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19.3.2012

AMBEDKAR UNIVERSITY DELHI

**Sector-9, Dwarka,
New Delhi - 110077**

Request for Proposal (RFP)
Cloud Based Enterprise Resource Planning (ERP) System
of
Ambedkar University, Delhi

TABLE OF CONTENTS

Description

Disclaimer
Notice Inviting RFP
Schedule for Submission of RFP

Section I

1. Introduction & Objective
2. Scope of Work
3. Pre-qualification Criteria
4. Clarifications to RFP
5. Criteria for Evaluation
6. Other Terms and Conditions
7. Validity of RFP
8. Earnest Money Deposit
9. Forfeiture of EMD
10. Security Deposit

Section II

Format for Submission of Financial Bid (Annexure-1)

DISCLAIMER

Ambedkar University, Delhi, is inviting eligible interested vendors to submit Request for Proposal (RFP) for the Cloud based Enterprise Resource Planning (ERP) System

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Ambedkar University, Delhi, and the bidder concerned. Ambedkar University, Delhi reserves the right not to proceed with the implementation of the project.

NOTICE INVITING RFP

**Ambedkar University, Delhi
Administration Division
Sector 9, Dwaraka,
New Delhi- 110075**

No. AUD/17-34/2012-13/ERP

Dated: 19.3. 2012

Request for Proposal (RFP) Cloud Based Enterprise Resource Planning (ERP) System

Ambedkar University, Delhi invites applications for **Request for Proposal (RFP)** from eligible interested and experienced Vendors on Cloud Based Enterprise Resource Planning (ERP) System.

Detailed terms and conditions are prescribed in the RFP document, which can be downloaded from the website: <http://www.aud.ac.in>.

The last date for submission of completed application, in a sealed cover super scribed "Request for Proposal for Cloud Based Enterprise Resource Planning Project", is 28 March 2012 up to 1500 hours (IST). Applications would be opened on 30 March 2012 at 1500 hours (IST). The applications will be evaluated in accordance with the pre-qualification and evaluation criteria to shortlist applicants as prescribed in the RFP document.

**The Registrar
Ambedkar University, Delhi
Integrated Institute of Technology Campus,
Dwarka, Sector – 9,
New Delhi – 110075.**

SCHEDULE FOR SUBMISSION OF RFP

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

| Event | Date |
|---|-------------------------------|
| Availability of RFP Document at AUD Website and Last Date and time for submission of completed RFP Document | Upto 28 March 2012; 1500 hrs. |
| Opening of RFP and Evaluation | 30 March 2012 2012; 1500 hrs. |
| Opening of Financial Bids | 4 April 2012 at 1500 Hrs. |

The RFP document can be downloaded from the website: <http://www.aud.ac.in>.

The completed application (response document), (printed, signed and bound copy) should be submitted in a sealed cover super scribed with the title “Request For Proposal for Cloud based Enterprise Resource Planning (ERP) System at the address given below.

The Financial bid should be in a sealed cover inside the RFP cover.

Envelope – 1 (super scribing Technical Proposal)

The Technical Proposal should detail the technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the RFP, implementation plan, post implementation warranty and support plan along with the Checklist for Technical Bid Supporting documents such as registration certificates (Income tax PAN no, Service Tax, Sales tax certificate etc.), bidders profile. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.

Envelope – 2 (super scribing Financial Bid)

The Financial Proposal should give detailed breakup of price of various modules and associated price of implementation in the Performa in Annexure – 1 enclosed.

AUD will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

The Registrar

Ambedkar University, Delhi
Integrated Institute of Technology Campus,
Dwarka, Sector – 9,
New Delhi – 110075

Late Applications: Any application received after the last date and time for submission for the same, i.e., **28 March 2012**, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

FUNCTIONAL & TECHNICAL SPECIFICATIONS

Request for Proposal (RFP)

Cloud Based Enterprise Resource Planning (ERP) System

INTRODUCTION & OBJECTIVE

Ambedkar University Delhi (hereinafter referred to as "AUD") intends to implement **Cloud Based Enterprise Resource Planning System** in the University in a phased manner.

