

Shree Somnath Sanskrit University

(Estd. by Govt. of Gujarat, NAAC accredited with A+ Grade)

Tender No. - 03/2023-24

Date -12/07/2023

Request for Proposal

for

“Updation of existing ERP software and Development of new modules for the University”



Shree Somnath Sanskrit University

Rajendra Bhuvan Road, Veraval, Dist-Gir Somnath-362265, GUJARAT

www.sssu.ac.in

I have read and understood all terms & conditions of the tender document and accept it.

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E-TENDER NOTICE**E-Tender for “Updation of existing ERP software and development of new modules for the University”****Tender fee: Rs.15, 000/-****EMD: Rs.3,15,000/-****Estimated Order Value: Rs. 1, 05, 00,000/-**

Shree Somnath Sanskrit University invites E-TENDER for “**Updation of existing ERP software and development of new modules for the University**” from reputed/experienced/technically sound service provider. Interested parties/firms who wish to participate in tenders can submit filled in tender in all respect i.e. EMD, Tender Fee, and other essential documents for quoted service as per the Schedule mentioned in this Tender to Shree Somnath Sanskrit University, Veraval-362265 through Speed Post / Reg. A.D./Courier only. Tender documents sent through Fax/e-mail/in person/etc. will NOT be accepted. The corresponding sealed envelope should be titled as “E-Tender for “**Updation of existing ERP software and development of new modules for the University**” and the bid must reach on or before the last date & time as per the schedule mentioned in this Tender. Bids received or submitted after the specified last date & time of receipt will be rejected and no intimation will be sent in this regard.

The tender fee is non-refundable, non-adjustable and non-transferable, while EMD is refundable. Both should be payable through a demand draft on any bank drawn in favor of the ‘Registrar, Shree Somnath Sanskrit University payable at VERAVAL’

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01. INTRODUCTION

Shree Somnath Sanskrit University (SSSU) is a state Public university located in Gujarat, India. It was established by the Gujarat of government through the Shree Somnath Sanskrit University Act in 2005 for the research and teaching of Sanskrit literature, with objectives to preserve India's cultural and linguistic heritage. The University is accredited by NAAC with A+ Grade

The university's objectives include the preservation of India's cultural and linguistic heritage, promoting the appreciation of this heritage within India, and integrating traditional and contemporary knowledge systems. The Shree Somnath Sanskrit University Act stipulated that the languages and literatures of Prakrit, Magadhi, Ardhamagadhi, and Pali should be considered a part of the broader Sanskrit linguistic heritage that the university should seek to nurture.

Shree Somnath Sanskrit University invites sealed tenders from eligible, reputed, qualified organizations having sufficient technical experience and financial capabilities for successfully Design, developing, implementation and support of Enterprise Resources Planning (ERP) solutions as detailed out in the scope of the work. The tender document containing the terms and conditions, eligibility criteria and details scope of the work.

Objective of the Tender:

The objective of this tender document is to solicit ERP proposals from the prospective bidders for providing a web based end-to-end ERP system.

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02. IMPORTANT DATES & INFORMATION

The following are the important dates for this tender. The dates may be change depending on the results of the responses. If there is any change the same will be informed to all the bidders.

SCHEDULE

No	Particular of Events	Dates
1	Organization/ Department Name :	EDUCATION DEPARTMENT
2	Circle / Division	Shree Somnath Sanskrit University, Veraval, Gujarat
3	Tender No. & Date	03/2023-24
4	Sector Category	State Government & UT
5	Bidding Type	Open
6	Name of the Project	“Updation of existing ERP software and Development of new modules for the University”
7	Tender issuing Authority	Registrar, Shree Somnath Sanskrit University, Veraval-Gujarat.
8	Estimated cost of the project	Rs.1,05,00,000/- for 07 years
9	Tender document Fee (Non refundable)	Rs.15000/-
10	Earnest Money Deposit.(EMD) (As per the Rule 170 of GFR--- “Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)” are exempt from submission of EMD (Bid security)".	Rs.3,15,000/- (3% For Project Cost)
11	Security Deposit	Rs.3,15,000/- (3% For MSME Certi. Holder and Rs. 5,25,000/- 5% for Non-MSME Certi Holder)
12	Publication and Downloading of Tender Document Starts from.	12/07/2023
13	Last date for Downloading of Tender Documents	21/07/2023
14	Last Date for submission of Technical Bid (Physical) and EMD and Tender fee and Financial bid through n-Procure	26/07/2023 (TIME 06:00 PM)
15	Per-Bid Meeting	No Meeting
16	Date of Technical Presentation	Will inform
17	Validity of Quoted Prices	180 Days
18	Address of Communication	“Shree Somnath Sanskrit University”, Veraval- 362265, Dist-Gir-Somnath, Gujarat
19	Contact Phone Numbers and email	Mob No : 9824340931, E-mail : ce39ssu@gmail.com

Note:-

- The Tender document can be downloaded from the website ssu.ac.in and www.nprocure.com
- Any application received after the last date shall be rejected.

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03. GENERAL INSTRUCTIONS

Shree Somnath Sanskrit University was established by the Govt. of Gujarat in 2005. The jurisdiction of the University is across Gujarat. It has more than 100 affiliated colleges. In this context Shree Somnath Sanskrit University is looking the “**Updation of existing ERP software and development of new modules for the University**” by inviting private/Government reputed/ experienced organization/ firm/ company who has strong, progressive and demonstrable experience of providing automated services to leading Universities with proven credential of working with individual colleges/institutions.

Please refer to the below mentioned information and guidelines for submission of the tender.

Interested Vendors are required to quote for services in accordance with the requirements/terms and conditions stated, please submit the essential documents through Speed Post/ Reg. A. D, Courier only to this University along with the duly filled-in & signed on each pages of this Tender document in the sealed cover superscripted with the “**E-Tender for Updation of existng ERP software and development of new modules for the University**”. The successful service provider will have to enter into the contract (with standard terms and conditions of providing services). The tender shall be submitted in two parts: (a) E.M.D. and Tender Fee Cover, (b) Technical Bid Cover. Both this covers should be put inside another sealed cover and superscripted ‘Updation of existng ERP software and development of new modules for the University’.

Technical Bid (Physical) and Financial Bid (Online) must reach on or before the last date & time as per the schedule mentioned in this Tender.

Tenderer has to submit financial bid online only. Physical submission of Financial Bid will not be accepted.

: Guidelines for Submission of Tender:

1. Technical bid shall consist of technical details. The tender form shall be submitted with this bid duly signed on each page by the service provider. Each document/page should be given page number and all documents/pages should be hard bound.
2. First of all only technical bids shall be opened. Only technically qualified service provider’s commercial/financial bids shall be taken into consideration.
3. Tenders not complying with the above conditions are liable to be rejected at the sole discretion of the University. This tender is not transferable.
4. The offers shall be entertained only from the original firm/company, consortium will not be allowed.
5. The University reserves the right to choose, accept or reject without giving any reason to party, any or all requests/offers, and also reserve the right at any stage to reduce or increase the quantity/Services.
6. The service provider must supply their List of Clients along with their contact numbers of their services in preferred in Gujarat.

