महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

पोस्ट हिंदी विश्वविद्यालय, गांधी हिल्स, वर्धा-442001 (महाराष्ट्र), भारत

(दूरभाष: 07152-255686, फॅक्स: 07152-247602, मेल: spt.mgahv@gmail.com, वेबसाइट: www.hindivishwa.org)

रुचि की अभिव्यक्ति (EoI) हेतु सूचना

सं. : MGAHV/008-PS/2018-19/04   दिनांक: 03.08.2018

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय वेब आधारित विश्वविद्यालय प्रबंधन प्रणाली "ERP System for University (Web based University Management System)" तैयार करने के लिए रुचि की अभिव्यक्ति (EoI) आमंत्रित करता है।

इच्छुक सेवा प्रदाता/फर्म अपेक्षित कार्य विवरण, पात्रता, मूल्यांकन पद्धति, विभिन्न प्रपत्र एवं अन्य संबंधित संपूर्ण जानकारी के लिए विश्वविद्यालय की वेबसाइट www.hindivishwa.org एवं भारत सरकार की वेबसाइट www.eprocure.gov.in का अवलोकन करें। निविदा से पूर्व मुलाकात की तिथि 13.08.2018 सुबह 11:00 बजे तक पूर्णतया भरा हुआ रिस्पॉन्स फार्म भिजवाना आवश्यक है तथा सीलबंद लिफाफों में रुचि की अभिव्यक्ति जमा करने की अंतिम तिथि 17.09.2018 दोपहर 3:00 बजे है।

कुलसचिव

MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442 001 (Maharashtra)

Notice Inviting Expression of Interest (EoI)

No. : MGAHV/008-PS/2018-19/04   Date: 03.08.2018

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya invites Expression of Interest (EoI) for **"ERP System for University (Web based University Management System)"**.

The interested bidder may collect scope of work, criteria, evaluation process, response form and other related information, available on **University website:** *www.hindivishwa.org* and **Government of India website**: *www.eprocure.gov.in*. Bidder has to submit EoI Response Form duly filled in before 11:00 am on 13.08.2018, fixed for pre-bid meeting. Last date for submission of EoI in sealed envelope is 17.09.2018 by 3:00 pm.

Registrar

MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442 001 (Maharashtra)

Phone: +91-7152-255686, Fax: +91-7152-247602, Website: www.hindivishwa.org

Invitation of Expression of Interest (EoI)

for

ERP System for University

(Web based University Management System)

MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442 001 (Maharashtra)

Phone: +91-7152-255686, Fax: +91-7152-247602, Website: www.hindivishwa.org

Invitation to Expression of Interest

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV) invites Expression of Interest (EoI) for **"ERP System for University (Web based University Management System)"**, providing consultancy services and development of ERP software for Automation/ computerization of Academic (Under Regular & Distance mode), Examination, Establishment & Administration, Finance & Accounts, Store & Purchase, Campus Development etc. and its implementation, operation, and training to the office staff along with upgradation and maintenance from leading, reputed, professionally & financially sound and duly registered companies/agencies/organizations (preferably Government Organizations/PSU's/ IT Companies), which have required experience in relevant and similar execution of work.

The selected firm shall have to develop Application software packages for the entire systems & provide required consultancy with necessary training to the identified staff of the University. The purpose of this EoI is to identify high quality conscious firms/ Companies/Agencies that will stand to the expectation of the University in terms of design, delivery and execution of the work. In the process the University will shortlist a set of Firms/ Companies/Agencies, which will be considered for awarding the service based on the professional competency, execution time, relevant experience and the cost of service. In order to provide an opportunity to a large number of intended Firms/ Companies / Agencies, the minimum requirements have been prescribed.

EoI Documents (Technical & Financial Bid) must be submitted in a sealed envelope duly super scribed. "ERP System for University (Web based University Management System)" in MGAHV either by registered post or speed post addressed to the Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post–Hindi Vishwavidyalaya, Gandhi Hills, Wardha–442001 (Maharashtra) or in-person before closing date.

The University reserves the right to accept or reject any or all the EoIs at any stage of the process or any of the terms without assigning any reason. No correspondence in this regard shall be entertained.

Closing date for receiving EoI Document (Technical & Financial Bid) is 17.09.2018 by 03:00 pm and same shall be opened on same day at 04:00 pm in the office of the Pro-Vice-Chancellor, MGAHV, Wardha.

The EoI Document (Technical & Financial Bid) be submitted in the prescribed format along with all supporting documents in compliance with the requirements of EoI.

Any amendment/ updates to the EoI or its Terms & Conditions will be uploaded on official website of the University.

Request for Proposal of EoI Document (Technical & Financial Bid) shall only be issued to those firms, who shall be declared qualified and shortlisted only after evaluation of their EoI Response and subsequent presentation before the designated committee.

Registrar

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SCHEDULE

Sr. No.	Items	Details
1.	Document Name	"ERP System for University (Web based University Management System)"
2.	EoI Notice No. and Date	MGAHV/008-PS/2018-19/04 dated: 03.08.2018
3.	Last date of receiving queries	12.08.2018 by 05:00 pm
4.	Pre-bid Meeting	13.08.2018 by 11:30 am at MGAHV, Wardha ☞ *Interested bidder has to submit EoI Response form along with required documents, which should reach before 12.08.2018 upto 05:00 pm by Registered/Speed post/email or in-person on all working days before pre bid meeting.* ☞ *Costs of preparing the proposal, including a visit or visits to the MGAHV is not reimbursable.*
5.	Date and Time of Presentation	Shall be informed through MGAHV Website.
6.	Place of Presentation	MGAHV, Wardha
7.	Last date and time for Submission of **EoI Response Form**	13.08.2018 by 3:00 pm
8.	Last date and time for Submission of EoI Document (Technical & Financial Bid)	17.09.2018 by 3:00 pm ☞ Technical & Financial Bid shall only be issued to those firms, who shall be declared qualified and shortlisted only after evaluation of their EoI Response and subsequent presentation before the designated committee.
9.	Cost of EoI	Downloadable from MGAHV website ***www.hindivishwa.org*** and Government of India website ***www.eprocure.gov.in*** : **FREE**

Clarification/ Inspection

For any clarification/ inspection of the site, etc. the interested parties may contact the following on all working days i.e. from Monday to Friday between 10:00 am to 05:00 pm, either personally or telephonically or email as per details given below:

For Administrative query-	For Technical query-
Shri Rajesh Arora Assistant Registrar (Store & Purchase) MGAHV, Wardha Tel. : 07152-255686 Email : *spt.mgahv@gmail.com*	**Shri Girish Chandra Pandey** In-charge : LILA MGAHV, Wardha Tel. : 07152-230743 Email : *gcpandey@gmail.com*

Note: Bidders are requested to read the complete EoI documents before submission of EoI Response form.

MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

Post Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442 001 (Maharashtra)

Phone: +91-7152-255686, Fax: +91-7152-247602, Website: www.hindivishwa.org

EoI Date: 03.08.2018

❖ About MGAHV

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV) is a Central University, established by an Act of Parliament to promote and develop Hindi language and literature, through teaching and research, with a view to enabling Hindi to achieve greater functional efficiency and recognition as a major international language. Its main campus is being developed on 212 acres land at Wardha District, Maharashtra and have two Regional centres at Allahabad & Kolkata. The University has 08 (Eight) Schools and 20 (Twenty) teaching Departments with approx. 500 (Five Hundred) teaching and non-teaching staff. Presently, 10 (Ten) courses are running under Distance mode and the MGAHV is offering following Under Graduate, Post-Graduate and Research Programmes in various subjects (B.Voc, B.Ed., M.A., M.Ed, B.Ed- M.Ed Integrated, M.Phil.-Ph.D) under regular mode as under:

Programme	No. of Courses	Intake in 2018	No. of students enrolled last year in MGAHV
Under Graduate	18	404	161
Diploma + Certificate	47	780	429
Post Graduate	23	479	326
M.Phil.-Ph.D. Programme	16+16	60+80	52+41
Total	**120**	**1803**	**1009**

☞ **Note:**

More information about MGAHV can be obtained from its website *(www.hindivishwa.org).*

❖ Scope of Work Envisaged

Consultancy Services for Designing, Development, Implementation, Training & Maintenance of ERP System (Web based University Management System) for Academic (Student Life Cycle), Examination (Under Regular & Distance Mode), Establishment &Administration, Finance & Accounts, Stores & Purchase, Campus Development of MGAHV in its Wardha campus as well as in its two Regional centres at Allahabad & Kolkata. The upgradation and maintenance of existing website of MGAHV shall also be part of this project.

The MGAHV requires that bidders shall provide professional, objective, and impartial advice and at all times hold the MGAHV interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

Following are some of the areas of modules with scope of functionality: -

Sr.No.	Modules
1.	Counselling and Student Master Data Creation
2.	Student Information System and Database Management
3.	Academic module
4.	Parents Module
5.	Student Fees Management
6.	Examination Modules
7.	Training & Placement
8.	Alumni
9.	Employees PORTAL (Teaching and Non Teaching Employees)
10.	HRM & Payroll
11.	RTI/Court Case monitoring system
12.	Financial Accounting System
13.	Secretariat/Office Mgmt. System (VC/Pro-VC/Registrar/FO/Dean/HoD Office Management)
14.	Distance Education
15.	Purchase/ Inventory
16.	Transport
17.	Hostel & Guest House Management
18.	Campus Development
19.	Security Management
20.	System Administrator Rights

(Detailed scope of work is attached at **Annexure-'A'**)

❖ Instructions to Consultants (Guiding Principles)

MGAHV has framed the following guiding principles to be fallowed by interested participants. <u>The best practices may be more than what are specified below</u>:

a) The proposed solution must be based on Service Oriented Architecture (SOA) principles and must adhere to a SOA based integration model across various applications of the IT portfolio.

b) The proposed solution should be an Integrated, Scalable, Modular User-friendly and Highly Available.

c) The proposed solution must implement a multi-level security across various tiers and software layers of the IT platform.

d) Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development life cycle.

- **Software Support and Maintenance Practices**

  Contract for Software support and maintenance will be initially for three years, extendable upto two more years (total **five years**). The selected bidder must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (wherever applicable) and made available at no extra cost to the University.

- **Software Licensing**

  The University would require various software licenses (OEM or otherwise) to be made available for wide use of enterprise and not be restricted to the number of users, devices or membership. The University would prefer a CPU/core based licensing that it could use to scale further while not being constrained with the number of users or devices.

- **Setup and Commissioning**

  Installation, Setup and Commissioning of the system to host the software servers alongwith the portfolio applications will be part of the scope of work. The server infrastructure and connectivity requirements alongwith the data centre details will be provided by MGAHV to the selected bidder for configuration.

- **Documentation**

  Providing all design, documents, user and operational manual.

- **Language**

  Proposal shall be submitted in **English** only.

❖ Pre-Qualification Criteria

The bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite document/ documentary evidence along with **EoI Response Form** will not be considered for empanelment. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the EoI document. The invitation to bid is open to all bidders who qualify the eligibility criteria as given below. Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification:

Sr.No.	Prequalification Criteria	Supporting Document
1.	The bidder must have successfully implemented atleast 03 (Three) similar University Management System in University (Central/ State)/IIT in last 05 (Five) years ending **31.12.2017**	Documentary proof from earlier institute/university where the project was completed. List of successfully completed projects indicating cost, customer's name & address. The proof should be applicable to the responder only and not for its sister-concern or subsidiary or parent company
2.	The bidder should be a company registered under the relevant Act	Copy of certificate of incorporation
3.	Able to provide total integration & solution	Self-certification
4.	Bidder should have ISO 9001:2000 or ISO 27001:2013 or other such certification.	Valid Copy of Certificate
5.	The bidder or each member in case of a consortium should have positive net worth and an annual turnover of more than INR 5 Crore in any of the last 03 (Three) Financial Years	Certificate for Net worth and copy of the audited Balance Sheet of the company for the last 03 (Three) years by Practicing Chartered Accountant/ Self Certified
6.	The Bidder should not be under a Declaration of Ineligibility or black listed with any of the Government/ Public sector unit/Agencies during last 05 (Five) years	Self-Declaration from Authorized Signatory of the Bidder on the Company/Firm's letter head
7.	The responder shall be the single point of contact for MGAHV and shall be solely responsible for all the warranties, upgrades and guarantees etc. Offered by the OEM etc. an undertaking to this effect should be submitted	Self-certification
8.	Having at least 05 (Five) years' experience of handling big project of Software Development & Implementation	Substantiating by documents
9.	Having Set-up/ Office near **Wardha**	Address

❖ Response form & EoI Submission

A Pre-bid meeting has been scheduled on 13.08.2018 at 11:30 am at MGAHV Campus, Wardha. In this regard, interested bidder has to submit EoI Response form (as per *Annexure-***'B'**), along with required documents, which should reach before 12.08.2018 upto 05:00 pm by Registered/Speed post/email (spt.mgahv@gmail.com) or in-person on all working days before pre bid meeting.