University is currently small in size but will be growing in the coming years. Presently there are about 800 students, 120 faculty members and 80 staff members. However in the coming years the student, faculty and staff strength will gradually increase. A **Cloud Based Enterprise Resource Planning System** is required which is economical and can be upgraded in the coming years to meet the increasing requirements. The main goal is to have complete automation and move towards paperless office.

AUD requests proposals for installation and commissioning of a Cloud based SaaS Mode ERP solution described in the attached specifications by interested parties (hereinafter known as "the Vendor"). Prices quoted shall be all-inclusive and represent complete implementation at the site given in the attached specifications. The Vendor shall be responsible for all parts, labor, and all other associated apparatus necessary to completely develop, test, install and turnover for acceptance to AUD, the software systems detailed herein.

SCOPE OF WORK

This section details the requirement specifications for different modules of Cloud Based ERP package

Phase1:

High Level Functional Requirements of the ERP System for AUD-Delhi

This note gives the high level functional requirements for the ERP system, focusing on Phase I. The goal of phase-I is to have an operational system that will be put into deployment at AUD-Delhi. These requirements give the key functionality needed – it is expected that other “standard” features/functionality that the product modules offer will also be provided. The vendor is expected to understand the requirements, and also explain to AUD-Delhi what else the proposed solution will offer.

AUD Student Admission Sequence

1. Students apply for admission to undergraduate and post-graduate programmes. Each UG programme involves majoring in one discipline/area –.
2. Programme-wise admission offer lists for UG programmes are generated on the basis of percentage of marks secured in Class XII. For PG programmes, admission offer lists are generated on the basis of marks secured in entrance examinations (+interview in some cases). Based on actual admissions, successive lists may be generated.
3. Students take admission to programmes by paying their fees and subsequently in each semester have to pay fees whose amount is dependent on the number of courses they are registering for in that semester. Identity cards are created on the basis of these.
4. In each semester students have to register in the School for courses that are either mandatory (automatic registration) for them or are electives from amongst which they can choose by filling an option form. In some courses there are prerequisites that have to be satisfied before a student can register. Mandatory and elective courses are not clearly separable categories – the same course can be mandatory for a programme and elective for another. [In UG programmes - some categories of courses called Foundation courses are mandatory for all students but there is some choice within them. A second category of courses are discipline courses and each programme has its own stipulation of the discipline courses that are mandatory for that programme, but which may be electives for other programmes. A third category of courses are special interest/application courses which are elective for all students.]
5. In any semester up to the third semester, students can apply for a change in their UG programme which may or may not be granted. In the third semester (second year) of the UG programme, lateral entry of students who have done their first year from some other university is also possible with grades/marks being transferred/converted. Lateral entry students may also be asked to go through some courses/assessments of the first two semesters.
6. In each semester, choices of courses have to be made by students by a stipulated date early in the semester. Students registered for every UG course have to be also divided into smaller tutorial groups. The courses that students register for (or are permitted to register for) and scheduling of lecture and tutorial classes have to be reconciled.
7. In each course of the UG programmes, student attendance in lecture and tutorial classes is maintained by the faculty teaching the course on the basis of lists of registered students provided by the School office on the basis of registration of students. These attendance records have to be periodically submitted to the School office and decisions have to be taken on the basis of the attendance percentages achieved by individual students.
8. The faculty also conducts at least three assessment exercises during the semester in each course which are graded on an 11 point scale. The overall course grade is a weighted sum of grades in individual assessment exercises, and the semester/programme grade is a weighted sum of grades in individual

courses. Grades are submitted by the faculty to the School office by a stipulated date at the end of a semester. Some students not passing a course in any semester can be offered an opportunity to repeat some of the assessment exercises by a date early in the subsequent semester following which their grades could be revised.

