



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

**NAAC Accredited A**

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/ADMIN/22/8856

Dated: 11/11/2022

## QUOTATION INVITING NOTICE

### Supply and implementation of ERP solution

Sealed quotations in a two-bid system are invited from experienced, resourceful and bonafide vendors / IT firms for supply and implementation of ERP Solution for selected modules in the college (see Annexure I for details). The quotation, in a cover duly sealed & superscribed with "Quotation for Supply & Implementation of ERP Solution", should reach in the office of 'The Principal, Sri Guru Nanak Dev Khalsa College, Desh Bandhu Gupta Road, Karol Bagh, Delhi - 110005', on or before **3:00 pm 24 November 2022**.

The work involves Design, Development & Maintenance of ERP solution for

- 1. Online Admission Module + I-Card + Medical Card**
- 2. Timetable, Attendance & IA**
- 3. Online Fee Collection**

#### Annexures attached:

- Annexure-I: Scope of Work
- Annexure-II Eligibility Criteria and Terms & Conditions
- Annexure-III Price Performa
- Annexure-IV Self-Undertaking (Blacklisting)
- Annexure-V Self-Undertaking (AMC)

Please ensure to sign & stamp on all pages as Annexure I and II as a token of acceptance and submit the two undertakings attached as Annexure-IV & Annexure-V along. Subjective/ conditional/ incomplete offers will not be considered.

All corrigenda, addenda, amendments, time extensions, correspondences, clarifications, changes, errata, revisions etc., to the tender will be hosted on the college website ([www.sgndkc.org](http://www.sgndkc.org)) and also on the Delhi University website. Bidders should regularly visit the websites till the date of submission of the bids to keep themselves updated. Bids are required to be submitted by or before 3:00 PM on 24.11.2022 in the prescribed manner as detailed in Annexure-II. Quotations not received by or before given time/ date will not be accepted, irrespective of the reasons.

Principal  
Prof. (Dr) Gurmohinder Singh

## Scope of Work

### 1. **Online Admission Module + I-Card + Medical Card**

Capturing student data for College Records via an Online Admission Form. The admission form will have different sections and forms inside it with proper validations. The data captured will be used in the College Management System for population and report generation. The data would be viewable inside the Admin login to review and approve before records are added to College Management System.

Further, inside Student, Faculty & Non-Teaching Staff Login, need specific I-Card forms with auto-filled inputs from base data and the ability to update the remaining fields for the purpose of generation of I-Card and Medical Card.

### 2. **Timetable, Attendance & IA**

Daily, Monthly, and Hybrid (Daily/Monthly) attendance supported. Includes Optional Paper selection module, timetable feeding module, and displaying on the website (Course-wise, Faculty-wise, and Room-wise). Should be according to the University of Delhi format. Should have all kinds of Attendance & IA report generation. Timetable View, Daily/Monthly Attendance and IA Submission, Notices and Student Timetable, Attendance View apart from basic reports should also be available on Android and iOS mobile app for college.

### 3. **Online Fee Collection**

Online Fee collection through payment gateway integration. Different fee types include College Fee, I-Card Fee, Exam Fee, and Miscellaneous fee. Should have an Accounts login for report generation and reconciliation. Course-wise fee breakup and downloadable fee receipt (PDF) should be auto-generated along with the view of transaction details

### 4. **Training**

The successful bidder will have the responsibility for arranging onsite/ online training for the concerned stakeholders for smooth handling and proper functioning of the developed solution through one session

### 5. **Hosting**

On a cloud with a minimum of 50 GB of Disk Space, 2GB RAM, 2Core CPU

### 6. **Technology Stack**

- Backend: Java/J2EE, MySQL, PHP
- Frontend: HTML5, CSS, JS, Angular JS, Bootstrap
- Responsive HTML5-based Front-end consuming JAVA RESTful APIs