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7. Bidders are requested to visit our University website www.sssu.ac.in regularly for any clarifications and/or due date extension or corrigendum.
8. **The Bidder should submit a non-refundable Tender fee. The Technical Bid without Tender fee, and EMD (if applicable) would be considered as UNRESPONSIVE and will not be accepted.**
9. According to Rule 170 of GFR, there is an EMD exemption on tenders for MSME bidders. The MSMEs are required to provide relevant valid MSME certificate for claiming exemption.
10. **Payment of EMD and Tender Fee:** - Separate DD's in favour of "Registrar, Shree Somnath Sanskrit University" payable at Veraval, Gujarat for Prescribed Tender Fee and Earnest Money Deposit (EMD) from any bank must be enclosed with the sealed envelope as mentioned in this tender document. **Offers received without DD's will be rejected.**
11. The EMD will be returned to unsuccessful Bidders only after the award of Purchase Order. In case of successful Bidder, EMD will be returned after the submission of Security Deposit.
12. No interest shall be paid on EMD to the bidder for the period of its currency.
13. Documentary proofs for each criterion need to be submitted along-with the tender. Bids without documentary proofs would be out rightly rejected
14. The complete tender document is to be signed with seal & is to be submitted along with the necessary required documents.
15. The Financial Bid of the prospective bidder will be considered only if the Technical Bid is found qualified by the SSSU. The decision of the SSSU will be final and absolute in this respect.
16. **Technical Bid :-** The Technical Bid should carries detailed Technical specifications of the proposed solution, compliance to the specifications of various modules detailed in the tender, 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 etc. Any other relevant paper which a bidder feels necessary along with the Terms and Conditions duly signed and accepted by the Bidder.
17. **Financial/Commercial Bid:** - The Financial Bid should give detailed breakup of price of various modules and other charges (if any) as per Price Bid format enclosed.

Submission of Tender:

For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid (Physical Hard Copy)** and **Commercial Bid (Online)**. Technical bid must be submitted in sealed envelope as mentioned in the tender document.

Technical bid should contain documents as per the format (Physical form)

Commercial bid should be done online on www.nprocure.com website as mentioned in the tender document

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04. ELIGIBILITY CRITERIA (Pre-Qualifications)

Interested vendors are required to submit the bid document along with all the necessary details and documents to substantiate their qualifications as per the requirement stated below. Following are the necessary qualifications of the bidder for participating in the bid process:

No	Basic Requirement	Eligibility Criteria	Document Proof
1	Legal Entity	<ul style="list-style-type: none"> . Bidder may be a Company, Firm or Sole Proprietorship . Bidder should be Registered Company in India as per the Companies Act 1956(& subsequent relevant amendments). . The bidder should have existence in India for last seven (07) years at the end of 31st March 2023. 	<ul style="list-style-type: none"> . Certificates of incorporation for Company/ Partnership Deed /Proprietorship . Bidder self-declaration.
2	Physical Presence	<ul style="list-style-type: none"> . Bidder should have corporate registered office in Gujarat and logistics facility for easy access and availability to ensure the proper backend support for smooth execution. 	<ul style="list-style-type: none"> . Registered office address proof.
3	Experience in Software Implementation	<ul style="list-style-type: none"> . The Bidder must have experience of minimum 07 years in supplying /customizing Examination/Educational Software solutions /Services in Education Segment. 	<ul style="list-style-type: none"> . Work Order issued by the client OR Completion Certificate.
4	Annual Turnover	<ul style="list-style-type: none"> . Bidder should have average annual turnover of Rs 03 corers during the last three financial years. (2019-20, 2020-21, 2021-22). 	<ul style="list-style-type: none"> . Self-attested Copies of Certificate from the CA of the Organization. . Copy of the Audited Balance Sheet of the firms for last three financial years indicating the turnover along with the IT Returns for the last three years are to be enclosed.
5	Blacklisting	<ul style="list-style-type: none"> . Bidder is non-blacklisted by any Government organization/institution for this organization . Bidder should submit declaration on Rs. 300/- Stamp Paper. 	<ul style="list-style-type: none"> . Please attach a notarized affidavit in this regard compulsorily.
6	Experience in ERP implementation	<ul style="list-style-type: none"> . Bidder must have provided the proposed solution in at least 2- State Universities for different programs and may located in Gujarat is preferred. 	<ul style="list-style-type: none"> . Work Order issued by the client
7	Resource Deployment	<ul style="list-style-type: none"> . The bidders shall have minimum Technical manpower strength of 40 persons on its Payrolls at least for six months before the last date of submission of Tender (bid). 	<ul style="list-style-type: none"> . Self attested Employee List

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8	Quality Certification	. The Bidder must be ISO 27001:2013 and ISO 9001:2015 certified.	. Attach copies of the valid certificates from authorized agencies
9	Technical Capability	. The Bidder must have experience of minimum 5 Universities or Education boards (among which 1 must have more than 10,000 students of single State University) of implementing /customizing educational/Admission/ Examination related Software solutions/Services.	. Work Order issued by the client OR Completion Certificate
		Past Experience of assignments of similar nature of computerization (Supply / Services) in minimum 5 State Universities in which 2 State universities shall be in Gujarat.	. Work Order issued by the client OR Completion Certificate
		. The bidder must have an experience for implementing the proposed solution for Minimum 100 colleges in single university.	. Work Order issued by the client OR Completion Certificate
		. Experience for providing question paper delivery system (QPDS) to at least one state/central university.	. Work Order issued by the client OR Completion Certificate
		. The Bidder should have experience of online admission process in any state university.	. Work Order issued by the client OR Completion Certificate
		. Bidder should have conducted online MCQ/Descriptive based examination in at least 2 state universities.	. Work Order issued by the client OR Completion Certificate
10	Legal documents	. GST Certificate . Copy of PAN/TAN . Professional Tax Registration. . Company Registration	. Scanned copy of the valid documents are to be enclosed

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05. BRIEF SCOPE OF THEWORK

The broad scope of ERP to be design and develop will be as per the functional requirements prepared in terms of various modules required at SSSU. Integrated system is required by the University for Single Point Control and management. **List of modules are as under.**

1. **Enrolment / Enlistment / PG Registration Module**
2. **Examination Form Management Module**
3. **Pre - Examination Module**
4. **Post Examination with result process Module**
5. **Rechecking & Reassessment Module**
6. **Admission Process (For External Courses)**
7. **Student side result Management**
8. **Degree Module**
9. **Student Management System Module**
10. **Forms Development for Students and stakeholders**
11. **Merit based Online admission Module for University/ Colleges**
12. **College transfer Module**
13. **Practical Marks Entry(Individual login)**
14. **Login Management (College/ Student/ Faculty/Staff)**
15. **Fees Management (offline / online)**
16. **Answer sheet Distribution Module**
17. **Verification/Correction Module**
18. **Digital Question Bank & Paper generation module**
19. **Migration Module**
20. **Alumni Module**
21. **Distance Learning Module (Online Distance Education)**
22. **Multi disciplinary (cross college and university wise subject selection)**
23. **Credit Management through ABC**
24. **Configuration Masters and Administration Module**
25. **Online Payment Gate way Integration (students/colleges)**
26. **SMS/Email Module**
27. **Mobile Application**
28. **Other Modules for the University**

Required Features:-

- Design should be flexible to accommodate new sections/ modules based on the scope of the work defined in this tender.
- The ERP portal/software should be based on standards certified by ISO.
- It should provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, exam form, student fees etc.
- Customization and Enhancement of the functionality in the modules as per SSSU requirements during the contract period.

Stack holder

- Applicant
- College
- College Principle & Staff
- Students
- Professor / Lecturer
- Parents
- University Authorities
- University Admin
- University Officer (VC / Registrar/Director/ COE/ CAO etc.)