9. To pass a course and to be promoted from one year to the next, a student has to meet minimum grade requirements in individual courses and on an overall basis – in other words, what courses a student can register for, or needs to register for, in a semester depends on grades secured in courses in earlier semesters.
10. In the UG programme - At the completion of three years and subject to successful completion of 24 courses and receiving minimum stipulated grades a student becomes eligible to receive a BA honours degree with Major in one discipline/area. The student can opt to enlist for another year to complete an additional 8 courses and receive a major in two different disciplines/areas provided he/she has already successfully completed a requisite set of courses in the second discipline/area in the first three years.
11. In PG programmes – at the completion of two years and subject to successful completion of 16 courses and receiving minimum stipulated grades a student becomes eligible to receive a MA degree.

Admission Management

This module should cover management of entire admission process starting from the admission offer announcement / advertisements to the final admission, in between including issue of offline application forms / online processing of application forms, admitting students to various courses through the process of selection (Online Entrance exam, GD, Personal Interviews or Counseling.

Main features of the Academic Management would be:-

Course can be defined by entering the following details

- (a) Course Code
- (b) Course Name
- (c) Course Credit
- (d) Description
- (e) Books
- (f) References
- (g) Suggested Reading
- (h) Pre Registration of Courses
- (i) Final registration

It facilitates the capturing, management, and presentation of data pertaining to Academics. The core responsibility of this module is to keep track of all the

information related to the courses/programs offered by the University/Institute/College

Manages complete details of the syllabus for each course offered for each school.

Syllabus can be defined by entering the following details

- (a) Term for which syllabus is defined - Selection from list. List shows all terms defined through “Term System” .
- (b) Specialization – Selection from list. List shows all specialization defined through “Offered Specialization”
- (c) Name for the syllabus

Attendance & Time Table Management

- (a) Built-in timetable creation solution for all academic courses, complete with period-wise breakup.
- (b) Scheduling of classes, assignments, room/seat allocation, and even faculty allocation.
- (c) Handles Class room management (attendance, Batch allocations, batch
- (d) Transfers, etc)
- (e) Maintains attendance of students & faculty.
- (f) Manages complete details of the classrooms such as no of rooms & the available facilities.

Examination Management

This module should cover all activities in conducting examinations - Scheduling, Allocation, Evaluation & Reporting. This includes generating and publishing grade sheets / mark sheets, promotion list based on the given parameters.

Pre Exams

- (a) Preparation of mark registers
- (b) Issue of circular regarding attendances
- (c) Issue of circular for examination application
- (d) Consolidating attendance reports and shortage of attendance report generation
- (e) Issue of hall tickets
- (f) Printing dispatch list

Post Exams

- (a) Receiving the marks from colleges/ depts. /centers
- (b) Processing and generation of results
- (c) Preparing mark sheets
- (d) Preparing failure list
- (e) Consolidation of marks of all semesters wherever required.
- (f) Processing the requests for repeat / recourse examination

Fees Management

This module lets users setup and define fee structure. No hard coded values, allow users to setup the any complicated fee structure. Fee collection, exemption, fine or refund activities should be part of this module.

- (a) Maintains personalized, updated fee details with alert mechanisms built-in for dues tracking
- (b) Automatically generates fee payment alerts to students and student services division before the due dates
- (c) The penalty fees in case of late payment of fees, and an alert in case of same after an approved duration
- (d) Provides for all common modes of payment - cash, cheques and credit cards. The college can also collect advance fee's from parents which will be adjusted to the students' fee account at regular fee due intervals.
- (e) The various e-forms can be designed, executed, easily customized according to changes.
- (f) Handles scholarships, Fees, Waivers, Sponsorships and other adjustments.
- (g) Handles hostel fee waivers, fee refund, caution money refund etc.

