

National University of Study and Research In Law, Ranchi

Ref: NUSRL/RNC/2024/112626

DATE: 25.06.24

**Expression of Interest (EOI)
for
ERP System for University**

SECTION-II

ELIGIBILITY CRITERIA FOR THE BIDDER

PRE-QUALIFICATION CRITERIA (Stage-I)

- 1) The bidder/ Company should have been in the software design and development business for at least 5 years as of 31st March 2024. The Bidder should be registered for Sales Tax/VAT/Service Tax/Excise/GST as applicable. The copies of documentary evidence in support of this must invariably be enclosed with the offer.
- 2) The bidder should have a turnover of at least **2 Crore** in each of the last 3 financial years, as revealed in Annual Financial Statements reported in India in each of the last 3 financial years. Statements to be enclosed.
- 3) Cost of Tender document: The bidders will be required to deposit Cost of Tender amounting Rs. 1,000/- (Rupees One Thousand Only) in the form of separate DD in favor of “Registrar”, NUSRL, Ranchi payable at Ranchi. This Amount is nonrefundable.
- 4) Tender should be accompanied with a demand draft for Rs. 2,00,000/- (Two lacs Only), as Earnest Money Deposit, in favor of “Registrar” National University of Study and Research in Law, Ranchi. The draft will be refunded to unsuccessful tenderers and no interest will be paid on this.
- 5) The draft of the successful tenderers will be retained as part of security Deposit and will be refunded on completion of warranty period. The specifications have been indicated in this tender document. The tender documents are available in our website, <https://www.nusrlranchi.ac.in/tender-noitce> .
- 6) Last date and time for submitting bid is 19th July 2024 by 5:00 P.M. The bid will be opened on July 24, 2024 at 2:00 P.M. The Bidders or his authorized representatives are allowed to be present at that time.
- 7) The bidder/Company should have completed at least THREE projects of ERP System Supply/Development and Implementation with any of Higher Education Institute / University during last 5 years out of which minimum Three should be at a National Law Universities. Work completion certificate/work order issued by the institute must be attached.
- 8) The bidder/Company should not have been debarred/blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/University or any other organization. Undertaking in this regard is to be submitted by Bidder.
- 9) Bidders are required to submit all supporting documents for above criteria with sign and stamp.

- 10) **Agencies which are qualified as per the pre-qualification criteria will only be allowed to participate in the Stage-II i.e Presentation.**

PRESENTATION TO THE EVALUATION COMMITTEE (Stage-II)

Companies/Agencies shortlisted in pre-qualification will be invited for making presentation in presence of Evaluation Committee at NLU. Each of the shortlisted Companies/Agencies will be given a slot of fixed time period. The Evaluation Committee will see the presentation of ERP System proposed by the bidder and assess competency of the Companies/Agencies, their capacity of understanding the needs, and sensitivity to provide services to NLU on below mentioned parameters:

- Presentation of proposed ERP System for University and its features
- Number of years of existence of Company
- Number of Key Professionals & their post qualification experience
- Number of projects with higher educational institute.
- Recognition/Accolades won during last 5 years
- Ability to serve NLU
- Track-record

The Evaluation Committee will shortlist the Companies/Agencies on basis of above evaluation for further process.

SECTION-III

GENERAL TERMS AND CONDITIONS

1. Essential technical requirement:

The company /agency must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, Shop and Establishment registration etc., as applicable from time to time, with respect to this EOI.

2. Bid validity:

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED”.

3. Submission of Bid:

Technical Bid and Price Bid shall be submitted in two separate sealed envelopes quoting reference number of EOI at the top of the envelope. The fees shall be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

4. Bid Evaluation:

The Bidder will be evaluated based on the Pre-Qualification Criteria (Stage-I) and Assessment of Evaluation Committee (Stage-II). Price Bid of Shortlisted Bidders by the Evaluation Committee will be opened.

5. Duration of Supply/Development of ERP System with Project Implementation:

Within **90 days** from the date of issue of purchase order/work order.

6. Amendment of EOI Document (Corrigendum):

At any time prior to the deadline for submission of bids, NLU may, for any reason, modify the EOI document and the corrigendum will be published on NLU's website.

7. Prices, Taxes and Duties:

The Bidder should quote firm prices/ rates taking in to account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, GST and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated above and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

8. Assignment & Sub-Contract:

The Agency shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the University.

9. Taxes, labour laws and other regulations:

The selected agency shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto. The selected agency shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act, Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental agency or authority.

10. Confidentiality and Disclaimer

All information supplied by the NLU in connection with this EOI must be treated as confidential and, for the avoidance of doubt, all parts of the EOI are to be treated confidentially by the Bidders.

11. Conditional EOI:

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.

12. Contract Agreement:

The successful Bidder shall be required to execute a Contract Agreement with NLU on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only). The cost of stamp paper shall be

borne by successful Bidder. NLU reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

13. Force Majeure: If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations here under by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

14. Interpretation:

In the event of any difference in the interpretation of any of the clauses of the service contract and / or the documents, the clarification given by the Registrar, NLU shall be final and binding on the Parties.

