



**Central Agricultural University**

**Imphal, Manipur- 795004**

**Request for Proposal (RFP)**  
**for Selection of Firms/Companies for DESIGN, DEVELOPMENT,**  
**IMPLEMENTATION AND MAINTENANCE OF ERP FOR UNIVERSITY**  
**MANAGEMENT SYSTEM AT Central Agricultural UNIVERSITY, Imphal, Manipur**

<b>Milestone Dates</b>	
Date of publication of Tender on Central public procurement portal	21/04/2022 from 1300 Hrs.
Last date of Online Submission of Tender	11/05/2022 up to 1700 Hrs.
Date of opening of technical bid	13/05/2022 1300 Hrs
Presentations by Qualified bidders (In person at CAU Campus)	Schedule will be intimated to qualified bidders on 13/05/2022
Date of opening of financial bid	Intimated after technical evaluation

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## **Disclaimer**

1. The Request for Proposal (RFP) is issued by **Registrar of Central Agricultural University, (CAU)** or the “Authority”
2. The information contained in this RFP is selective and is subject to updating, expansion, revision, and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither CAU nor any of their officers; employees nor any of its advisors nor consultants undertakes to provide any prospective bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each prospective bidder must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may this RFP and is advised to carry out its own investigation into the proposed project, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed project.
3. This RFP is neither an agreement nor an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing the Technical and Financial Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. The assumptions, assessments, statements, and information contained in the Bidding Documents, especially details regarding the project sites, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
5. The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
7. The Authority may in its absolute discretion prior to the Bid Due Date, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP at any time during the Bidding Process.
8. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure appointment of the bidder as Preferred / Selected Bidder.
9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## **Interpretation:**

### **11. In the interpretation of this RFP, unless the context otherwise requires:**

- 11.1. The singular of any defined term includes the plural and vice versa, and any word or expression defined in the singular has the corresponding meaning used in the plural and vice versa.
- 11.2. Reference to any gender includes the other genders;
- 11.3. Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule, or Recital is a reference to a Clause, Sub-Clause, Paragraph, Subparagraph, Annex, Exhibit, Attachment, Schedule, or Recital of this RFP;
- 11.4. A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed, or extended, from time to time, in accordance with the terms thereof;
- 11.5. The terms “include” and “including” shall be deemed to be followed by the words “without limitation”, whether or not so followed;
- 11.6. Any reference to a person shall include such person’s successors and permitted assigns;
- 11.7. A reference to a “writing” or “written” includes printing, typing, lithography and other means of reproducing words in a visible form;
- 11.8. Any date or period set forth in this RFP shall be such date or period as may be extended pursuant to the terms of this RFP;
- 11.9. A reference to “month” shall mean a calendar month, a reference to “week” shall mean a calendar week and a reference to “day” shall mean a calendar day, unless otherwise specified.
- 11.10. The terms “hereof”, “herein”, “hereto”, “hereunder” or similar expressions used in this RFP mean and refer to this RFP and not to any particular Article, Clause or Section of this RFP. The terms “Article”, “Clause”, “Paragraph” and “Schedule” mean and refer to the Article, Clause, Paragraph and Schedule of this RFP so specified;
- 11.11. In the case of any conflict, discrepancy, or repugnancy between the provisions of the RFP documents, provisions of the Agreement shall prevail over and supersede the provisions of other documents;
- 11.12. The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of the Agreement; and
- 11.13. All capitalized words and expressions used in the RFP but not defined therein shall have the same meaning as ascribed to them in the Agreement.

## Brief Introduction

12. **Central Agricultural University** is India's Pioneering The Central Agricultural University has been established by an act of Parliament, the Central Agricultural University Act, 1992 of India. Formerly known as CAU.
13. The Act came into effect on 26th January, 1993 with the issue of notification by the Department of Agricultural Research and Education (DARE), Govt. of India. The University became functional with the joining of first Vice-Chancellor on 13th September, 1993. The jurisdiction of the University extends to seven North-Eastern Hill States viz., Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Sikkim, Nagaland and Tripura, with headquarters at Imphal in Manipur.
14. Currently, the University has 5000 students, 200 faculty and 200 staff on it's rolls.
15. **Brief details of the Current Project are as below:**

Parameter	Details
Location	CAU Campus, Imphal, Manipur
Required work	Preparation of ERP for University management system
Estimated Implementation Period*	6 Months

