proposed COTS, Integrated Solution in Universities / Deemed Universities / Autonomous Education Institutions in India by the Bidder during last 5 years in India. Marks would be awarded only for completed implementations with at least the following modules from the proposed solution: Admissions, Academics, Examination, Research, Hostel, HRMS, Finance & Accounts. (3 rd Party	<table border="1"> <thead> <tr> <th>No. of Implementations</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>>= 10 Institutions</td> <td>20</td> </tr> <tr> <td>>= 8 Institutions</td> <td>15</td> </tr> <tr> <td>>= 5 Institutions</td> <td>10</td> </tr> <tr> <td>>= 2 Institutions</td> <td>5</td> </tr> </tbody> </table>	No. of Implementations	Marks	>= 10 Institutions	20	>= 8 Institutions	15	>= 5 Institutions	10	>= 2 Institutions	5	Project Citations (as per Annexure B), Work Order & Completion Certificate		
No. of Implementations	Marks														
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>= 2 Institutions	5														

	Solutions will not be considered)										
5.	No. of Qualified Technical Staff with B.Tech, M.Tech, BCA or MCA degree(s) employed / contracted by the Bidder and having received remuneration from the Bidder for at least 3 months at the time of bid submission. Sister concerns / subsidiaries / holding company employees / contracted staff won't be considered.	<table border="1"> <thead> <tr> <th>Technical Staff Count</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>>= 50</td> <td>10</td> </tr> <tr> <td>>= 40</td> <td>5</td> </tr> <tr> <td>>= 25</td> <td>2</td> </tr> </tbody> </table>	Technical Staff Count	Marks	>= 50	10	>= 40	5	>= 25	2	Resume (as per Annexure C), PF Certificates, Income Tax Returns & Remuneration Transfer Records
Technical Staff Count	Marks										
>= 50	10										
>= 40	5										
>= 25	2										
6.	Demonstration of the COTS, Integrated Solution and its fit as per the Functional Requirement Specification.	30 Marks									

Commercial Evaluation:

- Based on the results of the technical evaluation, duly constituted committee will then proceed to open and evaluate the commercial proposal of the technically acceptable Bidders. The financial evaluation will take into account the information supplied by the Bidders in their commercial proposal. The Bidder shall furnish detailed break up of costs as per Annexure A.
- Commercial proposals shall be evaluated for only those Bidders who meet the terms and conditions of WCE without exception.
- The bidder will be evaluated based on the 3 year TCO (Total Cost of Ownership) of the proposed solution. The same has been indicated in Annexure A.
- The prices, once offered, must remain firm and must not be subject to escalation for any reason whatsoever within the period of validity of the proposal and subsequent contract, if any.

Composite Scoring – QCBS (Quality and Cost Based System)

- The commercial evaluation carries a weightage of 30%
- The technical evaluation carries a weightage of 70%
- Technical Marks (TM) – Bidder's actual technical score
- Commercial Marks (CM) – Lowest commercial score / Bidder's actual commercial score as a %
- Composite Marks – $(TM * 0.70 + CM * 0.30)$
- The Bidders will be ranked in descending order according to the composite (T1 & L1) marks which is calculated based on the above formula. The highest ranking bidder will be selected for the award of the contract.
- In the event, the T1 bidder is not the highest ranking bidder, the evaluation committee reserves the right to ask T1 to match the price of the highest ranking bidder. This will help WCE to get the most technically qualified solution for Higher Education at the best prices

Terms and Conditions

1. The Bidder must use the entire information furnished in the RFP including scope, detailed requirements of architecture of application, hardware, functional and technical specifications, other annexure, forms, enclosures etc. and other terms and conditions, bill of materials while submitting the response.