EoI Document (Technical and Financial Bid) should be sent by Indian Postal (Registered Post/Speed Post) or in-person in Central Post Office, Administrative Building, MGAHV, Wardha on or before 17.09.2018 by 03:00 pm on all working days. In the interest of the bidders, they are requested to provide their contact Phone/Mobile No. and E-mail ID on the cover of the main sealed envelope for communication. The EoI submitted by courier/fax/e-mail or any other mode shall not be accepted. No correspondences will be entertained in this matter.

❖ Evaluation process

All responses including the proposed solution(s) received by the MGAHV shall be evaluated by an Evaluation Committee duly constituted by the MGAHV, on the basis of eligibility criteria mentioned in this document. The responders will have to present the solution before the Committee on the date(s) informed later on the MGAHV website. Only the eligible bidders will be informed of their selection and EoI Document i.e. Technical & Financial Bid will be issued to them.

Proposals found to be non-responsive for any reason or not meeting the minimum eligibility criteria, as specified will be out rightly rejected. The MGAHV shall be at liberty to reject any response received from any company or consortium for the Expression of Interest in reply of notice inviting Expression of Interest dated 03.08.2018.

A two-stage procedure will be adopted in evaluating the proposals viz. a Technical evaluation and a financial evaluation.

MGAHV, Wardha will evaluate the bidders on the criteria as defined below:

Sr. No.	Pre-qualification Criteria	Evaluation	Marks	Maximum Marks
01	Applications deployed in any University (Central/State)/ IIT/Institutions of Higher Education	More than 05	15	15
		Up to 05	10	
		Up to 03	05	
02	No. of employees/ manpower	More than 50	15	15
		25 to 50	10	
		10 to 24	05	
03	Data Security Plan	Plan to collect & collate data in very poor connectivity / situation	10	10
04	Demonstration of Application	The application software are to be demonstrated to the MGAHV Panel	30	30
05	Technical Evaluation	The agency should be prepared to respond to technical queries of the expert panel and also to submit design details of the demonstrated software, if asked for	30	30
		Total Marks		**100**

Note : The minimum technical score required to Pass/Qualify is : 70 marks earned.

❖ Software Development Criteria

1. The Software shall have the following features:

1.1 User Interface

The system shall provide browser based interface to the end user. To provide easy to use interface, the screen and form layouts shall be designed with maximum simplicity. The system shall be designed keeping in view that there is uniformity and consistency across the application's buttons, screens, form and report layouts. The User Interface shall be designed by incorporating the suggestions given by the end user. A prototype of the User Interface should be designed and presented to the user and the user can suggest necessary modification to be incorporated to make better use of the Interface. The complete design shall help the end user to maintain and use the system smoothly even after the end of warranty periods.

1.2 Technology

The customized ERP modules will be developed on web based platform with centralized data base and processing and decentralized Inputs and Outputs. The technology to be used for application development shall be .php or .NET etc. for front end and RDBMS, MySQL, (SQL Server) for back end. Any other technology which is better and more user friendly can also be used. Keeping in view of the sensitivity and confidentiality of data the SERVER installed in MGAHV Campus will be secured for centralized tasks.

1.3 Language

All the modules shall be bilingual i.e. operable in Hindi (Unicode) as well as in English.

1.4 Reliability

Software developed and delivered should be reliable bug free and fully tested, with no functionality failure.

1.5 Easy Maintenance

The application software should possess features to enhance end users efficiency. Simple screen pop-up windows and minimum data fields should further add to the ease of executing the application. Minimum number of screen to accomplish a business function shall be the major design parameter.

1.6 Integrity of Data

To make the application user friendly, the system should ask for minimum parameters, the remaining entries that are relevant to the task (if already present in the database) shall be automatically populated in the relevant fields. This will help to minimize the entry to be done by the user and also maintain the integrity of the data.

1.7 Reduce Data Redundancy

The system shall ensure that there is no duplicity of information loaded into the database. This shall be done with the help of inbuilt validation checks. The validation check shall help the user to know whether the data that is being entered by the end user is already available in the system or not. This feature shall help to reduce the data redundancy. The proposed system in combination of the operation system and application software fulfils the stringent security needs for the application software. The various security mechanisms that shall be made available in the proposed system are given below:

- User password based on authentication mode
- Different level of authentication

- Rights & permission administrator and others
- Form level security
- Field level security
- Provision for sample run before the actual run and roll back facility
- Audit trails/ log file generation
- Stamping of database record with Date/Time/User/Node no. wise information for its read/ write etc.
- Creation and initialization of log file
- Database encryption technique
- Database security
- Backup facility

2. Bid Scope

The bidder cannot bid for a specific portion of the project and should be quoted for entire package. The MGAHV reserves the right to give the order of different modules in different phases. The MGAHV also reserves the rights not to give the order for any module. When the assignment includes several phases, the performance of the Vendor under each phase must be to the MGAHV satisfaction before work begins on the next phase. However, separate bid value for individual ERP may be presented along with the financial bid.

3. Subcontract

The bidder shall not be permitted to subcontract any part of its obligations under the contract. Subcontracting any part or component of this contract to any individual firm or entity, shall be treated as sufficient grounds for automatic cancellation of the contract/Agreement.

4. Cancellation of Agreement

The award of contract or agreement shall be subject to cancellation due to any of the reasons mentioned hereunder:-

4.1 If the bidder is found false in submission of document/particulars at the time of award of assignment.

4.2 If the bidder is found deviating from any quality and delivered period/work plans, adherence to guidelines, Statutory regulations, safe keep of all physical and electronic artifacts, conduct/ discipline etc. while executing the job.

4.3 If the bidder fails to execute the job as per defined scope, delivery targets, technical inefficiency, quoted rate or any other point previously agreed, after University issue the letter of intent.

5. Technical and Users Manuals

5.1 Service Provider should submit a comprehensive, step by step user/technical manual (with screenshots)

5.2 To the minimum, the following manuals are expected to be delivered by the service provider:

- Technical Manual for Detail Data Base Design (Process flow Centric)
- Technical Manual for Application Software Setup & Design
- User Manual for System Administrator, Production Server
- User Manual for end user/ operators
- All manuals must be available as Online help as part of the System.

5.3 All the reports, documents and software's developed by the firm shall remain the property of MGAHV and shall be delivered, alongwith a detailed inventory, at the end of the project.