16. Bidders who wish to participate in the online tender will have to procure / should have a legally valid Digital Certificate as per Information Technology Act – 2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying authorities of India.
  - 16.1. In case bidders need any clarifications or if training required to participate in online tenders, they can contact eprocure Support team: -  
  
Contact Details:  
Phone:  
E-mail: [support-eprocure@nic.in](mailto:support-eprocure@nic.in),
17. Tender Documents can be downloaded from the websites: (i) <https://eprocure.gov.in> (ii) <https://cau.ac.in> before the Bid Due Date. The bidders are requested to submit the Tender Fee in form of the Demand Draft and EMD in the form of Demand Draft from a Bank acceptable to the Authority (list of applicable banks placed at Annexure 2) along with the Bids. Bidders are required to submit their Technical & Financial Bids online.

To,  
The Director of Instruction, Central Agricultural University (CAU),  
Imphal, Manipur, India – 795004.  
Visit <https://www.cau.ac.in>

## **Information to Bidders**

### **18. Definitions**

- 18.1. "Authority / Client" means Central Agricultural University (CAU) and his/her representatives.
- 18.2. "Bidder" means any consulting firm/agency/organization/institution who is technically eligible for providing services to the Authority as per the scope of work under the Contract and is participating in this Tender Process.
- 18.3. "Consultant" or "Consulting Agency" or "Agency" means any entity or person that may provide or provide the Services to the Authority under the Contract.
- 18.4. "LOA" means the Letter of Award
- 18.5. "RFP" means the Request for Proposal prepared by the Authority for the selection of consultants.
- 18.6. "Services" means the work to be performed by the Consultant as provided in this RFP and as contained in the Contract.
- 18.7. "Terms of Reference" (ToR) means the document included in the RFP as Section 4 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Authority and the Bidders, and expected results and deliverables of the project.

### **19. General Conditions**

- 19.1. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 19.2. Bidders shall furnish all relevant information, as per the formats provided in the RFP.
- 19.3. Proposals, as submitted by the Bidders, shall have a Bid Validity of 180 days from the last date of Bid Submission.

### **20. Clarifications and Amendment of RFP Documents**

- 20.1. Any request for clarification must be sent in writing by paper, mail, facsimile, or electronic mail on email id [di.office@yahoo.com](mailto:di.office@yahoo.com) to the Authority's address as indicated. The Authority will upload a response to all such requests received by it on website [www.eprocure.gov.in](http://www.eprocure.gov.in).
- 20.2. At any time before the submission of Proposals, the Authority may for any reason, whether at its initiative or in response to a clarification requested by a Bidder, modify the RFP documents by amendment. Any such amendment shall be issued in writing through Corrigenda. Corrigenda shall be uploaded on the website and shall be binding on all Bidders. The Authority may at its discretion extend the deadline for the submission of Proposals.

### **21. Pre-qualification Criteria**

- 21.1. Bidders who comply with the following basic criteria are eligible for participation in this tender:



- 21.2. The Bidder should be a private/public limited company or partnership/proprietorship firm or expert institution and should be in existence in India for **a minimum period of 10 years** as on the Bid Due Date. Individuals are not eligible to participate in this RFP.
- 21.3. The **Minimum Average Annual Turnover** for the Bidder from Consultancy Services in the last **3 years (2018-19, 2019-20 & 2020-21)** should be 15 crores.
- 21.4. The bidder should experience in similar kind of solutions implemented in 1 Central University and 2 Agriculture university in India.
- 21.5. ERP product must have been successfully implemented in at least three universities in India with more than 8000 active users.
  - 21.5.1. Note: The experience in similar nature of work should be supported by certificates issued by an officer, not below the rank of Executive Engineer. In case the work experience is of the Private sector the completion certificate not accepted.
- 21.6. The Bidder should not be blacklisted by any Government Department, Organization, Corporation, or any other body
- 21.7. Bidder should be ISO 9001 & ISO 27001 certified.
- 21.8. Bidder should have own data center for hosting the applications.
- 21.9. Bidder should have hosted the application at own server for at least 2 Central/State funded university.