2. All responses should be in English language. All responses by the Bidders to this RFP document shall be binding on such Bidders.
3. All responses including commercial and technical proposals would be deemed to be irrevocable offers / proposals from the Bidders.
4. Bidders are advised to attach a letter from an authorized signatory attesting the veracity of the information provided in the response and the validity of the quotation for 90 days from the day of commercial bid opening.
5. Any technical or commercial proposal submitted cannot be withdrawn / modified after the closing date and time for submission of the proposal offers unless specifically permitted by WCE.
6. Each offer should specify only a single solution which is cost effective and meeting the RFP specifications and it is the responsibility of the Bidder to decide the best of breed solution.
7. In the event the Bidder has not quoted for any mandatory or optional items as required by WCE and forming a part of the RFP document circulated to the Bidders and responded to by the Bidders, the same shall be deemed to be provided by the Bidder at no extra cost to WCE.
8. WCE concludes that everything as mentioned in the RFP documents circulated to the Bidders and responded by the Bidders have been quoted for by the Bidders and there shall be no extra cost associated with the same other than the cost quoted by the Bidder.
9. The Bidder at no point of time can excuse themselves from any claims by WCE whatsoever for their deviations in conforming to the terms and conditions, payment schedules, timeframe for implementation etc. as mentioned in RFP documents.
10. By submitting a proposal, the Bidder agrees to promptly contract with WCE for any work awarded to the Bidder.
11. This RFP or clarifications or writings issued pursuant thereto shall not be construed as an obligation on the part of WCE to award a purchase contract for any services or combination of services.
12. WCE reserves the right to reject any or all proposals in full without assigning any reason whatsoever.
13. The Bidder has to adhere to the time schedule of activities mentioned in the RFP and no request to change the last date or extend period / time for submission shall be entertained by WCE. However, WCE reserves its right to extend the date/time for submission of the responses without assigning any reason by notifying in the Website / displayed on the Notice Board.
14. Any additional or different terms and conditions proposed by the Bidder would be rejected unless explicitly assented to, in writing by WCE.
15. The offers containing erasures or alterations shall not be considered. There should be no hand-written material, corrections or alterations in the offer. Correct / proper technical information of the product being offered must be filled in.
16. The response to the proposal should not carry any sections like 'Clarifications', 'As orally told', 'to be discussed', 'interpretations', 'assumptions' etc.
17. To assist in the scrutiny, evaluation and comparison of offers, WCE may, at its discretion, ask any of Bidders for clarifications to their offer.
18. Bid Price: Price indicated in the schedule shall be final price for completion of work. However, rate of taxes and duties included in the price offer may be given separately & clearly. The prices quoted

by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by WCE will be treated as non-responsive and rejected.

Use of Contract Documents and Information

1. The Successful bidder (and its employees) shall not, without the WCE's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the WCE in connection therewith, to any person other than a person employed by the Successful bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The employees or the third party engaged by the bidder will maintain strict confidentiality.
2. The Successful bidder and its employees and agents shall not, without the WCE's prior written consent, make use of any document or information pertaining to this contract except for purposes of performing the Contract.
3. The Successful bidder has to enter into a Non-Disclosure Agreement (NDA) with WCE. The format of NDA will be provided by WCE to the Successful bidder.
4. This document contains information confidential and proprietary to WCE. Additionally, the bidders will be exposed by virtue of the contracted activities to the internal business information of WCE. Disclosures of receipt of this RFP or any part of the aforementioned information to parties not directly involved in providing the services requested could result in the disqualification of the bidders, premature termination of the contract, and / or legal action against the bidders for breach of trust.
5. In case of a breach, WCE shall take such legal action as it may be advised.
6. Termination for Insolvency: WCE may at any time terminate the Contract by giving written notice to the vendor, if the vendor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to WCE.

Confidentiality

Information relating to the examination, clarification, evaluation and comparison of proposals, and recommendations for the award of the Project shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

Obligations of the bidder

The Bidder will be responsible for:

1. Preparation of Detailed phase wise Project Plan to cover the overall scope provided in the RFP. The same should be prepared in consultation with WCE.
2. Seek Approval on Statement of Work (SOW) on technical and functional scope of each module from WCE's Project Implementation team
3. Handover the application for UAT to Project Implementation team only when it has been thoroughly tested.

4. Addressing technology obsolescence by appropriate up-gradation, replacement and/or replenishment of Software deployed.
5. Deployment of requisite resources for managing all the operations as stipulated in the requirements and a dedicated team for the project.
6. Training and assistance to the staff members of WCE for using the data etc. as prescribed under the Scope of Work.
7. Management and quality control of all services and infrastructure.
8. Any other services which is required for the successful execution of the Project.

Force Majeure

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or the WCE as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract.

There shall be no liability or responsibility, on the part of both WCE and the bidder for consequences arising out of interruption of the business due to acts of God, riots, civil commotion, insurrections, wars or any other causes beyond their control or by any strikes or lock outs.