Administration & Establishment (Human Resource Management)

This module should takes care of the online recruitment process that involves online application submission, screening and short listing, interview and appointment letter generation. It also takes care of generating employee id numbers and id cards. All the personnel data such as qualification, experience, address, medical history, contact information, training programs is maintained securely here.

This module should offer a complete, staff information management system. The personnel management modules acts as a repository for all staff details such as current job and profile, contact details, family background, transfer, promotion details, qualification and other training details.

- Competencies can then be mapped to roles and employees as per organizational hierarchy. This enables the software to produce the seniority list.
- Leave management with request / approval work flow

Payroll System

This module should offer recruitment to retirement life cycle management of employees.

- (a) Leave management with request / approval work flow along with type of leave.
- (b) Staff benefits and performance appraisals
- (c) In payroll module:
- (d) Leave, salary and arrears, pension contribution computed instantly with the click of a mouse
- (e) Configurable salary structures that can handle a fair degree of complexity.

Finance & Accounts

Accurate and timely information is critical in assisting your financial activities to achieve its strategic goals - with a growing trend towards users reviewing key information daily rather than monthly;

Budgeting and Planning - With budgets becoming tighter financial accounting becomes an important part of any University ERP Solution.

The solution should handles multi-currency and different types of vouchers such as:-

Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc.

It should also generates accounts statements such as payment & receipt reports, trial balances, profit and loss statements, and balance sheets periodically.

Main features of financial management –

- (a) Budget – allocation, reallocation
- (b) Accounts – balance sheet, profit and loss, cash flow
- (c) General ledger
- (d) Accounts payables and receivables
- (e) Depreciation

Budgeting

Budgeting and Planning - With budgets becoming tighter financial accounting becomes an important part of any University Solution. The solution handles multi-currency and different types of vouchers such as:- Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc

Purchase & Inventory

This module should cover automation of the entire purchase cycle & distribution (issue & returns), automated alerts for reordering of supplies. It should also generate reports that conform to standard inventory management practices.

Other Technical Requirements

- (a) Must work with public domain RDBMS
- (b) Backup and restore. Must be there – should be able to take a complete offline as well as online backup and incremental- TAB drive/hard disk,
- (c) Security and access control- It will be good if there are different administrators who can access different types of records –
 - Student record by Student Services,
 - Fee record by Accounts Section
 - Academic records by Student Services
- (d) There should be one super administrator who can control other user and give administrator privileges according to the department module
- (e) Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user.
- (f) There should be adequate provision for security in the system so that it is not vulnerable to hacking from outside.
- (g) All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible.
- (h) IP address based protection shall be given. Transactions can be entered through specific IP addresses only.

Phase II

Further phase-wise requirement with details will be released on need basis from time to time.

Some of the modules mentioned below may be considered for implementation in the further phase

1. Research Project Management
2. Training and Placement Management
3. Front Office Management
4. Activity and Events Management
5. Hostel and House Keeping Management
6. Facilities Management
7. Asset and Estate Management
8. Alumni Management
9. General Administration
10. Right to information Management
11. Any other requirement

GENERAL SPECIFICATIONS

PRE-QUALIFICATION CRITERIA

Vendor Qualifications

Vendor's profile: (All the relevant Certificates must be attached)

- (a) Vendor must be of national standing and repute that should have experience of implementing similar system(s) in at least 2 Indian state or central Universities of higher education.
- (b) Vendor must be a product vendor and should be one-stop solution for the development, implementation and maintenance of the product.

Application Requirements

- (a) Application must be ready to use and vendor must be able to demonstrate functionality of modules with valid data.
- (b) Application must be completely web-based, and must not require any client software other than a web-browser to use it.
- (c) Application should be free from any proprietary software and must use only open standard components in its architecture.
- (d) Application Software Customization and Implementation within two week of confirmed work order and subsequent request letter from AUD.

Codes, Standards, and Ordinances

Software related to Accounting work if any shall conform to the latest rules, regulations, procedures and standards declared by the Central Auditor General, and all local codes and ordinances, as applicable. All software functions must conform to the IT Act, wherever applicable. The software design should be such that it is given acceptance by the MP/Central Audit.