**‘Eligibility Criteria’ and ‘Terms & Conditions’****Eligibility Criteria**

<b>S.No.</b>	<b>DESCRIPTION</b>	<b>Documents Required</b>	<b>Provided (Yes/No)</b>	<b>Reference (Page No)</b>
1.	The bidder should be a registered Company/ Organization in NCT of Delhi in the business of IT Products & Services for ease of response/ for ease of Coordination, at least 5 Years or more prior to the date of Tender Notice	a. Self-certified copy of Cos. incorporation/ registration certificate in the name of the bidder, as applicable, bearing the date at least 5 Years or more prior to the date of Tender Notice		
		b. Self-certified copy of the Rent or Lease Agreement or Electricity or Water or Telephone bills or any other valid proof showing the address of NCT of Delhi		
2.	Valid GST No. and PAN No.	a. Self-certified copy GST Certificate		
		b. Self-certified copy of PAN no.		
3.	The Bidder should have an average turnover of Rs. 50.0 Lakh (Rupees Fifty Lakhs) or more in the last three financial years i.e. (FYs 2018-19, 2019-20, 2020-21) duly certified by the registered CA	Self-certified copy of ITR filed for the FYs 2018-19, 2019-20, 2020-21 along with a certificate from CA showing an average turnover of Rs.50.0 lakh or more		
4.	The Bidder must be a profit making Company/ Organization during the past 03 years i.e. FYs 2018-19, 2019-20, 2020-21	Copy of Certificate issued by the registered CA certifying the Company/ Organization as a profit-making company during the indicated FYs 2018-19, 2019-20, 2020-21		
5.	Bidder should have developed jobs/ solutions essentially including Online Admission Module + I-Card + Medical Card; Timetable, Attendance & IA & Online Fee Collection including Android and iOS mobile Apps, a minimum of two (02) nos. each for colleges of Delhi University during the last 5 years w.r.t. date of this tender notice	Copy of Orders for development of solutions essentially including Online Admission Module + I-Card + Medical Card; Timetable, Attendance & IA & Online Fee Collection including Android and iOS mobile Apps from any two (02) Colleges of the University of Delhi during the last 5 years		

## Terms and Conditions

1. The Tender can be downloaded from the website of SGND College, [www.sgndkc.org](http://www.sgndkc.org)
2. **Tender submission process:** All bidders are requested to submit their offer in the prescribed manner by or before the due time/ date i.e. 3:00 PM on 24.11.2022, as explained below:
  - a. **Technical Bid** comprising duly signed & stamped downloaded copy of the tender as a token of acceptance; documents as required in the Eligibility Criteria under Sl. No. 1 I to V, duly filled-in, signed & stamped including undertakings as per Annexure-IV & V respectively on the letterheads of the bidder, and all aforesaid documents to be placed in an individually sealed cover duly superscribed as 'Technical Bid'.
  - b. **Financial Bid** comprising price alone, filled-in in the prescribed 'Price Performa', enclosed as Annexure-III, duly signed, and stamped, in an individually sealed cover superscribed as 'Price Bid'.
  - c. **Both 'Technical' & 'Price' Bids** in individually sealed covers, placed in another envelope, duly sealed and superscribed as "**Sealed Quotation for Supply and implementation of ERP solution for SGND College**". The envelope should also bear the name of the bidder.
3. **Award of Work/ Price Evaluation:** The envelope of '**Technical Bid**' will be opened initially by the authorized committee and scrutinized for compliance with regard to tender requirements. Further processes for the non-compliant bidders will be blocked and their 'Price Bids' will not be opened. The '**Financial Bid**' alone of the Compliant Bidders will be opened. Financial Bid to have prices only and the total amount of the work should be quoted both in figures as well as in words. Any comments/deviations in this part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained. Counter Terms & Conditions by the bidders will lead to disqualification. The bidders are required to quote essentially for the entire scope of work or else the bid will be rejected. **The work will be awarded to the bidder who will quote the lowest amount against sl. No. 6A of Annexure-III.**
4. The financial bid must be valid for 90 days from the last date of the submission.
5. The Bidder shall submit the bid in response to the Tender Document which shall remain valid up to 90 days (Ninety days) from the last date of submission of the response. SGND College reserves the right to reject any response to Tender Document which does not meet the aforementioned validity requirement
6. Bidders are not allowed to sub-contract in any manner and Consortiums, and joint ventures are not acceptable. Not more than one Quotation shall be submitted by a bidder having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to submit quotation for the same contract as separate competitors. A breach of this condition will render the bids of both parties liable to rejection.
7. At any time before the deadline for submission of Tender, SGND College may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same. All changes shall be posted on the website [www.sgndkc.org](http://www.sgndkc.org) and prospective Bidders are required to go through the same before submitting of Tender. All such amendments shall be binding on them without any further act or deed on SGND College part. In the event of any amendment, SGND College reserves the right to extend the deadline for the submission of the Tender, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their Tender