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❖ **Module Wise Updation Required:**

1. **Enrolment / Enlistment / PG Registration**

- University can define fees and schedule Enrolment/ Enlistment / PG Registration Form for entry to Colleges and provision available to lock the enrollment for Specific colleges.
- University can configure Direct Enrolment / Direct Enrolment (Conditional) semesters for the Program.
- Colleges can login and fill up Enrolment / Enlistment / PG Registration forms received by them. (PEC form will be convert in to Enroll/enlist/PG forms)

There are 2 modes of entry for Enrolment:

2. GSHSEB Seat No – For GSHSEB Students whose data is uploaded.
 3. New Entry – For All other Students.
- Based on above conditions 1 & 2, if the data is auto fetched in the system, the system would mark the cases as “Auto Fetched Case”. For auto fetched cases, if during the Result Process of any term, is not Auto Fetched Cases the student’s result would be automatically marked to “Withheld-Auto Fetched”.
 - For all 1 / 2 / 3 conditions, other details including Addhar No/ABC Id/ U-dise etc would have to be filled in Enrolment / Enlistment / PG Registration form.
 - If the Enrolment / Enlistment / PG Registration is Other than 1st Program Term, than Direct Enrolment / Direct Enrolment (Conditional) subject entry can be done by Colleges.
 - Colleges can make payment online/ offline for the entered forms and submit them to University.
 - Offline Fees Payment: List can be generated for offline payment verify.
 - University can define various queries for Enrolment/Enlistment/PG Registration.
 - University can verify the forms and put specific forms in Query.
 - Duplicate Enrollment: Duplicate entry Manage and student details check once resolved, University can remove the forms from Query and the form would then be available for Enrolment Number generation.
 - University can generate Enrolment Numbers for the Verified forms (Except forms under Query).
 - At the time of Enrolment Number Generation, Student Users would be automatically created with Username and password.
 - All the functionality related to student online using this Username and password.

2. **Examination Form Management**

- This module will be used for registrations of exams.
- University can create examination for particular Program Term along with Exam Types (Regular / Part / ATKT / etc.) – Who can fill examination forms, and list of Rules which can be applied for the students appearing in the examination.
- Provision for Attendance Criteria and Late fees
- University can define below mentioned Exam Form Configurations :

2.1. Semester to Semester Promotion Configuration:

For appearing in an Examination, below mentioned promotional rules can be applied on specific semester basis or cumulative basis:

- . Allow without Criteria
 - No. of Fail Subject Allowed
 - No of Fully Pass Semesters Allowed
 - No of Fail Passing Heads Allowed
 - Must not fail in Specific Subject
 - Must not fail in Specific Subject Component
 - Timeline for Enrolment Effective Date (As defined in Enrolment Batch)
 - Pass in Specific Semester etc.
 - No of Pass subjects in semester (Multiple Semester)

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These Promotional Rules can be configured to apply on Pre Fill Validation (Attendance/fees)/ Post Fill Validation basis. Pre Fill Validation rules would be applied before filling up examination forms. Post Fill Validation rules would be applied after filling up examination forms.

2.2. Carry Forward / Exemption Configuration:

For Part / ATKT students Examination forms, carry forward / exemption can be configured by University and can be applied at Examination form entry level.

2.3. Other criteria

- Notification to student and Colleges regarding exam forms.
- Subject Selection by Colleges for their students.
- Exam Forms will be generated by colleges for their students and that form will be displayed in college and student portal
- If configured for Students, Students and college can login to the system and can pay the fees for pre-generated exam form. Otherwise, Colleges can login, fill, verify and approved Exam Forms received by them.
- University can fill the form with late fees or penalty fees or specific Dates.
- Exam Form should fetch student's personal details on entering Enrolment Number.
- Exam Form can be filled for Whole / Part / ATKT students as configured.
- Provision to Cancel Exam form due to term granting or any reason.
- Based on Exam form entry and center allocation Answer sheet and exam center material distribution and receiving module.
- Student Details / Subject Change
- Student can approach to his/her college for subject change in his/her examination form.
- College can apply for subject change for student through their login with supportive documents.
- University can verify and approve/reject the requested changes.
- Colleges and students can view latest subject in examination form
- Other details of student can also changed through request. Also there should be a provision to bypass the approval of college and university for some specific changes in student profile.

Reports:

- College wise Students counts with the subject details
- Pending List for examination form submission
- Change Request Report
- Other Report

3. Pre Examination

3.1. Pre-Exam Activity

- Provision to define cluster for conducting examination. The cluster should consist of all the colleges / Center from which examination forms are filled / students would appear in examination.
- Provision for generating the Seat No after verifying exam forms. Seat No generation can be done on two ways :
 - Separate Sequence Number as Seat No
 - Enrolment No as Seat No with or without auto center allocation
- Allocate Exam Center to the students on the basis of their Seat No. Allotment can be done to their own college / separate college within Cluster/ center wise allocation etc.
- University should be able to change Exam Center Allocation of students (multiple or specific student). University can change exam center from one to another center with all students or few students.
- Generate Barcode and ID Stickers for different Marks Entry Components.
- Generate Emergency barcode and ID Stickers if required
- Time Table Creation for Theory & Practical Exams
- College wise / Student wise / Subject wise / Date and time wise Practical Exam time table

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3.2. Time Table Creation for Theory & Practical Exams

- University can set Time Table for different Theory / Practical subjects for exam conduction.
- Facility to set the time table Subject wise / Date and time wise / Mark Entry Component wise Practical Exam.
- Batch allocation for practical exam with exam center.
- Publish Time Table for colleges / students.
- Colleges / students can view Time Table for the examination.

3.3. Hall Ticket

- Regular as well as repeater students hall tickets generate.
- Publish Hall Tickets for Colleges/Students.
- Download hall ticket by Colleges / Students from their login and websites also.
- Hall Ticket report should include Subject Selection Details, Photo and hall ticket details of the student.
- Exam Center Location will be provided on hall ticket
- University can enter exam wise instruction to be printed on hall ticket.

Other Modules of Pre exam process

- Answer Sheet Distribution Module
- Writer Application Module
- Block Configuration and Generate

Reports:-

- College wise / Subject wise/ exam wise student report
- Center allocation reports
- Other reports as per the requirement

3.4. Internal Marks Entry

- University users can schedule the duration for Internal Marks Entry.
- University can configure marks entry mode from subject wise students / student wise subjects for marks entry.
- Internal marks entry by college user for the students who have filled examination forms and have to appear in the internal exam.
- Marks Entry Edit Provision
- College level internal marks release mechanism.
- Notification to college user for internal marks entry schedule by web/mob app.
- Reports download for internal marks entry at college user

4.Post Examination

4.1. Theory Exam Marks Entry

- Barcode and ID Sticker based online/offline Marks Entry for Theory Exam.
- Seat Number Wise / Subject wise / Date wise Marks Entry form for University.
- Sub Component Marks Delete functionality for University.
- Excel based marks upload facility for theory / Practical exam marks.
- All rules & regulation required for entry module.

4.2. Absent Entry / Copy case entry

- absent entry / copy case entry by exam center / college level users
- Reports download after the entry by College / University Level users.

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4.3. Result Process

The result process system should have following features:

- Automatic result process facility according to the rules and regulations of SSSU.
- Grace Analysis Report,
- Apply Grace and Ordinance as per rule set.
- Dynamic Grace configuration facility according to the requirement of SSSU
- Apply gracing subject wise as well as overall exam wise passing grace
- Once all marks are entered, totaled, graced and assembled as per the requirements of the course and as per instructions from Controller of Examinations, the agency will have to prepare result for each student based on the structure and relevant ordinances of the University for each Course.
- Provision should be there in the system to configure and apply the Ordinance for the examination. Ordinance.
- Implement the other rules whenever university authorities define.
- University can optionally define Class and apply to students as per the configured.
- Assembly for Verification and Final Result with Grace and Ordinance.
- University can Lock / Unlock Result Process.
- Correction Assembly Lock / Unlock functionality for University level users.
- Withheld Result Process Form for University through separate form.
- Configuration of Detailed grace mapping in exam wise with passing heads
- Punishment (copy case) duration configuration and apply automatically through system against reserved students.
- Result Declaration & Web-Publishing
- Student can check the result on the website by their seat number / enrollment number.
- After preparing results, the agency will have to provide various statistical reports and Notifications for each course as per requirements of the University
- Generation of the transcripts
- Result data should integrate in ABC portal accordingly

4.4. Result Notification

- Facility to prepare a notification after final result is processed.
- Notification Report with list of students and their Result Category, Class (As defined in term master).
- Upload Notification, Re-Assessment Scheduling, Result Display
- University can also download notification reports
- University can publish notification for access of Colleges, Students.