### **Preparation of Proposal**

22. The Bidders are required to submit the proposal in two parts in two separate envelopes/parts and put together in one single outer envelope. The Two parts shall be captioned as follows on the respective envelopes:
  - 22.1. Part 1: Bid Processing Fee & EMD and ii.
  - 22.2. Part 2: Technical Proposal (Original)
  - 22.3. The Technical Proposal needs to be submitted online on eprocure.gov.in**
  - 22.4. The Financial Proposal needs to be submitted online on eprocure.gov.in only** The proposal shall be written in English only.
  - 22.5. The Part-1 submission (Cover-1) & Part-2 submission (Cover-2) shall contain the following information as described in the ensuing sections

## **23. PART 1: BID PROCESSING FEE and EMD**

- 23.1. Bids submitted without Bid Processing Fee and EMD shall be summarily rejected and will not be evaluated. Any delay in receipt of any document will make the bidder liable for rejection. It is mandatory for a bidder to submit the Bid Processing Fee and EMD. Bidders who have submitted Bid Processing Fee and EMD in the earlier call of Bid can submit a new Bid, if desire to do so, without the mandatory Bid Processing Fee and EMD.
- 23.2. **Bid Processing Fee:** Bidder has to furnish, as part of its proposal, a non-refundable Bid Processing Fee amounting to **Rs. 2,000/- (Rupees two thousand only)**. The Bid Processing Fee shall be submitted in the form of a demand draft drawn in favor of **Director of Instruction; Central Agricultural University payable at Imphal.**
- 23.3. **Earnest Money Deposit:** Bidder has to furnish, as part of its proposal, Bid Security / Earnest Money Deposit amounting to **Rs. 3.65 lakh (Rupees three lakh sixty five thousand only)** in the form of either BG or a DD **Director of Instruction; Central Agricultural University payable at Imphal.** The validity period of the Bid Security, in case of Demand Draft, shall not be less than 85 (eighty-five) days from the Bid Due Date (which shall be extended on mutual agreement) and in case of a Bank Guarantee, shall not be less than 180 (one hundred and eighty) days from the Bid Due Date, inclusive of a claim period of 60 (sixty) days, and maybe extended as may be mutually agreed between the Client and the Bidder from time to time. The list of applicable banks is placed in Annexure 2. The EMD of the unsuccessful bidders shall be returned by the Authority preferably within 15 days of the signing of the Agreement with the Successful Bidder. The EMD of the successful bidder shall be returned upon submission of the Performance Guarantee.

## **24. PART 2: TECHNICAL PROPOSAL**

- 24.1. In preparing the technical proposal, Bidders are expected to examine the submission documents/ format / enclosures, etc., comprising this RFP in detail. Material deficiencies in providing the information requested may result in the rejection of the proposal.

## **25. PART 3: FINANCIAL PROPOSAL-to be strictly submitted online only**

- 25.1. In preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions of the RFP documents. It should include all costs associated with the development of ERP for University Management System including Rg (a) remuneration to the staff and (b) rentals / fixed rates / reimbursable such as subsistence (per diem, housing), transportation (for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rental etc.
- 25.2. The Financial Proposal should clearly identify and include all the taxes, duties, fees, levies, and other charges imposed under the applicable law, on the Bidders, and their personnel, and include as part of their offer, and show only GST separately.

- 25.3.** Bidders have to express the price of their services in % unit of the Total Project Cost. A format of the same is placed at **Annexure 1: Financial Proposal Submission Form (to be submitted online only on e-procure website)**.
- 25.4.** The financial bid approved by **the client is fixed and shall not be increased under any circumstances**.
- 25.5. Financial Bids to be submitted on-line only.
- 25.6. Conditional Tenders / bids shall not be accepted.

## **Tender Evaluation**

### **26. Stage 1: Technical Evaluation**

- 26.1. The Evaluation Committee appointed by the purchase Committee shall evaluate Technical Proposals. First of Committee will check the tender fee and EMD submitted by the bidder.
- 26.2. Only bidders who meet pre qualification criteria will proceed for Technical Evaluation.
- 26.3. The Technical evaluation criteria will be based bidder's turnover, experience and matching with all technical parameters. The Bidders are required to give a presentation detailing their understanding of the Terms of Reference, work plan, methodology, experience, etc. The bidders will be assessed as under:

	Technical Evaluation Criteria			Maximum Marks
1	The Minimum Average Annual Turnover for the Bidder from Consultancy Services in the last 3 years (2018-19, 2019-20 & 2020-21) should be 15 crores.	Upto 15 Cr	5	10
		15-20 Cr	7	
		20 Cr and more	10	
2	ERP product must have been successfully implemented in at least three universities in India with more than 1000 active users.	7 or more Universities	10	10
		4-6 Universities	7	
		3 Universities	5	
3	The Bidder should possess Valid Certification.	ISO 9001	2	5
		ISO 27001	4	
		above two certificate and also CMMI Level 3 Maturity Certificate for Software Development	5	
4	Understanding, Approach & Methodology & Work Plan	Following parameters will be evaluated:		20
		· Understanding of the project and Proposed solution and solution design of the complete network layout		
		· Strategy to ensure implementation of project within stipulated timelines		
		· Approach towards the scalability,		
5	Requirements Understanding, Risk Mitigation and SLA management	· Identification of major risks and their mitigation plan		20
		· Approach to maintain all the SLAs and handling change requests		
		Non-Functional Requirements		

		Functional Requirements		
6	Presentation and Q&A	Following parameters will be evaluated during PoC and the presentation:		35
		• Implementation Agencies understanding of requirements (functional and non-functional) and completeness of proposed solution – 15 marks		
		• Presentation of Approach & Methodology for Implementation including all points mentioned above – 5 marks		
		Timeline for phase wise implementation - 10 marks		
		• Clarifications given during Presentation – 5marks		
	Total			100 Marks

26.4. Only bidders who secure 70% and more in the above will be eligible for Financial Bidopening

## 27. Stage 2: Financial Proposal Evaluation:

- 27.1. After the evaluation of the technical proposal is completed, the Authority may notify those Bidders whose Technical proposals were considered non-responsive and notqualifying as per RFP Terms of Reference, indicating that their Financial Proposals will not be opened.
- 27.2. The Authority shall inform the Bidders who have qualified in the Technical Proposalafter the evaluation of Technical Proposal before the date of financial bid opening.
- 27.3. The Financial Proposals shall be opened from the e-procure website in the presenceof the Bidders/ authorized representatives who choose to attend.
- 27.4. It is expected that Bidders shall determine the costs appropriately and shall take necessary care in allocating budgets adequately to major components of the study.
- 27.5. The price bid to be considered for evaluation shall include GST, and other taxes, if any.

- 27.6. The bidders are expected to quote as per format attached.
- 27.7. The bidder which will quote the least price will be awarded with the contract.

## **28. Negotiations**

- 28.1. Before the expiration of the period of validity of the proposal, CLIENT shall notify the successful Bidder who has emerged the L1 Bidder and invite them to negotiate as per CVC guidelines.
- 28.2. In case even after negotiation price is not reasonable as per the financial evaluation committee tender will be cancelled and fresh tender will be invited.

## **29. Stage 3:- Award of Work**

- 29.1. After completion of negotiations with the preferred bidder, the Authority shall award the work to the selected Consultant by issuing a Letter of Award.
- 29.2. The successful Bidder with whom the Consultancy Agreement (the "Agreement") is signed is expected to commence the project on the date and at the location specified as indicated by the Authority during the negotiation meeting.

## **Confidentiality**

- 30. Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the process without the consent of the appropriate Authority.
- 31. The Consultant, its Sub-Consultants and the Personnel of either of them shall not, either during the term or within two years after the expiration or termination of this Agreement disclose any proprietary information, including information relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or summaries created or derived from any of the foregoing that is provided by the Authority to the Consultant, its Sub-Consultants and the Personnel; any information provided by or relating to the Authority, its technology, technical processes, business affairs or finances or any information relating to the Authority's employees, officers or other professionals or suppliers customers, or contractors of the Authority; and any other information which the Consultant is under an obligation to keep confidential in relation to the Project, the Services or this Agreement ("**Confidential Information**"), without the prior written consent of the Authority.
- 32. Notwithstanding the aforesaid, the Consultant, its Sub-Consultants, and the Personnel of either of them may disclose Confidential Information to the extent that such Confidential Information:
  - 32.1. was in the public domain before its delivery to the Consultant, its Sub consultants and the Personnel of either of them or becomes a part of the public knowledge from a source other than the Consultant, its Sub consultants and the Personnel of either of them;
  - 32.2. was obtained from a third party with no known duty to maintain its confidentiality;
  - 32.3. is required to be disclosed by Applicable Laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such

disclosure, the Consultant, its Sub-Consultants, and the Personnel of either of them shall give the Authority, prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment; and

- 32.4. is provided to the professional advisers, agents, auditors or representatives of the Consultant or its Sub-Consultants or Personnel of either of them, as is reasonable under the circumstances; provided, however, that the Consultant or its Sub-Consultants or Personnel of either of them, as the case may be, shall require their professional advisers, agents, auditors or its representatives, to undertake in writing to keep such Confidential Information, confidential and shall use its best efforts to ensure compliance with such undertaking.