References

AUD may, with full cooperation of the Vendors, visit client installations to observe operations and consult with references. Specified visits and discussion shall be arranged through the Vendors; however, The Vendor personnel shall not be present during discussions with references. The Vendor must provide a reference accounts at which similar work, both in scope and design, have been completed by the Vendor. Copies of Certificates from 2 Such Organizations must be attached.

CLARIFICATIONS TO RFP

The bidders may seek clarifications in writing regarding the RFP document within one week of issue of RFP. Ambedkar University shall respond in writing to any such request for the clarifications and all such clarifications shall be posted on Ambedkar University website (www.aud.ac.in).

CRITERIA FOR EVALUATION

The applicants will be asked to make presentation for the AUD requirement based on their understanding of the Request for Proposal (RFP) document. The financial bids will be opened only for those agencies who qualify technically and only those will be called for presentation. The presentation will be followed by a 10-15 minutes discussion. The RFP responses will be evaluated on the basis of the criteria indicated in the format:

Understanding and Compliance with Requirements and Scalability (40 Points)

The proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of work, including operations and maintenance. The vendor should provide evidence of sufficient planning to show that work will be accomplished as required and on schedule utilizing all available resources. Specifically, the proposal from the vendor will be evaluated on whether it addresses each requirement and goal set forth in the scope of work in the RFP document.

Design Templates and Proof of Concept (POC) (40 Points)

The design templates presented by the bidder POC should demonstrate compliance with all the mandatory requirements mentioned in the RFP and also demonstrate extra capabilities. During the POC presentation, one technical person from the vendor organization should be present to answer queries and to demonstrate various capabilities

Experience and Ease of Management (20 Points)

The applicant will be expected to provide details of their past experience in specific contracts of this type. They will also be asked to provide information on performance in these contracts, and present testimonials from previous or existing clients. They will be asked to furnish details of key personnel, both supervisory and technical. Brief CVs of personnel must include education, experience, background, accomplishments and other pertinent information.

The selected Vendor shall be fully capable and experienced in development of the software systems specified. To ensure the system has continued support, AUD will contract only with Vendors having a successful history of software

development, installation, implementation, service, and support. During the evaluation process, AUD may, with full cooperation of the Vendors, visit the Vendors' places of business, observe operations, and inspect records.

On a scale of 100, points shall be assigned on the basis of number of assignments completed successfully. Certificates for both cloud-based and in-premises ERP assignment shall be valid.

Financial Bid

This section should contain responses to each of the line items mentioned in Annexure-1. In case cost is not recommended for a particular item clearly mention 0 (zero) in the corresponding row under the column "Cost (in INR)".

OTHER TERMS & CONDITIONS

- (a) The conditional/ incomplete bids or those who received after due date will be summarily rejected.
- (b) The award/ cancellation of work will be decided at the sole discretion of AUD. Invitation of Tenders/ quotations are not a commitment.
- (c) AUD reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of AUD in this regard will be final and binding on the bidder.

Proposal Binding Period

Prices quoted in the Vendor's response for all labor and materials will remain in effect for a period of at least One Year from the issuance date of the Vendor's response.

Omissions

Omission in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

Price Stability

Contract prices and discounts shall be fixed at the time of contract approval by AUD and The Vendor. In the event of price changes, replacement equipment shall be purchased at the lower of contract or then current market price. In no case shall a price higher than contract price be paid for equipment proposed. In the event that AUD desires to purchase equipment or services not contained in the contract, future purchases will be determined using The Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as

of the date of the order.

In no case shall the price exceed the favored Vendor prices.

Right to Reject

AUD reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Vendor can propose.

Standards

AUD expects that the Vendor will use standards, especially for configuration and user-interface, which will be used throughout. Checklists for reviewing user interfaces must be developed and used by the Vendor.