5. Rechecking & Reassessment

- Provision to schedule for the rechecking/reassessment request form students with the applicable fees.
- Provision to define whether rechecking/reassessment are applicable for the specific term or not.
- University should be able to define the maximum number of subject for which rechecking/reassessment application allowed.
- Rechecking / Reassessment application by college/university through their login with applicable fees payment
- University can view the applications and make marks entry for Re-checking / Re Assessment
- Re-reassessment based on the marks variations.
- Partial result process and updated mark sheet generate for students whose marks has been updated
- View the result of Rechecking & Reassessment by student/college.
- Rechecking and Re-assessment separate processes.
- Same Semester – can apply for both
- Same Subject – cannot apply for both
- Result – both result combined at one time only
- Marks Entry – separate for Rechecking and re-assessment

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- Rechecking – any positive change accepted. Negative change – original marks retained.
- Reassessment – positive difference configured by university, to be considered.

6. **Admission Process (For External Courses) :**

- University can set Enrollment date and fees for Enrollment form entry. University can lock and unlock the enrollment degree.
- Enrollment registration Forms Filled By Student Side.
- Student can select External degree courses and after fill up the enrollment registration form.
- Student can fill up the basic details like address, select the subject and fill up the other enrollment External degree Student can select their exam center by filling enrollment registration form. and Facility to change External degree student exam center by university. if required to change.
- From student login student can upload their photos and other required documents. after students can pay enrollment fees.
- University can verify the forms and put specific forms in Query.
- University can generate Enrolment Numbers for the Verified forms.
- At the time of Enrolment Number Generation, Student username and password generated
- All the functionality related to student online using this Username and password.

Module wise New Development Required:

7. **Student Management System**

This module may consist of following activity:

- Student Login with all required information
- Fee Management
- Admission Process through login
- Student Certificate Generation
- Notification and news updated
- Migration Application
- Transcript Application
- T/C Substitute Certificate application
- Re-Assessment Application
- Duplicate mark sheet /Degree application
- Provisional degree application
- Correction degree application
- Degree Address Change
- Degree Receive Mode Selection
- University can perform all student level functionality through admin portal.
- University can approve / verify / process above applications in single verification stage through functionality provided on admin side.
- Student can view all above application status through student portal
- Subject Selection View For Semester
- Internal marks for exam
- Exam Hall ticket Download
- Exam Result display
- Student Withdrawal Management
- Other Applications which are not mention in above list related to student's portal.
- Multiple entry and Exit (MEE)
- Re-registration (Min-Max program duration)

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8. Forms Development for Students and stakeholders as and when required

- Admission Form
- Enrollment Form
- Migration Certificate form
- Duplicate mark sheet form
- Degree certificate form
- Other form according to the requirement of SSSU
- Transcript Form

9. HSC or Graduation Data Upload / API

• University has HSC Examination Data (GSHSEB) and Graduation Data (Somnath Sanskrit University) and wants to utilize it during Enrolment Form / Enlistment Form / PG Registration Form. The data should be automatically fetched on selection of Last Examination and entry of Seat No for the HSC / Graduation respectively.

10. Merit based admission Module for University/colleges

This module should cover management of entire admission process starting from the admission offer announcement / advertisements to the final admission.

This module shall manage the following operations:

- Facility to define the eligibility criteria course wise also should have functionality to define different fees course wise and should capture details of student inquiry form.
- Online / offline applications process and admission form should have field validation facility.
- Modifications of the application form according to scheduled by university.
- Generate ID and Password for new students and SMS / OTP alert.
- Online payment gateway for online fees collection and should also have additional feature for offline fees collecting by Cash and Cheque / DD/RTGS/NEFT.
- Enable approval and rejection of applications : (includes filling, submission, online scrutiny of admission criteria, approval, or rejection of online application, Form Cancellation)
- Applicant to check their application status in their login.
- Download consolidated admission forms details for office use.
- Define the merit criteria and generate the merit based on the define criteria.
- Category based merit generation
- College login for admission confirmation process and document verification.
- Provision for Admission Cancellation (Admission to be cancelled if not producing original document or other reasons.
- There should be a perfect solution to refund the fees (application fees due to two times payment , admission confirmation fees in case cancellation of fees etc.) for any valid reasons.
- Reports and graphical view of data as and when required.

Reports:

- Course wise Configuration details for admission
- Form Status Report (Verified, Rejected, Pending to verify, incomplete payment etc.)
- Merit List in Required format (Excel , PDF , word etc)
- Course Wise students details status based on admission
- Admission Allocation report college wise
- Other reports

11. Pre Examination**11.1. College Transfer**

- Student can approach to their old College to apply for College Transfer.
- Old College can apply for College Transfer for their student. Also enable student to request for college change.

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- University can verify the request and provide approval based on intake and subject available in new college.
- Once approved, University can transfer the student to the new College.
- New College can view the transferred student.
- Old College can view the status of the College Transfer Application.
- Student can view his/her current /old college.

12. Post Examination

- Provision to configure exam wise practical marks entry schedule.
- Examiners for whom order has been issued for conduction of Practical Examination, can make marks entry for Practical examination.
- University can schedule the duration for Practical Marks Entry.
- Examiners can login to the system during the schedule and perform marks entry.
- Chairman can view / modify / delete marks entry done by any of the examiner under the same order.
- Examiner / College / Chairman can download the report after their marks entry is done.

12.1. Mark sheet with Photo and QR Code

- Once notification is published, generate the Mark sheet automatically for the students.
- Provision to generate the Mark sheets for only Pass student or only fail student or both etc.
- Mark sheets would have photo and QR Code which may consist of link to view Result.
- The mark sheet should consist of student details and all the details required by SSSU.
- Provision to design the common template for Marksheet by University.
- Marksheet data integrated with ABC ID Portal

13. Verification/Correction Module

- Mark sheet verification application with payment from student or employer
- Degree verification application with payment from student or employer
- Marksheets/degree correction application with payment from student / college
- Online verification by employer

14. Degree Module (Updation)

- Provision to define the degree fees along with the final term examination fees.
- Degree fees will be applicable for only those students who are applying as regular/whole examination. For repeater/ATKT students may not have to pay the fees for the degree certificate.
- University can define degree AC and freeze degree data on the basis of Examination Forms filled.
- Generate verification checklist and cancel freeze degree.
- Degree certificate generation
- Provision to make necessary correction and generate duplicate degree certificate and provide to student.
- Generate the degree in next EC if the change occurs after specified period by university.
- Provision to select the degree receiving mode by student and address change by student for receiving the degree certificate
- Application for Provisional Degree, Duplicate Degree Certificate, correction in the degree certificate with applicable fees payment.
- Template design for provisional and final degree certificate (Dual language-Hindi & English).
- Convocation Management

15. Digital Question Bank & Paper generation module :

- Facility to create a paper setter master with the subject relation.
- Generate order to paper setter and send notification via e-mail. There should be a provision to set the due date for question paper setting.
- Paper setter should be able to upload the file for question paper.

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- Paper setter should be able to view the preview of the question paper once the paper is created.
- Order for paper setting should be generated for whole question paper or partial. The sections should be merged while generating the question paper in case of partial question paper set by paper setters.
- Provision to select the set of question paper among the multiple sets for the specific exam. Also the details regarding the paper setter or any other should not reveal while choosing the set of the question paper for the examination.
- The selected set should be delivered to the respective centers according the date and time set in the time table.
- Question papers should be available to download from center login as per the records of the question paper should be highly secure and service provider should maintain the confidentiality for the same.
- Remuneration receipt should be generated automatically through the software once the paper is locked by paper setter.
- Orders should be generated for the examiner, practical assessment, theory assessment, etc.
- Assignments /Question papers are created through Digital Question Bank

Reports:-

- Order Generated reports
- Pending subjects to allocate the paper setters
- Remuneration reports with bank details of the paper setter
- Other reports as and when required.