#### **Right of Rejection**

33. CLIENT reserves the right to reject any or all proposals, to waive any informality in such proposals, to request new proposals, to revise the RFP before, and including the pre-proposal meeting date, to proceed to do the work otherwise, withdraw this RFP, not award the work, or not award a portion of work at any time. The receipt of proposals shall not in any way, obligate the CLIENT to enter into a Consultancy Agreement or any other agreement of any kind with the Bidder. All submitted copies of the proposals shall become the property of the CLIENT.
34. CLIENT reserve the right to disqualify/reject bid of any bidder at any stage of evaluation of bid if found to have any kind of fraudulent practice. Any legal pending case or any other instances of malpractice, unsatisfactory services in past or incomplete work determined by the CAU, at their best interest.

#### **Right of Dispute**

35. CLIENT reserves the right if any issue, differences or dispute arising out of the interpretation and implications of the tender shall be decided upon by Vice Chancellor of the Central Agricultural University and the decision shall be final and binding.

#### **Liquidated Damages and Penalties**

36. Liquidated Damages for delay: In case of delay in submission of any deliverable, liquidated damages not exceeding an amount equal to 0.2% (zero-point two percent) of the Consultancy Fee per week, subject to a maximum of 5% (Five percent) of the Consultancy Fee will be imposed and shall be recovered by an appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, a suitable extension of time shall be granted on a written request justifying the cause of such action.
37. Encashment and appropriation of Performance Security: The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Consultant in the event of a breach of this Agreement or for recovery of liquidated damages specified in the Tender Clause.

38. Penalty for deficiency in Services In addition to the liquidated damages not amounting to penalty, as specified in the Tender Clause, a warning may be issued to the Consultant for minor deficiencies on its part. In the case of significant deficiencies in Services harming the Project on the reputation of the Authority, other penal actions including debarring for a specified period may also be initiated as per the policy of the Authority. If a major deficiency of significant nature in the services is observed, an additional levy of compensation up to a maximum of 5% of the consultancy fee shall be made on the consultant. In this regard, the decision of VC will be final and binding.

**Documents prepared by the Consultant to be the property of the Authority**

39. All ERP Software for University Management System, data, notes, computer files, reports, User manual records, documents, and other materials (the “documents and materials”) prepared by consultant, its employees, subcontractors, and agents in the performance of this Agreement shall be the property of CAU and shall be delivered to CAU upon request of the Competent Officer or upon the termination of the Agreement, and
40. Consultant shall have no claim for further employment or additional compensation as a result of the exercise by Authority of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. In the event of termination, all finished or unfinished documents and other materials, if any, at the option of Authority, and to the extent permitted by law, shall become the property of the Authority. Consultant may retain copies thereof for its files and internal use. Any Use of Software directly derived from work performed or data obtained in connection with services rendered under this Agreement must be first got approved by Authority.



## Terms of Reference

### 43. About Project

Parameter	Details
Location	CAU Campus
Name Of Work	Design, Development, implementation & Maintenance, of ERP for University Management System at CAU
Estimated Implementation Period*	<b>6 Months</b>

44. **Scope of Work & Technical specification**: - The brief scope of work and technical specifications are given below:

### 45. **Technical Specification of the ERP**

- 45.1. There is a requirement of integrating various functions of the University, namely student lifecycle, faculty lifecycle, finances, admissions, examinations and administration. Towards this, it is proposed that a University Management System (UMS) be setup at CAU.
- 45.2. The ERP will be integrated with CAU web portal
- 45.3. The ERP will be hosted on CAU Data Centre
- 45.4. Service provider should provide two-year warranty and AMC for further three years including the free consultancy, training, up gradation, addition of modules of software and repair of hardware.
- 45.5. The service provider will carry out detailed system study to understand the requirement of various department and schools before implementing the solution. The requirement may require customization of the solution which will have following timeline for execution of the whole project: -

Time	Task
T0	Award of the contract
T1-T15	System study & Presentation to CAU Project Management group
T15 onwards	Execution of the University Management System
T15-T30	Implementation of Basic data and Admissions Module
T120 Onwards	Data Migration
T160 Onwards	Validation of the System
T180	Hand Over

- 45.6. The Vendor will provide detailed & Complete training to University Management team comprising of one manager and three developers/administrators. Vendor will provide above team, duly vetted by CAU, who will subsequently be on CAU Rolls.
- 45.7. Vendor will appoint competent consultant for the implementing the University Management System.
- 45.8. Vendor will provide training to all user/departments/schools over a duration of 6 months. Training schedule will be decided after consultation with CAU Project Management Group.