Any such interruption due to Force Majeure should be informed by the bidder to bank in writing within two days of such event.

Arbitration

Any dispute or difference, whatsoever arising between the firms out of or relating to the RFP shall be referred to the sole arbitration of the Registrar, WCE whose decision shall be final, conclusive and binding. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in WCE.

Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Sangli, India only.

Submission and Acceptance of Bidder

Proposal Delivery

Bidders must ensure that the proposals are delivered in a sealed cover as per the guidelines mentioned in the RFP to the following address:

The Director

Walchand College of Engineering ,
A/P: Vishrambag,
Sangli - 416 415
Maharashtra, India
Tel: +91-233-2303433
Fax:+91-233-2300831
www.walchandsangli.ac.in

Contract with the Bidder

WCE will enter into a contract with the selected bidder who will be responsible for delivery and overall implementation of the solution. Consortium bidding for any of the solution will not be accepted. The selected bidder will be single point of contact to provide the solution to WCE. The selected bidder will provide the WCE a complete solution (Design, Development, Configuration & Implementation of Cloud based Enterprise Resource Planning System) but not limited to supply and installation of required software only.

Cost of the RFP and Bid Security

1. The Bidder should furnish, as part of EMD, an interest free bid security for an amount of Rs. 2,00,000 (Rupees 2 Lakhs) by way of Demand Draft in favour of **Director, Walchand College of Engineering** payable at **Sangli**.
2. The EMD amount will be refunded to the unsuccessful Bidders on completion of RFP process. In case of successful bidder, the EMD amount shall be refunded on submission of the Performance Bank Guarantee.
3. The EMD may be forfeited:
 - i) If a Bidder withdraws its bid during the validity period specified by WCE OR
 - ii) If the successful Bidder, fails to sign the Contract within the specified time of 30 days.
4. MSME seeking exemption of EMD must submit MSME registration certificate

Documents Constituting the bid

The Bid prepared by the Bidder should comprise the following components:

- Technical Bid – Part I - Separate sealed cover with superscriptions as “Technical Bid– RFP for Design, Development, Configuration & Implementation of Cloud based Enterprise Resource Planning System”. Include EMD in this packet
- Commercial Bid – Part II - Separate sealed cover with superscriptions as “Commercial Bid – RFP for Design, Development, Configuration & Implementation of Cloud based Enterprise Resource Planning System”

Any bid document not conforming to any one of the above terms will be rejected. Bidders, who have not paid the EMD as mentioned, will not be permitted to participate in the bid.

Technical Bid

Against each of the technical / functional requirements, Bidder’s response is required to be noted for each of the sections as described under specific sections.

Commercial Bid

The commercial proposal should be enclosed in a separate sealed envelope. The Schedule of Prices should be presented and mentioned as per Annexure A herein below.

All costs should be inclusive for all costs associated with the implementation and support but exclusive of any applicable taxes, duties, charges and levies of State or Central Governments. Terms of payment indicated in the RFP shall be final and binding on the Bidder and no alternate terms and conditions proposed in the Proposal shall be considered. The prices should be firm, not dependent on any variable factors and should be expressed in Indian Rupees.

Period of Validity of Bids

Bids should remain valid for the period of NINETY (90) days from the date of opening of bid prescribed by WCE. A bid valid for a shorter period shall be rejected by the WCE as non-responsive.

Venue and Deadline for Submission of Proposals

The proposals duly completed as per the instructions given in this document and the amendments issued if any, shall be submitted to the following address on or before the last date of proposal submission i.e. 29th June 2019, 3 pm..

The Director

Walchand College of Engineering ,
A/P: Vishrambag,
Sangli - 416 415
Maharashtra, India
Tel: +91-233-2303433
Fax:+91-233-2300831
www.walchandsangli.ac.in

Late Proposals

Any proposal received by WCE after the deadline for submission of proposals prescribed in RFP will be summarily rejected and will be returned unopened to the Bidder.

Right to Termination/ Cancellation

Not with standing anything contained in this document, WCE, reserves the right to cancel/terminate the proposal process without assigning any reason whatsoever, at any time prior to signing the contract and WCE shall have no liability for above-mentioned actions.