16. Migration Module

- A Student who want to be migrated to other university for further study, require the migration certificate.
- Student will apply for the migration certificate for this module and also upload the documents.
- Provision to set the schedule and fees / late fees.
- There should be a provision to generate NOC.
- Application for verify and facility to issue or revoke the migration certificate.
- Make student able to apply for the migration by login to their profile.
- Also there is a provision to check the status of their application.
- Student should be able to download the Migration Certificate from their login once their application got verified and certificate generated by admin.

17. Alumni:

- ✓ Alumni online registration and fees payment through payment gateway.
- ✓ Student login provision to update professional details like company name, package details etc.

18. Distance Learning Module :(Distance Education)

1. Student Registration

- ✓ Forms required to be filled by student side
- ✓ Course selection
- ✓ Upload document
- ✓ Application status
- ✓ Payment
- ✓ Email & SMS confirmation
- ✓ Print application

2. Document Verification Online

- ✓ Criteria checking
- ✓ Original uploaded document verification
- ✓ Final email and SMS notification

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3. Enrolment Module

- ✓ Acknowledgement Slip generate
- ✓ Enrolment number allotment
- ✓ Virtual I-CARD
- ✓ SMS Alert and E-MAIL Alert

4. Examination Process

- ✓ Exam form fill up & payment
- ✓ Select the nearest centre Exam
- ✓ Mark Assignment
- ✓ Hall ticket & seat number Generate
- ✓ Report of centre based exam
- ✓ Barcode Generator

5. Exam Report Module

- ✓ Result Process
- ✓ Final result display
- ✓ Online Report
- ✓ Powerful Result Analytic
- ✓ Print Marks sheet

6. Assignment and recorded video links are uploaded/ Integrated with University channel**7. Online Examination Module**

- ✓ User Registration
- ✓ User Management
- ✓ Subjects, Semester Management
- ✓ Exam and Schedule Management
- ✓ Question Answer Randomizer
- ✓ Question Paper Generator
- ✓ Manage Question Banks
- ✓ Exam Result Management
- ✓ Student Activity Vigilance during the Exam
- ✓ Allocation of Teachers and Superintendent for each Exam
- ✓ Manage Student Attendance
- ✓ Manage News
- ✓ View active and inactive students during the exam
- ✓ Block or unblock students if found cheating
- ✓ Exam Configuration Platform
- ✓ Superintendent Mobile Application to manage assigned students during exam & Visiting Supervisor
- ✓ Exam Coordinator's (Supervisor & Visitation Supervisor) Mobile Application to manage assigned students during exam
- ✓ Notifications and Alerts
- ✓ Online Invigilation & Proctoring
- ✓ Automatic Grading
- ✓ AI based auto-proctoring to raise flags highlighting various instances of suspicious activities based on video feed, audio feed and image on ID.

19. MULTI DISCIPLINARY:As per NEP-2020 rules, provision for Cross college and cross university wise subject selection

20. ABC ID based, credit management module shall be provided as per SSSU requirement.

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21. Configuration Masters and Administration

- **Manage User wise rights:** Admin can assign the menu, forms, Activities based rights depends on the role of the user.
- Make provision for dynamic rights generation

22. SMS / Email Module :

- University shall define various SMS / Email templates for pre-defined activities.
- University can filter recipients of their choice and send SMS / Email by choosing respective template for the activity
- SMS / Email can be sent to Students, Colleges, College Principals and On duty persons to whom duty allotted to order module
- SMS & E-mail provided by university.
- Different Activities covered for sending SMS / Email to Students/colleges/staff.

23. Other Module

- Mobile Application for Students
- Various Certificate Automation Module
- Dynamic reports as per requirement
- All type of Fee Module
- Payment Get way Integration
- Display QR Code as an when require with validation
- Old question paper storage system
- Old Students can apply Online application for different facility
- Log Module for University / College Level
- Teacher registration (College side/Individual level)

NOTE:

- 1) **As per above given scope is brief description of the entire module. Detailed scope of work given at that time of information gathering, analysis, design and preparation of SRS and all the modules process are only online/offline mode.**
- 2) **NEP-2020 policy based module should be implemented as and when required.**

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06. Terms and Conditions:

1. Bidder will get contract and submit the security deposit then after EMD will be return.
2. Performance Bank Guarantee/Security Deposit: Within 15 days of receipt of the acceptance letter, the successful bidder shall submit Performance Bank Guarantee/Security Deposit 3%OR 5% of Total cost in the form of demand draft drawn on any bank payable at VERAVAL in favour of "Registrar, Shree Somnath Sanskrit University" or PBG. This is applicable to a successful bidder.
3. The vendor shall be responsible for all the development, implementation, testing, maintenance, support, future enhancements, documentation, operations, training and management of applications. The vendor should carry out all the modifications/Updation/additions/deletions in the applications whenever required by Shree Somnath Sanskrit University.
4. Successful Vendor will be provided source code of existing ERP Software being used for SSSU.
5. The vendor before performing Updation in the applications should carry out an impact analysis and the report should be submitted to Shree Somnath Sanskrit University for its approval. After getting the approval, changes may be incorporated in the system. If a re-design of the application is required, then the vendor should take up this task with the consent of Shree Somnath Sanskrit University. The vendor should take consent of the University if there will be any change(s) in the team/team members.
6. **Proper Documentation with versioning of all the applications should be maintained like SRS, High Level Design, functionality document (process document), user manual, test case report, test evaluation report, Impact Analysis Report, Change Document etc.**
7. **Complete Software Development Life Cycle (SDLC) should be followed for each application.**
8. All the changes in the applications should be properly documented and reflected in respective documents.
9. Any change in the application should be done through change request form, after completing the change a request closure form should be filled.
10. A log should be maintained for all the changes done in the application or database.
11. Proper coding standards should be followed in all the applications.
12. Periodic code review should be done for improvement in source code.
13. Code & query optimization should be done to the extent possible.
14. Proper testing should be done for the changes done in the application or database.
15. Ensure proper backup of application and database as per the approved backup policy.
16. In case of eventuality, it has to be ensured that the downtime is minimized and the system is restored with no data loss.
17. It should also be ensured that all the security measures are undertaken to prevent vulnerabilities/threats/hacking of application or data theft.
18. The vendor shall be responsible to maintain the confidentiality of application, data and any other information and make sure that information is not shared outside the designated sections of Shree Somnath Sanskrit University. The required confidentiality agreement shall be signed by the Company.

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19. After 7 years the completion of the contract, the source code and related software shall be given to the University and SSSU will authorized to use source code of ERP.
20. Any software including source code shall be the property of Shree Somnath Sanskrit University. Software, Documents, Information and other elements of the project shall have the copyrights of Shree Somnath Sanskrit University however it couldn't be used by any third party.
21. Proper versioning of source code should be maintained and supplied.
22. It should be insured that uploading of the modified application in the live servers is carried out with due care to avoid any wrong upload or accidental file replace.
23. The vendor shall suggest the security and hosting requirements of the set up.
24. The onsite team shall also be responsible for giving demo & presentation of application as and when required.
25. Preventive maintenance shall be carried out on the database and functioning of the application to handle large volume of traffic.
26. Customer support should be provided for user problem and queries.
27. Weekly & monthly, reports with Project Status & open issues.
28. Weekly/fortnightly/monthly Performance Monitoring Reports for the Application.
29. Updated system design documents, requirements specifications etc.
30. Updated user manuals, administration manuals, training manuals etc.
31. Software change logs etc.
32. All the requirements of NEP-2020 should be incorporated without any extra charges.
33. **Successful vendor will provide the Timeline of work completion module wise**
34. **Cancellation of Contract:** In case of any breach of any terms and conditions by the successful bidder / contractor, Shree Somnath Sanskrit University, Veraval, Gujarat reserves the right to cancel the agreement by giving 07 days notice to the Bidder.
35. **Liquidated Damages:** If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the University shall, without prejudice to its other remedies under the Contract, deduct maximum 5% from the Contract Price m, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered price of the Goods or unperformed Services limited to 05% of value of services requisitioned. Once the maximum is reached, the University may consider termination of the Contract.
36. **Termination for Default:** The University may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part at risk & cost of defaulting Supplier:
 - a. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract or within any extension thereof granted by the University or
 - b. If the Supplier fails to perform any other obligation(s) under the Contract or
 - c. If the Supplier, in the judgment of the University has engaged in corrupt or fraudulent practices in competing in executing the Contract.
 - d. Source code of the product/software shall be the property of the University.