Data Migration and Retrospective Conversion

The Vendor will be responsible for migration of all required data from databases of legacy software, if any, to the database for new software. The migration should be done through scripts and should be a repeatable exercise, as it may be carried out for acceptance testing and later again for final implementation. The new software and legacy software will run in parallel for a period of time before use of legacy software is stopped completely. For modules where no legacy software is available, need for retrospective conversion of information has to be identified by the Vendor. The Vendor must include any special programs or screen interfaces that may be required for entry of retrospective data, in the software design. AUD will be responsible for any data entry required for retrospective conversion. The database maintained by vendor in the new software should be easily accessible either through freeware or standard software. There should be personnel deputized by the vendor to oversee conversion of the legacy data and or retrospective data.

Legacy valid data portability between vendors and new software (possibly in-premises), if such a situation arises in future, shall be the responsibility of the vendor without extra cost. To this extent every month data shall be provided by AUD.

AUD Involvement

The Director IT Services will be the single-point contact for the project. AUD will also assign a tester.

All major decisions must be made with the involvement and agreement of the AUD project team. At no time must the Vendor hold back any information related to the AUD project and system, which is requested for by the AUD project team. It is the responsibility of the Vendor to ensure that the AUD

project team has complete information on the software and system so that, after the warranty period, the AUD project team is fully capable of maintaining and enhancing the software system. The AUD Project team will participate in reviews of all documents and will have approval authority.

Requirements Gathering Period

The AUD project team will fully participate in all activities of the requirements study and configuration period. The AUD team will be responsible for validating the outcome of the requirements study done by the Vendor. AUD will fully participate in the configuration of the system and the database creation, and review and approve the outcome of the design.

Configuration and Implementation Period

The Vendor must keep the AUD project team fully informed and involved during configuration and implementation period of all technical details on the software, including information on configuration, software structure, techniques used, and any major or minor decisions made regarding the software configuration and implementation.

System Testing

In case resources are available, AUD may like to run a system test cycle after the Vendor has performed system testing. The Vendor has to make the System Test Plan and Cases used by it for system testing available to AUD. Any defects found by the AUD project team during system testing must be removed by the Vendor in maximum two days time.

Acceptance and User Training Period

AUD project team would like to run at least two cycles of acceptance testing and will fully participate in implementation efforts by the Vendor. It will aid the Vendor in ensuring that the software developed by the Vendor is tested and the end-users are trained to use it effectively and efficiently within 15 days of acceptance of work order without any extra payment without any extra cost.

Training

The firm shall conduct a training need assessment of AUD's core team members as well as administrative users/ faculty/ students/ staff/ etc. as a component of the process improvement and change management process. Training needs should be continuously refined and frequently reconfirmed with the end-user community & the core team as the project progresses. Even after acceptance and user training period is complete it would be good if the vendor deputed personnel to oversee customization and other problems that may arise subsequently without any extra cost.

Format for giving details on the architecture of the ERP system

operation and services in the network environment

- (a) Bidder may give a graphic outline of the architecture of the application being offered.
- (b) Bidder may also specify its segments, the relationships between the segments, and functionalities offered by each.

Data Security

The vendor should provide the following facilities for the Data Security

- (a) VLAN based network segmentation; restricted inter LAN routing
- (b) Data Backups can be performed on Dedicated tapes with dedicated private keys
- (c) Stringent access control policies for tapes
- (d) Fire proof storage vault
- (e) Off-Site Tape Vaulting

ADDITIONAL INFORMATION

VALIDITY

The RFP response submitted by the applicants shall remain valid for a period of 90 (ninety) days after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as nonresponsive.

EARNEST MONEY DEPOSIT (EMD)

- (a) An EMD of 2.5% of the estimated value of the contract in the form of a Demand Draft drawn in favour of Ambedkar University, Delhi and payable at New Delhi must be submitted along with the Proposal.
- (b) Proposals not accompanied by EMD shall be rejected as non-responsive.
- (c) No interest shall be payable by the University for the sum deposited as EMD.
- (d) The EMD of the unsuccessful bidders would be returned within one month of signing of the contract.
- (e) No bank guarantee will be accepted in lieu of the EMD.