15. Exit Clause:

NLU can terminate the contract at any time i.e. during the contract period without giving any notice or citing any reasons.

16. Settlement of Disputes:

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.

17. Any dispute whatsoever shall be subject to the jurisdiction of NLU's city only.

18. IMPORTANT:

- a) University may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the lowest bid. The University at its discretion may change the upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the agency will also be debarred from participation in future processes.
- c) Bidders are required to sign and submit all the pages of this EOI document and all other required supporting documents
- d) In case of any dispute, the decision of the Vice-Chancellor of this University shall be final and binding on the Bidders.

- e) For any query pertaining to this bid document, correspondence is addressed to: The Registrar,
NLU

SECTION-V
TECHNICAL

1. SCOPE OF WORK:

The NLU intends to implement an ERP project to automate and streamline its core Administrative, Academic, HR, Financial, Examination and other processes to improve administrative efficiencies and provide improved services to its stakeholders. For this purpose, it requires services of a competent IT Company/Firm which can understand the university's requirements of ERP and provide complete ERP Application with implementation. The broad functional areas/modules identified, to be covered under 'The ERP System for University' include; but not restricted to-

- Academic Administration
- Admission
- Alumni Management
- Attendance
- Examination & Results
- Training Management
- Faculty & Staff Information
- Fee Management
- Hostel Management
- Reports & Dashboards
- Publications
- Student Information
- Timetable and Academic Calendar
- Mobile App
- Payroll

Implementation:

1. To implement the solution at locations - as required by the University.
 - a) University may implement the ERP in phases.

EOI for ERP System for University

EOI Notice No.:

- b) University may contact the organization where ERP has been successfully implemented.
2. To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures and disaster recovery.
3. The Bidder is expected to incorporate all changes in business requirement in the application during the term of the project if any such changes arise.
4. Data integration/migration from the existing system to the ERP System of University.
5. The software must be scalable with respect to the no. of students and the no. of programmes.
6. **Mobile Application of the ERP must be available within the pricing.**
7. **Implementation must be done on Cloud Base only with automated backups.**

Training to the Users/Staff:

1. To prepare training schedule of ERP System/Modules for staff/users and take approval from the University.

2. To train the designated technical and end user staff to enable them to effectively operate the ERP System/Modules.
3. To prepare training manuals for ERP System/Modules and submit to the University.
4. For the period of implementation, minimum of one representative of the Agency must be assigned and attend the University on daily basis (working days) through remote support. Initial implementation offline support where needed, should be provided.

Warranty:

The Bidder/Company/firm has to give full support for the ERP system to go live with no additional cost and should thereafter continue to extend training to our staff as and when required. University will depute a SPOC for ERP implementation

(B) Details of ERP System for University:

Bidders are required to provide following details of ERP System. For Additional/More details bidder can attach Separate Sheet/Brochure/Documents in the Technical Bid with Authorized sign and stamp.

(I) Modules available in the ERP System of University:

Sr.No	Name of Modules	Available Features
1.		
2.		
3.		
4.		
5.		
6.		
7.		

(II) Platform/Other Technical Details related to ERP System:

- 1) Software Development Platform/Frontend/Programming Languages etc.
: _____
- 2) Backend Database Software/Platform
: _____
- 3) Compatibility with Operating System: _____
- 4) Browser Compatibility
: _____
- 5) Software Licenses requirements to use/run ERP System(if any): _____
- 6) Cloud Base:

7) Security Parameter/Measures in ERP

System:_____

8) Any Other Application/System Related Technical

Details:_____

(III) Checklist of documents to be attached with technical bid.

- **Company/Firm registration certificate**
- **EOI fee & Earnest Money Deposit (Demand Draft) Annual Financial statement for Last 3 financial years**
- **Work order & completion certificate of at least three projects of ERP System developed for educational institute.**
- **Work order or completion certificate implemented in minimum 3 of National Law Universities in India.**
- **Undertaking that the bidder/company/firm is not blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/University or any other organization**

PRICE BID

Bidders are required to fill Price Bid in the following Format I & II.

Bidder can attach additional sheets if required.

PRICE BID FORMAT-I

Sr.No	ITEM	Price/Amount (Without Applicable Taxes) (in Rs)	Applicable Taxes	Total Amount(Inclusive of Applicable Taxes) (in Rs)
	ERP for University:			
1	Software cost including cost for development, installation, implementation, training, and with 1 year warranty/ Maintenance/ Hosting, after ERP System goes live.	A) CLOUD BASE		
2	Charges Operational and Maintenance support (After completion of First Year Support)			

DECLARATION

1. I,.....Son /Daughter of Mr./Ms.
Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----
----- am competent to sign this declaration and execute this document.
2. I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to the summarily rejection of my EOI at any stage besides liabilities towards

prosecution under appropriate law.

5. Each page of the EOI document and papers submitted by my Bank is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Signatory

(With Seal)

Place:

Date:

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