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For the purpose of this Clause:

"Corrupt practice “means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

37. **Warranty:** The Supplier warrants that the system supplied under this Contract are highly customized, of the most recent or current models and accepted at the final destination indicated in the Contract. The University shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in by the University and with all reasonable speed, repair or rectify the defects in the System or parts thereof, without cost to the University other than, where applicable, the cost of inland delivery of the repaired or rectify to the final destination. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, the University may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the University may have against the Supplier under the Contract.

38. **Conditions during Warranty**

The Bidder should fulfill the following conditions during the warranty:-

(i) **Catastrophic Failure:** Catastrophic failure will be defined as total failure of the System.

Any such fault will be attended to and rectified by the Supplier within 12 hrs of reporting the fault and rectified within 24 hrs, failing which University shall impose penalty to the Supplier as decided by the University.

(ii) **Major Faults:** This will be defined as main part of System. Any such fault will be attended to within 24 hrs of reporting and rectified within 48 hrs, failing which University shall impose penalty to the Supplier as decided by the University.

(iii) **Minor Failure:** This will be defined as failure of few parts of System and all accessories which will not affect the overall performance of the installed system drastically. Any such fault will be attended and rectified with seven days, failing which University shall impose penalty to the Supplier as decided by the University.

39. **Maintenance:** The supplier will accomplish preventive and breakdown maintenance activities to ensure that all Software/hardware/Unit execute without defect or interruption. If any critical component of the entire configuration is out of service for more than three days, the Supplier shall either immediately replace the defective unit or replace it at its own cost. The Supplier will respond and commence support within 48 hours of being notified of equipment malfunction.

40. **Manuals:** Before the product/software and/or equipment are taken over by the University, the Supplier shall supply operational and maintenance manuals together with drawings of the product/software and/or equipment along with source code. It shall be in such details as will enable the University to operate, maintain, and adjust and repair all parts of the product/software and/or equipment as stated in the specifications. The manuals and drawings shall be in the ruling language (English) and in such form and numbers as stated in the contract. Unless and otherwise agreed, the product/software and/or equipment shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

41. Tenders received late, incomplete tenders and tenders not in conformity with our prescribed specifications, terms and conditions will be rejected. Shree Somnath Sanskrit University, Veraval - Gujarat will not be responsible for postal delay, non- receipt / non-delivery of tender documents or loss of documents in transit.

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42. Notwithstanding anything contained in the memorandum and/or articles of association of the party the Civil Court situated at VERAVAL, Gujarat only will have the jurisdiction to deal and decide any matter arising out of the order.
43. **Data Protection:** All the data shall be property of the Shree Somnath Sanskrit University and the agency will be responsible for any infringement of loss or theft. The Shree Somnath Sanskrit University will forfeit the bank guarantee and terminate the contract and may take legal action against agency.
44. Complain number for University departments must be provided and complain register will be maintained by the company and any complain must be resolved within 24 hours.
45. **Prices and Taxes:**
- a. Prices quoted by the Bidder should be Exclusive of all types of taxes etc., complete and delivery at Shree Somnath Sanskrit University. The rates should be quoted inclusive of supply, installation, manpower, training, commissioning, acceptance, insurance, complete source code, warranty and maintenance during warranty period and delivery as per schedule.
- b. Contract period will be 07 years subject to obtain satisfactory report every year from the university.

46. **Payment Terms :-**

Terms of Payment: Blow payment terms & condition is tentative, university may be change during agreement.

1. University will pay 25% after completion of requirement gathering and preparation of SRS
 2. University will pay 30% after completion/implementation of registration process
 3. University will pay 30% payment after completion/implementation of entire pre and post examination process
 4. University will pay 15% payment after completion/implementation of rest process.
 5. University will pay sever payment after every 6 month.
 6. Additional manpower and additional work payment (if require) will be released after completion of the work.
- ❖ **AMC :** (AMC will applicable after 01 year of implementation)
- AMC will be applied after one year of implementation by the agency, and it will pay for every six months.
 - Agency must follow the agreement's terms and conditions.

43. This Tender is non-transferable
44. The selected bidder is required to enter into agreement as per annexure on a stamp paper worth Rs. 300/- with the University
45. Shree Somnath Sanskrit University reserves every right to cancel the tender in whole or part.
46. Company should be aware of cyber policy guidelines, Risk Management and should have effective disaster Recovery management in place
47. Selected Bidder should visit the university whenever asked to through call/email
48. During AMC period if any modification required by University no extra charge will be paid to the agency it includes in AMC
49. Shree Somnath Sanskrit University as reserved the rights to negotiate with qualified bidder if SSSU management desire.

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50. Legal action including Blacklisting will be taken against the agency in case of gross negligence and breach of secrecy/Confidentiality.

NOTE:

a) The total implementation (Hand-over after UAT) of software/online systems time-period on receipt of justifiable reasoning from the vendor.

IMPORTANT:

- a) A Vendor must quote for the entire project (Software).
- b) All Pages of the Tender Document must be signed and sealed by the vendor.
- c) Governing Laws & Jurisdiction must be followed by the agency. E.g. software licenses etc.
- d) The decision of the Vice Chancellor will be treated as a final decision in any legal complication arising in future.
- e) All suits or any legal proceeding with regard to any matter arising in respect of this tender shall lie in the jurisdiction of courts at Veraval only.

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07. Technical Evaluation Parameter for Eligible Vendor

No	Technical Section	Weightage (100%) 70% (on Scale of 100)
1	Experience of working with State University. <ul style="list-style-type: none"> • More than 10 years – 10 Marks • Between 8 to 10 years - 08 Marks • Between 5 to 7 years - 06Marks • Less than 5 years - 02 Marks 	10
2	Bidder should have successfully provided Examination Management related software work in any state university. Each university= 02 Marks (Max. Marks =10 Marks) Documents Required: Work Orders	10
3	Experience of online admission process in a single year (From Last 5 Years) <ul style="list-style-type: none"> • 01 Marks for each qualifying admission implementation in State University (Maximum 5 Projects will be considered under these criteria). 	05
4	Number of student users, in a single implementation of the proposed solution by the Bidder to State Universities in Gujarat(Preferable) <ul style="list-style-type: none"> • Student Users >= 15,000 = 05 Marks • 10000>= Student Users < 15000 = 03 Marks • 10000 < Student Users = 01 Marks Documents Required: Work Orders	05
5	Bidder should have conducted online (MCQ/Descriptive based) examination in state university. (Per state university : 01 marks, Max-05)	05
6	No of colleges using Admission and Examination related solution in single university <ul style="list-style-type: none"> > 400 Colleges in single University = 10 Marks >200 <= 400 Colleges in single University = 7 Marks >100 <= 200 Colleges in single University = 5 Marks <=100 Colleges in single University = 3 Marks 	10
7	The bidder should have successfully implemented QPDS Project in any State university during last 3 years. The bidder should submit the certificate from University/Board/recognized exam conducting authority regarding the same. <ul style="list-style-type: none"> <=100 Center = 2 Marks >100 Center <= 200 = 5 Marks >200 center >=300 = 10 Marks 	10
8	Bidder must have corporate registered office in Gujarat with appropriate setup and on its pay roll employee. <ul style="list-style-type: none"> 1-40= 05Marks 40> Employee= 10Marks 	10
	(Bidder has to secure minimum 32 marks out of 65 (Form point number 1 to 8) only then bidder is technically qualified and will remain present/call for point no 9)	
9	Technical Presentation (For Qualified Bidders only) <ul style="list-style-type: none"> • Understanding of the requirement of SSSU. • Implementation plan with work flow and methodology. • Live demonstration of the system which covers whole proposed solution 	35

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	according to the scope of work mentioned in tender document. • Presentation of software demo of the similar work implemented / developed for other university	
TOTAL		100 (65+35)

Combined Bid evaluation

The University will open the Commercial (Financial) offers of only those agencies whose total Technical scores out of 100 as measured above is 60 or above. The technical bid will be allotted Weightage of 70% while the Financial Bid (Time-cost section) will be allotted Weightage of 30%. Proposal with the lowest cost will be given a financial score of 100. The Financial score of the other proposals will be computed by employing the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations if required and can be recommended for award of contract.