6. Training of the Staff/Officials

6.1 Capacity building is an integral part of this project. The selected firm would train the University staff to use/operate and maintain the software solution at their own.

6.2 The firm shall identify staff for training purpose and for future maintenance/ update of the System, in consultation with competent authority of MGAHV.

6.3 The firm should provide a detailed training plan for the identified representatives of the MGAHV and should basically cover the following:

- Operation & routine maintenance of all aspect of the software
- Troubleshooting
- Backup / Restore of archival database

7. Project Deliverables

- SRS (Software Requirements Specification) report with respect to modules
- Full working Source Code of the application software
- Test plans
- Acceptance Plan
- All respective manuals
- Implementation Report/ Plan
- Detailed Work Plan
- Disaster Management & Recovery Plan
- Monthly Progress Report
- Quality Control & Assurance Report
- ERP Report
- Users Manuals
- Hardware / Software requirement specification/ Equipment specifications.

8. Data Entry Work

Outsourced data entry job have to be done by the firm/company to whom work is awarded. To complete the work with data as on date for which sufficient manpower shall be deployed by the firm.

9. Facility Management Service (FMS)

The selected firm/company shall be fully responsible for the entire project Integration and to provide facility management service to maintain the same. The firm/company must provide complete onsite warranty and facility management service including upgrade and maintenance for a period of 01 (One) year which shall be further extendable depending on need. The firm /company must provide two technical person to the University for the period of Contract, who shall be responsible for overall integration, operation and smooth functioning of ERP application and other associated components including hardware and server part. The person must be capable of addressing and fixing any technical issue reported by the end user. The payment of the FMS for the period may be included or mentioned separately in the financial bid.

10. Compilation of existing data in Electronic form

The firm shall compile all the existing paper file data in electronic form and shall submit in soft form with electronic navigation to have access, organize, sort, query and retrieve the documents. The paper file record is for about 350 with about 100 fields for each department. In Administration Section, data of approx. 500 employees with maximum 40 fields for each individual and shall be subject to this compilation task. In Finance Department, all the relevant records such as Ledger books, Bank Books, Cash Books etc.

Detailed Scope of Work

(Tentative and Subject to change as per the application requirements)

Sr. No.	ERP Modules and Features
1.	**Counselling** ▪ Pre-Admission Enquiry ▪ Student Application form (On Line/Off Line) ▪ Verification of Admission Criteria ▪ Hostel Allocation ▪ On-line seat status display ▪ Integrated Fees Collection **Student Master Data Creation** ▪ Admission letter generation with student's photograph Up-gradation/ Import of Short listed student data into database along with *Branch Awarded *Personal Details *Qualification *Category (General/SC/ST/OBC etc). ▪ Student Master Data ▪ Hostel Management ▪ Exam Centre Management ▪ Addition of Programme/Branch/Section/Sub-Section ▪ Enrolment Number Generation ▪ Pre-registration/registration-record subject choice ▪ Core Subject Allocation
2.	**Student Information System and Database Management** ▪ Automatic issue of I-Card with bar code ▪ E-learning solution for creation of syllabus, teaching plan, lecture notes, assignment and access of syllabus, lecture, submission of assignments, appear for on line test etc. ▪ Teacher Load Distribution ▪ Registration Slip Printing ▪ Add/Drop Regular/Back Paper Subject ▪ Student Attendance ▪ Time Table Generation ▪ Student In or Out Details ▪ Student Disciplinary Records ▪ Student Module: Student data upload for PG/Ph. D programmes ▪ Merit preparation module for PG/PhD admissions ▪ Student name-photograph & profile reading through OCR/online Qualification, address, local and Student Roll number generation ▪ Course Registration Address change / Duplicate I- Card request, generate Name / Data / Branch change/correct request maintenance Course completion/Bonafide/Character/TC/Migration/NOC ▪ Request create and maintain Scholarship management - type, source, target, duration Scholarship start date/end date amount ▪ Linkage of scholarship with Student fee, statistics Girls/Boys/ Category Ratio etc. ▪ Student address label for sending letters to parents ▪ Personal Information-view/edit (State wise) ▪ Academic information ▪ Class test / mid semester test marks details ▪ Disciplinary records ▪ Fees details which include, fees/fine payment, dues details ▪ Debit / credit advice
3.	**Academic module** ▪ NACC Reports ▪ Provision of Subject allotment and faculty by concerned HoD Faculty may take theory/ practical / project / thesis ▪ Concerned HoD can allow failed students to sit in Mid-Term Examination as allowed by the competent Authority of University.

	• Provision to Faculty to enter students attendance – access through login • Provision for reminding faculty to fill attendance through HoD via email • Attendance visible to administration, faculty, student and parent modules • Short attendance notice through e-notice/email/SMS to subject teacher, HoD, Dean (Acad.), Academic Officers, Controller of exam, professor-in-charge, student, parent on a selectable frequency such as monthly/before mid-term examinations/ end-of-semester Attendance information dissemination to students/parents through Email/SMS channel • Student Database (Category and State wise) • Student Registration • Student Program and Course Registration • Faculty Database • Faculty Assignment to courses • Syllabus creation • Pre-examination functionality • Schedule of Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations • Receiving of question papers for the Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations from the different departments. Invigilator, Hall management, Seating Arrangement, Hall ticket printing. • Online attendance management for the registered students in a semester. • Multiple eligibility checks for example attendance, valid registration etc. of students for appearing in examination • Generation of attendance list of students and invigilators for examination. • Conduct of Examination-record keeping of Student Attendance during examination Invigilator attendance during examination **Learning Triggers** • The software should facilitate student learning through online downloading-uploading of assignments/study material. There should be provision to create a learning plan (based on the syllabus) and link learning resources with it.
4.	**Parents Module** • Parents can view attendance via Internet in the Parent's Button on Integrated Information Management System (IIMS) • Student feedback management • Student misbehaviour/Ragging records/Corrective action Email/SMS notification of misbehaviour/achievements/General Information/ Maintenance of all type of records of student for their performance • Alumni module View and edit current profile and the name of the Org. where he/she is working • View current standing and degree information • View archived data from previous yrs. Forums and discussions with teachers and current students • Alerts and emails regarding events, functions and placement Data visualization & statistics of past students
5.	**Student Fees Management** • Dynamic Fees Heads • Multiple Currency Supports • Academic wise / Program wise Fees • Fees Structure and collection (Individual and Quota wise) • Fees Waiver or Fees Discount • Special Approval in case of Delay in Payment • Bank /Cheque/Draft/ECS, Online Payment Gateway • Fine Collection • Fees Refund or Fees Settlement • RGNF/JRF/SRF etc. Scholarship • Payment List or Due List • Student Fees transfer • Various ERP related Reports • Integration with Finance Module