FORFEITURE OF EMD

The EMD shall be forfeited by the Ambedkar University, Delhi in the following events:

- (a) If the proposal is withdrawn during the validity period or any extension agreed by respondent vendor thereof.
- (b) If the proposal is varied or modified in a manner not acceptable to the Ambedkar University, Delhi after opening of proposal during the validity period or any extension thereof.
- (c) If the respondent vendor tries to influence the evaluation process.
- (d) If the First ranked vendor withdraws its proposal during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

SECURITY DEPOSIT

The selected vendor shall be required to furnish a Security Deposit of 10 (ten) per cent of the total cost of the contract in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of Ambedkar University, Delhi for the period of contract with 90 days claim period. The bank guarantee must be submitted after award of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to RFP for the Project contract including extension period, if any. Security Deposit would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Vendor on any account under the contract. On submission of Security Deposit and after signing of the contract, Demand Draft submitted towards EMD would be returned in original.

Check List (Should be Part of Technical Bid)

1. Name, address, setup and status of the organization. Contact person with telephone number.
2. The bidder shall be a company registered with the Registrar of Companies and registered with Delhi Sales tax for Works contract Tax. *Document in support of registration with the Registrar of companies and with the Delhi Sales Tax Department for Works Contract Tax.*
3. An EMD of 2.5% of the estimated value of the contract in the form of a Demand Draft drawn in favour of Ambedkar University, Delhi and payable at New Delhi must be submitted along with the Proposal

4. List of at least 5 qualified & experienced services engineers with details of qualification & experience in the relevant field as per the Performa enclosed.

| Sl. No. | Name | Technical qualifications | Area of specialization | No. of years of experience | Area of Experience | Date of joining the firm |
|---------|------|--------------------------|------------------------|----------------------------|--------------------|--------------------------|
| | | | | | | |

5. List of clients with name, complete address and contact person with telephone number where the company is currently maintaining more than Two locations in Delhi as per the performa enclosed. *Copies of two such work order or any other documentary evidence from Govt. Departments/Public Sector Undertakings at Two locations should be attached.*

| Sl. No . | Name of the Organization/Govt. dept/PSU with Contact person with tel. No. | Details of Scope of Work of Project and number of users using the application | No. of resident engineers provided | Period of contract | Contract value (Rs. in lakhs) |
|----------|---|---|------------------------------------|--------------------|-------------------------------|
| | | | | | |

6. The Technical Proposal should detail the technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the RFP, implementation plan, post implementation warranty and support plan along with the Checklist for Technical Bid Supporting documents such as registration certificates (Income tax PAN no, Service Tax, Sales tax certificate etc.), bidders profile. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.

**Performa for Financial/ Price Bid
Ambekar University Delhi
Sector -9, Dwarka, New Delhi - 77**

Financial Bid for Cloud/SAAS Based Enterprise Resource Planning System

SCHEDULE FOR FINANCIAL BID

COMMERCIALS FOR PHASE I

(Bidders are requested to provide their commercials for Phase 1 modules in the following format only)

| Sr. No. | Component | Cost (in INR) |
|---------|--|---------------|
| 1 | One time implementation / Setup charge | |
| 2 | Customization Charges | |
| 3 | Software usage charges on monthly basis for unlimited number of users. (A) | |
| 4 | One year's usage charges (12*A) | |
| 5 | Hosting Charges | |
| 6 | Taxes | |
| 7 | Warranty & Maintenance Charges | |
| 8 | Any other Charge (to be specified) | |
| | Total Cost | |

Certified that the items for which rates have been quoted meet the specifications prescribed by the University.

**Name and Signature of authorized person
of the Company/Firm with Company seal**