Payment Terms

S. No.	Description	Percentage	Payment Condition
1.	License Fee	100%	On confirmation of receipt, supply & satisfactory installation of software licenses
2.	Implementation Cost		
2.1.	Student Life Cycle	50%	On successful implementation or usage for 1 week

2.2.	HRMS	20%	On successful implementation or usage for 1 week
2.3.	Purchase/Inventory/Accounts	20%	On successful implementation or usage for 1 week
2.4.	Others	10%	On successful implementation or usage for 1 week
3.	Annual Maintenance Cost	100%	Upon successful usage of the system for 3 months and start of each AMC Cycle

Service Level Agreement

Priority	Criteria	Service levels for the application
1 – High: Business showstopper	A critical function is not available or very seriously impaired; the impact on business is severe; a large number of end users are unable to perform their normal work; and / or no readily available alternative exists.	Initial response in 30 minutes Restoration of service in 2 hours
2 – Medium	A critical service is unavailable or seriously impacted by a problem; no realistic work around is available and financial, student or staff related impacts	Initial response in 1 hour Restoration of full service/ERP application in 8 hours (1 working day)
3 – Low	A non-critical service is unavailable or impaired by a problem. There is no direct immediate impact on the business. Work can continue with minor disruptions or loss of efficiency. Alternative ways of performing normal work is available.	Initial response in 4 hours (half day) Resolution in 24 working hours (3 days)

SLA for Cloud Services

The Cloud Services of the production instance should be accessible to WCE's authorized users 24 hours per day, 7 days a week, excluding

- a) scheduled times for maintenance and updates of Cloud Services infrastructure software of which WCE is notified in advance.
- b) Any downtime due to local Internet outages resulting from failures reasonably outside the control of vendor, corruption of Internet route information, major connectivity failures within or between providers, or corruption of internet root level DNS services.

Both the vendor and WCE should mutually agree on the scope, timing, frequency and duration of any planned service disruptions or delays with an attempt to minimize any unnecessary impact on WCE's business operations.

In case of uptime commitments of the solution platform (99.9%) not being met, WCE might consider termination of contract at its own discretion or impose monetary penalties that will be mutually discussed and agreed with the vendor at the time of violation of SLA.

Liquidated Damages

In the event of the Bidder's failure to submit the performance guarantee, documents and supply the solution / equipment as per schedule specified in this RFP, WCE at its discretion, can withhold any payment until the completion of the contract. WCE may also deduct from the Bidder as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services/ goods for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not more than 10% of the value of delayed services and goods. The right to claim any liquidated damages shall be without prejudice to other rights and remedies available to WCE, under the contract and law.

Limitation of Liability

Except in cases of gross negligence or willful misconduct:

- a) Neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the bidder to pay liquidated damages to WCE as per the terms of the Agreement.
- b) The aggregate liability of the bidder to WCE, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the bidder to indemnify WCE with respect to patent infringement.

Annexure A – Pricing Format

All costs should be inclusive of any additional costs required for the implementation such as travel, lodging & boarding, etc without any exception but exclusive of any applicable taxes, duties, charges and levies of State or Central Governments.

S. No.	Description	Amount	Amount (in words)
1.	License Fee		
2.	Implementation Cost		
3.	Annual Maintenance Cost		

Annexure B – Project Citation

ERP Implementation Experience in Universities/Academic Institute	
General Information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client including mobile no & e-Mail id of nodal officer	
Date of award and date of completion	
Description of the project	
Scope of services/ modules implemented	
Technologies used & Software Architecture	•
Outcomes of the project	
Other Details	
Total cost of the Project	
Total cost of the services provided by the respondent	
Duration of the project (no. of months, start date, completion date, current status)	
Letter from the client to indicate the successful completion of the projects (if any)	
Copy of Work Order	

Annexure C – Resource Resume Format

S.no	Attribute	Attribute
1.	Proposed position	
2.	Name of Firm	
3.	Name of Staff	
4.	Designation	
5.	Date of Birth	
6.	Nationality	
7.	Language (Speak/ Read/ Write)	
8.	Education	
9.	Membership and professional association	
10.	Other training	
11.	Details of relevant projects where staff has worked	
12.	Countries of work-ex	
13.	Employment Details	
14.	Details of Certification(s)	
15.	Signature of Staff	
16.	Date & Place	