For example:

The Technical Scores (of eligible Agencies only) will then be normalized with respect to highest score obtained by applying the formula:

$$(\text{Score Obtained} / \text{Highest Score Obtained}) * 100 = \text{say A}$$

The University will also rate the Agency's commercial/Financial offer and normalize with respect to lowest offer by applying the formula:

$$(\text{Lowest Offer} / \text{Offered Rate}) * 100 = \text{say B}$$

The University will then convert these normalized values A and B by giving 70% Weightage to Technical capability (A) and 30% Weightage to commercial/financial offer (B) by applying the formula:

$$(A * 70 / 100) + (B * 30 / 100) = \text{say C}$$

The highest C value obtained by an Agency will be as a L1 Agency of this tender.

Price will be calculated based on Grand total ((Sr. 1 to 8 + 9 to 30) given in price bid of the tender cost.

Note:-

- The decision of the University in the evaluation of Tender shall be final.
- No correspondence will be entertained in this regard.
- The University reserves the right to reject any oral proposals.

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The University may ask for meetings with the Agencies to evaluate its suitability for the assignment.

In case of a tie where two or more bidders achieve the same highest combined technical and financial score, the bidder with the higher normalized technical score will be invited first for negotiations for awarding the contract. The University will invite L1 agency and highest Technical scores obtained agency for negotiation of this tender

In addition to the above procedures lay down the overall guidelines, Shree Somnath Sanskrit University, Veraval, Gujarat reserves the right to select the Bidder based on other parameters at its discretion.

Selection of Vendor:

- Shree Somnath Sanskrit University shall publish tender through an e-tendering site www.nprocure.com /www.sssu.ac.in
- The interested vendors may carry out the study of the requirements at their own cost, based on the Terms of Reference (TOR) of the University
- The interested vendor shall submit a detailed Technical and Financial Proposal as per the tender document.
- The technical proposals submitted by the vendor shall be evaluated by a Technical Evaluation Committee.
- The short-listed/ qualified vendors will be required to provide detailed Presentation /demonstration of similar types of works undertaken by them earlier, on specified date as it will be decided by the University, in consultation with the vendor. (Ref.- point no 9 of Technical Evaluation parameter)
- The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the Shree Somnath Sanskrit University.
- In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Vice-Chancellor, Shree Somnath Sanskrit University and the same will be governed by the relevant provision of Arbitration act 1940 in Gujarat.

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Form-A (Checklist)

Eligibility Criteria and supporting documents required for Submission of Expression of Interest:

No	Eligibility Criteria	Supporting Document Required	Yes/No and Deviation, if any
1	Legal Entity	.Bidder may be a Company, Firm or Sole Proprietorship .Bidder and shall be a Registered Company in India as per the Companies Act 1956. (&Subsequent relevant amendment) .The bidder should have existence in India for last ten (07) years at the end of 31st March 2023	
2	Physical Presence	.Bidder must have corporate registered office in Gujarat and logistics facility for easy access and availability to ensure the proper backend support for smooth execution.	
3	Experience in Software Implementation	.The Bidder must have experience of minimum 07 years in supplying / customizing Examination / Educational Software solutions / Services in Education Segment.	
4	Annual Turnover	.Bidder should have average annual turnover of Rs 03 corers during the last three financial years. (2019-20, 2020-21, 2021-22) in the similar business. . Audited Balance sheet from CA should be attached. (Turnover shall be from sales/service from Admission / Examination/ UMS Related activities / Related Educational Software Development)	
5	Blacklisting	.Bidder is non-blacklisted by any Government organization/institution for this organization. .Bidder should submit declaration on Rs. 300/- Stamp Paper.	
6	Experience in ERP implementation	.Bidder must have provided the proposed solution in at least 2- State Universities for different programs and may located in Gujarat is preferable.	
7	Resource Deployment	.The bidders shall have minimum Technical manpower strength of 40 persons on its pay rolls at least for six months before the last date of submission of TENDER (BID).	
8	Quality Certification	.The Bidder must be ISO 27001:2013 and ISO 9001:2015 certified.	
9	Technical Capability	.The Bidder must have experience of minimum 5 Universities or Education boards (among which 1 must have more than 10,000 students	

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		of single State University) of implementing /customizing educational/Examination related Software solutions/Services.	
		Past Experience of assignments of similar nature of computerization (Supply / Services) in minimum 5 State Universities in which 2 State Universities shall be in Gujarat.	
		.The bidder must have an experience for implementing the similar solution for Minimum 100 colleges in single university.	
		.Experience for providing question paper delivery system (QPDS) to at least one state university.	
		.The Bidder should have experience of online admission process in any state university (Gujarat preferable).	
		.Bidder should have conducted online MCQ/Descriptive based examination in at least 2 state universities.	
10	Legal documents	<ul style="list-style-type: none"> . GST Certificate . Copy of PAN/TAN . Professional Tax Registration. . Company Registration 	
12	Form A	checklist	
13	Form B	Technical Proposal Submission Forms	
14	Form C	Experience details	
15	Form D	Declaration	
16	Form E	Details of Tendor	
17	Performa-I	Non Blacklisting	
18	Performa-II	Authorization Certificate	
19	Performa-III	Agreement Format	
20	Tender Fee	Demand Draft	
21	EMD	Demand Draft	

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

FORM B
Technical Proposal Submission Forms
(On Bidder's Letter-Head)

[Location, Date]

To,
The Registrar,
Shree Somnath Sanskrit University,
Veraval - Gujarat.

Dear Sir,

We, the undersigned, offer to provide the required Services for Updation of existng ERP software and development of new modules for the University in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes the Technical Proposal in hard copy and Financial Proposal on e-Procurement Portal. We hereby declare that we have read the Instructions to Bidders included in the RFP, and abide by the same.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

Yours faithfully,
Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Bidder:

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Undertaking(s).
3. Affidavit(s).

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

FORM-C (Experience details)**DETAILS OF EXPERIENCE of Providing Onsite Services on Single ERP Platform Software for various modules, with Implementation & Maintenance.**

No.	Name and Address of the client	Date of start of the work	Date of completion	System Details	Cost of the Project
1					
2					
3					
4					
5					

Note:-

Please also note that copies of work orders/ invoices and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

FORM-D

DECLARATION BY VENDOR TO BE SUBMITTED ON NON JUDICIAL STAMP PAPER
Rs.100/-

I/WE,.....owner of
..... representing
.....,

Here by solemnly declare & confirm that:

1. No employee or direct relation of any employee of Shree Somnath Sanskrit University, is anyway Connected as Partner/Share holder/ Director/ Advisor/Consultant/Employee etc. with the firm.
2. The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/registration shall be liable for cancellation and forfeiture of EMD/ Security Deposit.
3. I/We understand and authorize the Shree Somnath Sanskrit University to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
4. The decision of the Shree Somnath Sanskrit University, Veraval, Gujarat shall be acceptable & binding upon me/us.