8. All 3<sup>rd</sup> party items/ services like Hosting, SMS pack, Email plan, Domain Name, etc., as applicable, are to be procured by the shortlisted Vendor on behalf of the College and billed to the College (post-factoring-in the exchange variation rates & rounding off). Payments towards 3<sup>rd</sup> party services will be made by the college within the one-week time of submission of the invoice. However, in case the College wishes to procure 3<sup>rd</sup> party services directly from the source, the Vendor has to assist the College in integrating 3<sup>rd</sup> party services/ items
9. The first year AMC w.e.f. from the date of GoLive is to be borne by the Lowest bidder and not payable separately. AMC/Annual charges will be payable w.e.f. from the 2<sup>nd</sup> year w.r.t. date of GoLive at the beginning of the AMC Cycle
10. Full development cost will be paid within 30 days of submission of invoice post-Go-Live of the Solution
11. The successful vendor shall give an undertaking on their letterhead (in the formats provided below) for managing/ maintaining the website after the launch of the website for a period a minimum of one+three (1+3) years at the quoted rates and also for that they have not been blacklisted by any college of University of Delhi or other autonomous institution or Departments of UT, State, GOI, etc.
12. The project should be completed within three months. In case the vendor does not complete the project as per schedule, the College will be at liberty to levy a penalty of 2% of the total amount for any delay.
13. Any dispute arising out of the deal shall be subject to the decision of the Principal, whose decision will be final and binding on the firm. Settlement of all disputes will be made within the jurisdiction of Delhi Courts.
14. College will identify a coordinator and share his or her contact details as a single point contact for providing inputs and internal coordination.
15. The rates quoted should be as per the 'Price Performa' in Annexure III.
16. The rates shall be quoted in Indian Rupees only.
17. The full and final payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deductions as per applicable laws. No advance payment will be made in any circumstances.
18. The vendors are requested to read the Tender document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with any specifications/ instructions in this regard may disqualify the bid.
19. The Bidder should abide by the terms and conditions specified in the Tender Document. All conditional offers are liable for outright rejection.
20. In case the information given in the 'Technical Bid' is found to be false or not meeting the minimum requirement mentioned in the tender, the bidder is liable to be disqualified and further participation in tendering process may be blocked in such cases.
21. SGND College reserves the right to reject the bidders whose services have not been found satisfactory in the past and their offer may not be opened even if received.

22. SGND College reserves the right to accept/reject a part/whole or all tenders without assigning any reason, at any time, and does not bind itself to accept the lowest bid and no inquiry in this regard, will be entertained.
23. SGND College reserves the right to cancel this Tender at any time without assigning any reason thereof.

**24. Penalty – Quality**

If the final product is not found to match the quality of the solution as per industry standards and Scope, the College will not be obliged to accept the job. Opportunity will be given to rectify and resolve the issues within the time available in hand failing which the bidder will be rejected and no payment shall be made, irrespective amount of work carried out and the College will be free to explore alternate vendors.

**25. Penalty – Delay**

The schedule given will have to be strictly adhered to. Any delay beyond the specified schedule for completion of the job, as applicable will invite disqualification of the vendor and imposition of penalty where the College will be the final authority and no amount will be paid to the bidder irrespective of work completed, alternatively, a penalty will be levied at the rates decided by the College and bidder has to accept the same. The College reserves the right to refuse to accept delivery beyond a delay of three weeks.

Price Performa

S. No.	Description of Item/ Services	Cost of One-time Design, Dev. & Maintenance Excl. GST (Rs.) (A)	Cost of AMC/ Annual Subscription as applicable excl. GST (Rs.) (B)
1	Cost for One-time Design, Development & Maintenance (for One Year from Date of GoLive) for Online Admission Module + I-Card + Medical Card as per Scope of Work (Annexure-I)		
2	Cost for One-time Design, Development & Maintenance/ Annual Subscription (for One Year from Date of GoLive) for Timetable, Attendance & IA including Timetable View, Daily/Monthly Attendance and IA Submission, Notices and Student Timetable, Attendance View apart from basic reports should also be available on Android and iOS mobile app for college as per Scope of Work (Annexure-I)		
3	Cost for One-time Design, Development & Maintenance (for One Year from Date of GoLive) for Online Fee Collection as per Scope of Work (Annexure-I)		
4	Sub Total (1+2+3)		
5	GST		
6	Total Including GST (4+5)		
	Total (in words)		
<b>Cost for 3<sup>rd</sup> Party Services, chargeable as applicable</b>			
7	Hosting as per Scope of Work (Annexure-I)		
8	Pack of 1 lakh SMS with infinite validity		

**Note:**

- A. Any addition over & above will be chargeable extra at the mutually agreed rates and will be communicated in writing before the commencement of the work.

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Authorized Signatory  
(Full signature and Stamp)

**Self-Undertaking (Blacklisting)**

It is submitted that I/ my firm/ company has/ have never been blacklisted by any of the departments/ Autonomous institutions/ Universities/ Public Sector Undertakings, of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said firm/ agency as on \_\_\_\_\_ (date)

For & on Behalf of  
(Name of the Company)

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(Name of Authorized Signatory)

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**Self-Undertaking (AMC)**

We declare that we will be extending AMC support, for 3 years post initial One Year, from the date of GoLive of IT Solution, at the given price, and for further extension of support for another period of 3 years at mutually agreed terms and price.

For & on Behalf of  
(Name of Company)

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(Name of Authorized Signatory)

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