6.	**Examination Modules**
	▪ Question Paper Setting
	▪ Invigilation Duty with Faculty load distribution/No duty request/ Time Preference
	▪ Attendance / Absentee list generation
	▪ Marks Entry System by faculty Member with approval from HoD
	▪ Result Entry System and Processing
	▪ Percentile
	▪ Grading System
	▪ Marks obtain CGPA/SGPA details
	▪ NAD integration
	▪ Convocation
	▪ Exam. date sheet with seating plan
	▪ Tabulation of Grade Sheet
	▪ Printing of Grade Sheet, Marks Sheets, Transcript and Various ERP reports
	▪ Publishing of Results in the Web Kiosk after approval
	▪ Faculty may enter internal and external marks of allotted subjects as coordinator/teacher
	▪ Faculty may enter internal/external marks of back papers as allocated Editing of marks can be done before locking Print and Save option to become active only upon locking Backlog record of each student to be maintained Branch-wise/Semester- wise result generation
	▪ Facility for conducting online and written sub-module system should generate DMC/CGPA/ SGPA records of individual student and statistical reports of overall results semester wise, branch wise, batch wise, year in spread sheet, and graphical form student can fill form to appear in a particular or all subjects
	▪ Faculty/student/parent can view result/placement details of the students if given authority by the management Examination related information–date sheet, change in exam date, result declaration through e-notice, email, SMS channels System to generate topper details, scholarship holder records, gold medal list details, best project etc.
7.	**Training & Placement**
	▪ Student academic data to be obtained from database
	▪ Student may register and select companies online
	▪ Placement Calendar coupled with various placement events
	▪ Maintaining corporate recruitment
	▪ Checking selection criteria
	▪ Web enrolment for placement event
	▪ Maintain Campus requirement
8.	**Alumni**
	▪ Maintaining the alumni database- contact details, work details
	▪ Mailing facility - University to alumni, alumni to alumni secured web access (approval based)
	▪ Alumni Forum
	▪ News event
	▪ Search engine (Optional) & Online Registration
9.	**Employees PORTAL (Teaching and Non Teaching Employees)**
	▪ Employee information
	▪ Contact information view/edit
	▪ Leave and salary records
	▪ Debit/Credit advice
	▪ Income tax declaration and deduction
	▪ Work flow for (Leave/LTC/TA/Medical/Advance/No Dues etc.)
	▪ Subject/room/day/time preference for time table
	▪ Time Table entire
	▪ Day/time preference/no dues request for invigilator duty
	▪ Administration user option
	▪ Website integration with employees portal (display of employees profile on website)
10.	**HRM & Payroll**
	▪ Vacancy Creation-Define post & Number, Qualification & Experience, Reservation etc.
	▪ View of Orders/Circulars/Notices as received/made by MGAHV Administration

- Recruitment –Teaching/Non-Teaching
- Notices/Circulars management-information dissemination through email, Pop Up and SMS, Whatsapp channel to different levels of employees according to requirement to All or in Group Password protected view, save and print by each employee his/her salary statement, Present & Past leave balance, loan history & status, pension, NPS and all allowances/deductions status
- File management/letter movement and its tracking system by the employee/faculty
- Online job Application (Roll on Advt.), Appointment letters
- Archiving of all employee data
- Employee Database including digitization of Personal Information
- Professional Membership Information
- Dependent Details/ Aadhar number
- Superannuation notification & generation
- List of Journals/Publications/Conference/Seminar etc.
- Salary/Perks/reimbursement Details
- Writer-in-Residence/ Adjunct Faculty/ Visiting Professor or Guest Faculty Details
- Registration/Attendance of employees on Biometric system, Attendance reports
- Online Leave Mgmt. of all kinds and user defined flexible leave sanction authorities & path
- Salary Computation and generation of salary bills and pay slip
- Arrear Calculation and Generation of Arrear reports
- Income Tax Calculation, Generation of TDS and Income Tax Statement
- Advance/Loan Payment/recovery
- Setup, add, edit, update detailed employee information, Employee I Card generation
- LTC Management, Personal file management along with qualifications/achievements as acquired from time- to-time
- House allotment management including record
- Multiple self appraisal form for teaching and non-teaching Staff
- Online self appraisal by Employee, who may view the APAR as per decisions of administration
- Evaluation by authorities & grading for Promotion /Increment
- Time Table Administrative duties assigned
- Entry of all service book such as – personal memoranda, appointment, family, Qualification nomination, Promotion & Transfer, LTC, Loan and adv., Training & conferences attended etc.
- Activities organized, Seminar, Conference Workshop etc. attended
- Publications Research Project, Consultancy
- Trace/tracking of reimbursements/indents and advances by employee/ faculty to facilitate purchase/ different activities for institutional/ department / Research

11.	**RTI/Court Case Monitoring System**

- RTI/case Registration like Case no., Year, Individual/ Dept. Name, Legal Notice Receipt etc.
- Quarterly report submission under RTI
- Pending and Disposed cases of MGAHV pertaining to various courts (Tribunal of Arbitration/ Lower Court/High Court/ Supreme Court)
- Alert for next hearing
- Queries using date of hearing
- View/print of case existing / historical
- Reports on pending cases as on date-category wise/department wise
- Information regarding dealing branch and officials

12.	**Financial Accounting System**

- Chart of Accounts
- Financial Statement Groupings / Grouping of Chart of Accounts, Budget Allocation as on date, Expenditure Statement, Unspent balance details
- Dynamic Sub Ledger, Cheque Book Management including priority of cheques
- User Defined Voucher Numbering Patterns
- Voucher configuration for designing vouchers
- Cash Receipts and Payments
- Bank Receipts and Payments with Inter Bank Transaction option
- Purchase Journal
- Subcontractor Journal (Optional)
- Dr./Cr. Note Voucher's, JV & Book's, Ledger's, Trial Balances, Bank Reconciliation, Receipt & payment, income & expenditure statement