Date:
Place:

.....
(Signature of Proprietor/Partner /Chief Executive)
Name:

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

FORM-E (Details of Tenderer)

1. Name of the Bidder :
2. Registered Office :
3. Working Place of the Firm :
4. Year of Establishment :
5. Type of Firm (Ownership, Partnership, Pvt. Ltd., Ltd. Co., etc.):

6. Name, Address and telephone number of Responsible person:

Phone: (O): (R):
(M): E-mail address:

7. Total Annual Turnover for Last Three Financial Years from related services

(Enclose Certificate from C.A.)

Year	Rs. (In figures)	Rs.(In words)
2020-21	Rs.	Rs.
2019-20	Rs	Rs.
2018-19	Rs.	Rs.

8. Total Building Area of Workspace :(With Office and Storage space)

(Proof of ownership/lease agreement to be attached)

9. Total no. of Staff:

(a) Technically Skilled_____

(b) Administrative_____

(c) Semi-skilled_____

10. Factory Act Registration No. (You have to enclose certified copy of Registration letter):

11. Permanent Account No. (Enclose Certified PANCARD):

12. Registration Copy of GST:_____

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

Performa - I
DECLARATION regarding NON – Blacklisting
(Rs. 300/- stamp paper)

Date:

To,
The Registrar
Shree Somnath Sanskrit University
Veraval, Gujarat

Subject: - Updation of existing ERP software and development of new modules for the University

Dear Sir,

In response to your Tender ref No. , as a proprietor / Director / Owner of M/S_____ ,
I/We hereby declare that our Company is not blacklisted by Government of India or any other state
government/union territory as well as there are no criminal cases against company and any of the
board members.

our Company is having clean legal records and there are no open legal cases / petitions in any of the
courts / high courts related to our service.

Thanking you,

Signature of Authorized

Signatory with Name, Designation & Seal

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

Performa - II
BIDDER'S AUTHORIZATION CERTIFICATE

To,
The Registrar
Shree Somnath Sanskrit University
Veraval, Gujarat.

Sub: Updation of existing ERP software and development of new modules for the University

Dear Sir,

[Signatory with Name, Designation], is hereby authorized to sign relevant tender documents on behalf of the Company in dealing with Tender of reference _____ dated. He is also authorized to submit Technical and commercial information (Bid) as may be required by you in the course of processing above said tender.

Thanking you,

The Specimen signature of the authorized person is as:

Signatory with Name, Designation & Seal

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

Performa-III- AGREEMENT FORMAT**Agreement for 07 Years (extendable) (on Rs.500/-stamp paper)**

CONTRACT FOR PROVIDE “**Updation of existng ERP software and development of new modules for the University**” to Shree Somnath Sanskrit University, Veraval.

An Agreement made on this Dt. DD/MM/YYYY between The Registrar, Shree Somnath Sanskrit University, Veraval Its office at Shree Somnath Sanskrit University, Veraval, Gujarat 360005 (herein also called the Shree Somnath Sanskrit University) one part and..... (herein called as the Contractor) on the other part. Whereas the Contractor’s rates as under having been accepted by the Shree Somnath Sanskrit University vide work order No..... dated.....hereby agreed between the parties as follows:-

THE AGREEMENT WITNESSES AS FOLLOWS:-

1. In this Agreement words and expression shall have the same meaning as are respectively assigned to the min the condition of the contract herein after referred to the following documents shall be deemed to be formed and contract as part of this agreement viz
2. The Shree Somnath Sanskrit University, Veraval E-tender No: / / 2022-23
3. The condition of the contract.
4. The specifications, scope, instructions given by the Somnath Sanskrit University, in the tender notice No / /2022-23
5. The schedule / Approved price schedule.
6. The relevant part of the tender proposal
7. Contractors letter Dt. DD/MM/YYYY
8. Rates must be inclusive of all expenses/ charges/ taxes/ GST. The Bill/ Invoice should be as per Government norms, indicating GST rates and amount separately.
9. If services are not provided as per the deadline/time limit specified in this tender, than penalty at the rate of 0.5 percentages per day of the Order Value of the Service(s) Maximum 10 percentage will be imposed on the successful bidder.
10. The contractor agrees to deposit as security amount of Rs._____ /-(Rupees only) for above works in the beginning of the contract and this amount will be liable for forfeiture in any event of breach of any terms and conditions of the Shree Somnath University’s opinion are on or behalf of the Registrar Shree Somnath Sanskrit University, The party has provided security Deposit by demand draft no._____ Dated---- for Rs_____ /-(Rupees only).

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

11. If any taxes, charges are payable or to be payable in the future, it will be responsibility of the contractor to make the payment and Shree Somnath Sanskrit University is not to be responsible for the same.
12. Validity: This contract shall be valid from period commencing from Dt._____ to_____. The contractor will not take any objection if Shree Somnath Sanskrit University issue extension letter up to 4 more term if the performance is found to be satisfactory by the University
13. The term of tender document will be final in all cases.
14. After the completion for Contract period agency must provide all data, software and as per all tender conditions.
15. All sources code of the software is property of Shree Somnath Sanskrit University and it is handed over to the University Authority at the end of Module / Project / work order terms and conditions etc.

It is hereby agrees that the Veraval court have jurisdiction. This contract has been executed by both the parties after full consideration and it is binding to both the parties.

In witness whereof the parties here to have set their respective hands and seals the day, months and year first above written.

Place:

Date: DD/MM/2023

Contractor sign

Shree Somnath Sanskrit University

Witness-1

Witness-2

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

Commercial/Financial Bid Format (only for reference to be filled online)

No	Name of the Module	One time subscription cost (A)	Per year AMC Cost in (Rs.) (B)	AMC Cost For 6 years (C)	Total Amount (D)
Module wise Updation Required as per NEP-2020 Rules					
1	Enrolment / Enlistment / PG Registration Module				
2	Examination Form Management Module				
3	Pre - Examination Module				
4	Post Examination with result process Module				
5	Rechecking & Reassessment Module				
6	Admission Process (For External Courses)				
7	Student side result Management				
8	Degree Module				
Total					
Module wise New Development Required					
9	Student Management System Module				
10	Forms Development for Students and stakeholders				
11	Online admission Module				
12	College transfer Module				
13	Practical Marks Entry				
14	Login Management (student/college/staff)				
15	SMS/Email module				
16	Fees Management (offline/online)				
17	Answer sheet Distribution Module				
18	Verification/Correction Module				
19	Digital Question Bank & Paper generation module				
20	Migration Module				
21	Alumni Module				
22	Distance Learning Module (online)				
23	Multi disciplinary (cross college and university wise subject selection)				
24	Credit Management through ABC				
25	Configuration Masters and Administration Module				
26	Online Payment Gate way Integration				
27	Other Modules as mentioned in the scope				
28	Mobile App				

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder

Total					
No	Description	Per Student/Per Exam charge in Rs.			
29	Online Examination Module (Qty. 100000)				
No	Description	Per SMS Charges in Rs.			
30	SMS charges (Qty. 100000)				
Grand Total (Sr. 1 to 8 + 9 to 30)					

No.	Description	Per day per manpower charge in Rs.
Additional Work Charges		
31	Per day per manpower charge (programming)	

No.	Description	Support Executive (Per Month) in Rs.
Additional Manpower Charges		
32	Support Executive (Per Month)	

No.	Description	Server Charges Per Month in Rs.
Server Charges		
33	Windows server : 1 TB	

Note:

- Price will be calculated based on Grand Total of tender cost.
- Price must be inclusive of all expenses/changes/taxes but exclusive of GST only. The Bill should be as per govt. norms indicating GST rates and amount separately
- For L1 total cost will be considered
- No hike in the rates will be accepted during the contract period.
- According to the module given in the tender document, if the university does not want to take any service, it will deduct and declare L1.
- The university will decide whether to keep all or reject the tender or not.
- If the work will not completed in the timeline given by university then university can also penalize or cancel the contract.
- Bidder should compulsory offer for each item.
- Financial Bid filled on website n-procure.com only will be accepted.

I have read and understood all terms & conditions of the tender document and accept it.

Sign and Seal of Bidder