- Ledger / Sub Ledger Credit Limit check
- Budget Preparation on the basis of previous year expenditure with % increase and new services
- TDS Deducted v/s Deposited
- Project / Grant Management
- Payroll Management *Finance Rules to be implemented as per latest GFR 2017
- Investments by University in Term Deposits *Generation of all kinds of reports required by the section including *CAG Statutory requirements like TDS for goods and services
- Transfer of money to respective project heads/ departments/ indentors Consultancy Work
- Payment received and distribution, Employees Number of pay scales–Pay level wise/designation wise / employee wise, salary structure, Quarter accommodation deduction of license fee mater, electricity & other charges
- Conveyance Allowance, Processing of salary according to defined days of a month on which employee salary is claimed for preparation of salary of the employee
- Facility of full attendance transfer to mark present for entire month initially and update leaves/make employee absent later to reduce data entry effort, Category/ Department/ Employee wise salary processing taking into account consideration components – allowances and deductions creation, HRA, GPF, Arrear payment, LTC, Medical Allowance and other reimbursement etc.
- Earned Leave Encashment Calculation and historical record
- Salary slip generation, Salary report generation month wise posting on individual e-mails, year wise Posting of salary details into Bank Processing of DA, other arrears Contingent Bill for Leave Encashment, Other Payments
- Loan structure, application & sanction of loan/guarantors, instalments Income Tax Management–Income Tax slabs/ surcharge, IT Rules till a specified date
- Calculate the recovery amount on the Loan amount taken / instalments for every month
- Maintain a NPS/GPF Personal Ledger for an Employee Calculate interest amount on the accumulated of concerned GPF: (Quarterly, Half Yearly and Annually). Monthly and yearly report of NPS collection and deposit with Pension Fund Regulatory and Development Authority (PFRDA) for each individual employee
- Student fees management Read student data fee set up for Course wise fees details payment of fees for each course, Set Student fees with different categories and different number of students
- Fee and fine collection between any 2 dates, fee and fine collection due, list of concessions available, fee and fine receipts
- Students outstanding scholarship amount and amount released data
- Define number of fee heads and fee components in the University like, Studio/Laboratory/ Education, Tour head, Transport head, Library fee, Internet fee, and Hostel head. Add and collect full/partial fee during student registration and admission.
- View, edit, update, cancel student fees and related information. Receive student fee dynamically through payment gateway into University's account
- View received fee and fee transactions and information to student and his parent of cancellation of fee through email and SMS channel, provides student ledger report, provides transaction reports and details
- View for all session fee together and gives option to receive fee from there
- Functionality to add additional fee, for fine or any other amount type
- Facility to refund some or all amount and can also close student fee account
- Provides reports to view student fees
- Define fee structure at course level, branch level, batch level and semester level
- Define fee concessions for academic performances and for different categories of students like SC/ST/OBC etc.
- Define fine for any activity in the University viz. ragging, indiscipline. Maintain fee and fine record paid and due for a student, Cancel fee receipts issued
- Sponsored Projects and consultancy Project /Consultancy proposal/approval. Receiving of approved project proposal
- Management of fund sanction, allocation & expenditure and UC details for each project
- Project wise PI/Co-PI details
- Accounting Reports. Account head/Sub head report Challan/DD/Cash book/Bank book/Transfer/ Contra report/Outstanding report/Income tax details/Request amount Trial Balance Report
- Fund utilization report/ TDS certificate search/ Yearly budget/ Fee and fine collection for every semester (branch wise, course wise)

13.	**Secretariat/Office Mgmt. System (VC/Pro-VC/Registrar/FO/Dean/HoD Office Management)**
	▪ Dash Board separate for each category
	▪ Meeting Management
	▪ Conferences/Seminars/Workshops/Training Programme management
	▪ Uploading circulation view and print of Executive Council, Academic Council, Finance Committee Agenda/ Minutes
	▪ File management/Inward-Outward dak entry, letter movement and its tracking system by the employee/faculty
	▪ Office Record Keeping, Work assignment, Progress monitoring
	▪ Dynamic Website, Automatic updation of information
	▪ Trace/tracking of reimbursements/indents and advances by employee/faculty to facilitate purchase/different activities for Institutional/Department /Research
	▪ Online invigilation duties to faculty members
	▪ Online purchasing procedure particularly approval
	▪ On line availability of student and alumni record of the department
	▪ Online availability of Faculty & Staff of the department
	▪ List of students registered on the basis of subjects, eligible to write end semester examination, appearing in supplementary examination
	▪ Course file management, Assignment records, student feedback, course web page management
	▪ Ability to create mailing groups of employees, students as per group/elective. Management facility of login from University public portal into the system for limited access for viewing above as per policy of the University
	▪ Student Management Dashboard, including ability to view Admission and Current Regn. Status.
	▪ Academic Records, Historical Records (for verification purpose), Student's Personal Database, Report of indiscipline and proctorial action against the student
14.	**Distance Education**
	▪ Students information/ life cycle
	▪ File management
	▪ Examination and results
	▪ Information of/from approved study centres
	▪ Dispatch details of study materials
	▪ Stock details of study materials
15.	**Purchase/ Inventory**
	▪ Raising of Purchase requisition
	▪ Store indent generation
	▪ Agenda/ Minutes of Purchase Committee
	▪ Single quotation record as per GFR-2017, Rule-154
	▪ Record of constitution of LPC as per GFR-2017, Rule-155
	▪ Placing of Enquiry to various parties/ GeM
	▪ Online purchasing procedure particularly approval and submission of quotations
	▪ Quotation letter, Comparative statement generation
	▪ Purchase order generation through approved quotation, amendment of approved Purchase Order and Records Vendor list
	▪ Goods received and material inspection
	▪ Purchase return
	▪ Bill Passing with FAS Integration
	▪ Material issue / receipts, Material Transfer in/out to other stores/Location
	▪ Physical stock verification and adjustment voucher
	▪ Store valuation on weighted average methodology
	▪ Stores transaction detail
	▪ Classification and Stocking
	▪ Maintenance/Repair of Consumables/Assets
	▪ Automatic updation of stocks on purchase and distribution
	▪ Automatic numbering code generation of Non-Consumable items
	▪ Centralized/Departmental stock register, Stock in hand-department wise /Stock verification details.
	▪ AMC maintenance for different equipments in different departments, Stores Audit, Gate pass

		generation and record
		▪ Category /sub category Item search
		Fixed Assets Modules
		▪ Addition of Fixed Assets
		▪ Value addition to existing assets
		▪ Fixed Assets Register
		▪ Allocation/Re-allocation of fixed assets
		▪ Assets Transfer
		▪ Assets Insurance details /AMC
		▪ Depreciation of Scrap/Sales of Scrap or assets
		▪ Depreciation Calculation.
16.	**Transport**	
		▪ Vehicle Master Database
		▪ Vehicle Log Book Management
		▪ Vehicle maintenance and running history
		▪ Driver information
		▪ Drivers Over time Allowances
		▪ Distance covered
		▪ Details of purchase of spare parts etc. and service of vehicles with data of repairing agency date and cost
		▪ Issue and use details / Fuel log book
		▪ Price and payment of fuel consumption (Mthly., Qly., Yly.)
		▪ Insurance information
		▪ Online requisition and duty assignment
17.	**Hostel(s)**	
		▪ Hostel admissions and fees
		▪ Room search / Room allocation / Room discontinuation / Room transfer
		▪ Hostel-wise student list
		▪ Room occupancy record keeping, Mess Bill Management
		▪ Visitor log book, Security guard details / duty etc.
		Guest House Management
		▪ Rooms Classification
		▪ Room search / Booking and cancellation(online/offline)
		▪ Occupancy Record Management, Check in date / Check out date, Guest contract details. Monthly report of occupants and income-expenditure of guest house
		▪ Visitor log book, Security, Guards details data etc.
		▪ Room/ Food Billing, Mode of payment, Guest House Inventory Management, Kitchen Inventory Management
18.	**Campus Development**	
		▪ Fixed Assets Register
		▪ Value addition to existing assets
		▪ Allocation/ Re-allocation of fixed assets
		▪ Maintenance and Repair
		▪ Items Repair/ Maintenance
		▪ Assets Transfer
		▪ Rent for Building and others
		▪ Bill movement Register
		▪ Water & Electricity Bills of Quarters
19.	**Security Management**	
		▪ Security Agency name and Details/Contacts
		▪ Contract Period
		▪ All security guard name/designation, personal details, address, contact number/duty hours /duty location/date of duty/ nature of duty/off days
20.	**System Administrator Rights**	

		- Restriction of unauthorized access to various modules of the software
		- System administrator can only access all the modules of the software
		- System administrator can create, update, edit, view and remove any users
		- System administrator can update functionality security can change any user id and password/ Create login accounts and permissions /Setup /edit employee and student information
		- Generate notices/circulars
		- View all reports, records, results for employee and students Document
		- Management as to search on any given keyword that could be name, employee Id. with bar code, Roll No., also month wise, year wise etc. and show in formatted form on the screen. It should be possible to generate printout and save searched data in file form. Similar restricted facility should be possible for every user of the system.
		- Overall administrative control over all modules
		- Top authority page to maintain information related to student/employee mass mailing (e-mail) facility

❖ Responsibilities of the Bidder

The selected bidder/firm will study the existing system and will design Browser based application software for activities listed under Tentative Scope of Work *(as per Annexure-'A')*. The bidder responsibility is broadly divided into following tasks:

a) System Analysis (Detailed system analysis and Design & Development)

System Analysis for each of the identified Application which will include:

➢ Detailed analysis of the existing systems, whether automated or manual. This will include analysis of documents in use, detailed information requirements, reporting procedures & formats, reporting levels coding and classification being followed etc.

➢ Identification of unique data elements, their size, format, source, use and sequence of data storage, data volume, its frequency of updation, responsibility of the department for the updation, inter-system flow of data, current volume and growth rate etc.

➢ Detailed analysis of types of queries being supported, their volumes, frequencies etc.

➢ Preparation of Data Flow Diagrams.

b) Deliverables

Documentation containing System Analysis Report covering all the aspects described above.

c) System Design

Bidder is expected to design the proposed systems keeping in view the following points:

➢ The proposed systems will be implemented under Client Server environment on suitable computer systems having Centralized processing and databases with decentralized input and output.

➢ To ensure quick retrieval/access and also for improving the response time. The system should be completely Menu-driven and user-friendly in all respect.

➢ For each of the identified application system, the system designing shall be undertaken by the Bidder, which will include:

• Preparation of Systems Flow Charts, depicting boundaries of each system, and inter-system linkages, designing of input screens.
• Designing of output report formats and reporting procedures including reporting levels, frequency of reporting etc.
• Designing of screen formats and menus for queries.
• Designing of database structures. This will include deduction and design of access levels also.
• Definition and design of security levels and password protections.

d) Documents to be developed

➢ Systems Flow Charts
➢ Systems Specifications of various application systems which for each application system will include:

• Input forms/Screens
• Output report formats
• Screens for queries
• Inter System linkages/interfaces
• Security and Backup considerations

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e) System Development Acceptance Testing

System Development for of the Application system will include:

➢ Designing of programmes specification on the basis of Systems Specifications defined in Technical Specification
➢ Programming and Testing of the System
➢ To implement the Systems and subsequently check for the stability of software
➢ Implementation of the System and handing over to the users for acceptance and Operation
➢ Preparation of Users Manual

f) Application Support

The Solution provider will provide the Application Support for a period of contract awarded or decided by the University authority after Handing over the Software.

g) Training

Training shall include users training for the understanding and operation of Application Systems. The Training will be for System Administrators on maintenance and support of the System and selected group of users on operation of the various modules. The Solution provider will provide manpower for training.

h) Submission of System Resource Study report (SRS)

The successful bidder will be required to submit the System Resource Study Report within 30 days from the date of issue of Work Order which shall principally include software requirement specifications too based on the rigorous assessment of requirement of the concerned sections before commencing the design work.

i) Software Implementation

The Implementation Roadmap of Application Software should be clearly specified in terms of number of days and be shown in the PERT (Program Evaluation Review Technique) chart in the Offer.

j) Guarantee /Warranty

Equipments and system installed shall be guaranteed individually for integrated operation for the contract period from the date of commissioning of the system. In case of detection of any defect in individual equipment or system as a whole the same shall be replaced by the Firm/ Company/ Vendor free of cost within 15 days of intimation by the competent authority of the University.

k) Hardware Requirement

The details Hardware requirement with specification for the developed system shall have to be provided by the bidder in the SRS (System Resource Study Report).

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EoI Response Form

Note: Details filled in this form must be accompanied by self attested sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

Sr. No.	Description	Details (To be filled in by the responder to the EoI)
1)	Name of Company/Firm/Organisation	
2)	Complete registered address of the Company/ Firm/ Organisation	
	Telephone No. (with STD Code)	
	Fax No. (with STD Code)	
	E-mail	
	Website (if any)	
3)	Name of the Proprietor /Partner/ Owner etc.	
4)	Name of the Contact person and Mobile/Tel. No.	
5)	Details of Company's Registration	
	Name of Registration Authority	
	Registration Number and Year of Registration	
	Product/ Service for which registered with validity period	
6)	GST Registration No.	
7)	Permanent Account Number (PAN)	
8)	Whether the company complies with the Requirement under the Contract Labour (Regulation and Abolition) Act?	Yes/No
9)	Have ISO 9001:2000 or ISO 27001:2013 or other such certification	
10)	Name of the Authorized Signatory, who is authorized to respond to the EoI (as per *Annexure-*'C')	
11)	Have Office /Support centre near Wardha and Allahabad or Kolkata (Provide a copy of address proof)?	Yes/No
12)	Have attached successfully implemented at least 03 (Three) similar University Management System in University (Central/ State)/IIT for similar work in the last 05 (Five) years ending 31.12.2017 (as per *Annexure-*'D')?	Yes/No
13)	Self-Declaration/Undertaking by the bidder regarding Ineligibility or black listed with any of the Government/ Public sector unit /Agencies during last 05 (Five) years on their letter head is attached (as per *Annexure-*'E')	Yes/No
14)	Have attached audited balance sheets for last 03 years i.c. 2015-16, 2016-17 and 2017-18 of the firm?	Yes/No
15)	Are you able to provide total integration & solution self-certification?	
16)	Additional documents/information (Please attach separate sheet, if required and include additional details)	

The following notes offer guidance to proposing responder in the form of a model outline for their response document. All the headings indicated below must be addressed in the sequence shown, providing as much relevant detail as possible. *(Conformance to this outline will assist the subsequent evaluation and selection activities, and any variations should be documented).*

Additional headings and information may be provided by the proposing responder where they are required to include additional details or explanations.

Description of the proposing responder :

    i.   Specifically include legal status, ownership, and the name of the person within the company who is responsible for this project.

    ii.   The proposing responder's general understanding of the project requirements and the proposed total solution.

    iii.   Describe the strategy suggested for future upgrade of the supplied equipment and / or products and any impact this strategy may have on operation etc.

    iv.   Scope of work compliance as per the document.

Date: _____

Place: _____

                      Authorised signatory

                Name : …………….…......……………………

                Designation :………………………......…………

                 Office seal)

Authorization to Sign the EoI Document

(To be given on Company/Firms Letter head)

To

The Registrar
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
Post Hindi Vishwavidyalaya, Gandhi Hills,
Wardha-442 001 (Maharashtra)

Sir,

This has a reference to your EoI No. .... dated .... for Consultancy Services for Designing, Development, Implementation, Training & Maintenance of **ERP System (Web based University Management System)** for Academic (Student Life Cycle), Examination (Under Regular & Distance Mode), Establishment & Administration, Finance & Accounts, Stores & Purchase and Campus Development of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (MGAHV).

It is hereby confirmed that, Sh./Smt. .... working as …………………….. is entitled to act on behalf of our Corporation/Company/ Firm/Organization and empowered to sign this document as well as such other documents, which may be required in this connection.

The specimen signature of Sh./ Smt…………………………………..…. is as given below.

(Signature 1)   **(Signature 2)**

I, ..., certify that I am <designation> of <company>, and that Sh./ Smt .... whose specimen signatures are given above is authorized to bind the corporation by authority of its governing body.

Date: _____

Place: _____

Signature : ……………………………………………

Name : ……………….........………………………

Designation :…………………….........……………

 (Office seal)

Information on Past Assignments

EoI Date: 03.08.2018

Provide information in the format below on each assignment for which your firm was legally contracted during the past 05 (Five) years ending on 31.12.2017:-

Sr. No.	Assignment Name	Details
1.	Name and Address of the Client	
2.	Project start and completion date	
3.	Project cost/value	
4.	Narrative description of projects	
5.	Professional staff provided by your firm	
6.	No. of staff	
7.	Name and contact address of senior staff (team leader) involved in the project.	

Date: _____

Place: _____

           Authorised signatory

           Name : …………………..........……………………

           Designation :……………………….......…………

           (Office seal)

Undertaking

(To be submitted by the bidder on his Company's letter head)

i. I/We hereby undertake that I/We have read and understood the Expression of Interest document completely.

ii. I/We hereby undertake that I/We understand that the Scope of Work and Requirement of this EoI is indicative only and not exhaustive in any manner and that the final scope of work and technical specification will be decided by MGAHV at their discretion.

iii. I/We hereby undertake that I/We understand that the MGAHV reserves the right to finalize the scope of work and requirements at its discretion, which may be based on my/or proposed solution and/or any other bidder proposed solution and/or as decided by the MGAHV. I/We hereby declare that I/We shall not be having any claim and/or right for the said usage. I/We hereby undertake to provide the requisite OEM authorization as and when required and/or asked for by MGAHV, as per the solution and/or requirements, as decided by MGAHV at their discretion.

iv. I/We hereby undertake that I/We understand that the MGAHV reserves the right to float a separate EoI for the scope of work and requirements as mentioned above of this EoI irrespective of the outcome of this EoI.

v. In case any provision of this EoI is found violated, then for MGAHV shall without prejudice to any other right or remedy be at liberty to reject this EoI.

vi. I/We hereby undertake that the MGAHV reserves the right to short list responder(s) for further *tendering of this* EoI and in case of my/our response being rejected. I/We shall have no claim of any short in the further tendering process. Further MGAHV shall be at liberty to allow any firm to respond in the EoI process at the stage for "Request for Proposal" irrespective of the fact that the firm allowed has participated in the EoI or not and I/We shall have no claim of any sort on such process.

vii. I/We hereby undertake that I/We shall comply with the scope of work and requirements and there are no deviations of any manner in this regard from my/our side.

viii. I/We hereby undertake that in case my/our response to this EoI is short listed, I/We agree to bid for the further EoI as and when asked for by MGAHV based on the terms and conditions and technical specifications and scope of work as finalized and decided by the MGAHV at their discretion.

ix. I/We undertake to be the single point of contact for MGAHV and shall be solely responsible for all warranties, upgrades, and guarantees etc. offered by the OEM, and system integration and facilities management and for the entire scope of work and requirements as per the service levels defined in the subsequent EoI document.

x. I/We hereby affirm that our response is valid for a period of 90 days from the date of EoI submission.

xi. I/We declare that my/our firm/company is not black-listed or declared ineligible by any Government/ Public sector unit /Agencies during last 05 (Five) years.

xii. I/We hereby declare that my/our EoI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Date: _____   **Authorised signatory**

Name :

Place: _____   ………………………......………………………

(Office seal)