46. **Modules** The following modules are recommended in the ERP:

46.1

<i>Specification</i>	Yes/No (Readily available)
2.1 Admin Module	
<ol style="list-style-type: none"> <li>Admin Module should help in customization of: work flow of the software.</li> <li>Every user within the application should be governed with a role. Each role should have an access rights to the application like Add, Modify, Delete, Authorize, Post, Approve and View. These definitions should be able to define Module wise Screen wise.</li> <li>Set-up of Institution I Organization master; its Location; Address details; Logo along with other related statutory information which will be used in various Forms I Reports I Statements.</li> <li>Create a onetime entry of the master data that shall be used at various levels and locations eliminating mistakes m re-entering. The master data is password protected with access to the only to the Administrator or the identified Role</li> <li>Defining Organization, I Institution hierarchy with their Titles I Roles - This will be driving force for managing the Online Approval process</li> <li>Defining various Code masters I Numbering sequence master for various types of transactions.</li> </ol>	
2.2 Budgeting and Control Module	
<ol style="list-style-type: none"> <li>Defining various masters such as Division; Department; Funding Agency etc., with relevant attributes</li> <li>Comprehensive definition of Plan and Non-Plan and its Budgeting details with Chart of Account ;</li> <li>Definition of separate funding heads for SC/ST/OBC/General.</li> <li>Defining Budget against the Sanction with relevant debit heads</li> <li>Managing various transactions such as Cash Advance Requisition; Purchase Indent Requisition; Claiming of Bills against Advance I Reimbursement</li> <li>Provision for amending the sanction I budgets with approvals;</li> <li>Handling exceptions with controls.</li> </ol> <p>Project Management System Specific Requirements</p> <ol style="list-style-type: none"> <li>Comprehensive definition of Project and its Budgeting details with Chart of Account;</li> <li>Tenure Period of Project is another important field of information that needs to be captured in this process.</li> <li>Mapping of each of the Project with respective Project Investigator as well core I case worker; helps in role segregation as well accountability of transactions.</li> <li>Defining Project Budget against the Sanction with relevant debit heads</li> <li>Capturing Overhead I Operating cost along with the respective project(s)</li> <li>Managing various transactions such as Cash Advance Requisition; Purchase Indent Requisition; Claiming of Bills against Advance I Reimbursement against each of the projects.</li> <li>Provision for amending the project I sanction with approvals;</li> <li>Handling exceptions with controls</li> <li>Exclusive module with log-in for Principal I Project Investigator to manage / view their related projects and its transactions</li> </ol>	
2.3 Project Management System	
CAU is currently implementing approximately 100 Nos of funded projects from various	

<p>agencies like DBT, DST, SERB, KSCSTE, etc. Hence a dedicated module is required for managing the various projects. The system will include specific requirement as shown in</p> <ul style="list-style-type: none"> <li>- 2.9.1 Budget and Controlling Module</li> <li>- 2.9.2 Payroll and Scholarship Module Salary/ Stipend for project Staff</li> <li>- 2.9.3 Workflow and Report – Defined workflow for project and statement of Expenditure, Utilization Certificate and other report</li> </ul>	
<p><b>2.4 Budget Management</b></p> <ul style="list-style-type: none"> <li>☐ Complete Dynamic Budget Generation.</li> <li>☐ Hierarchy based budget generation up to n levels.</li> <li>☐ Budget management &amp; monitoring.</li> <li>☐ Budget revision &amp; transfer.</li> <li>☐ Individual head wise monitoring.</li> <li>☐ Periodic monitoring.</li> <li>☐ High level interactive MIS.</li> <li>☐ Actual Vs. Allocated Budget Comparison</li> </ul>	
<p><b>2.5 Establishment and Leave Management</b></p> <ul style="list-style-type: none"> <li>☐ Leave Structure preparation.</li> <li>☐ Defined leave application format.</li> <li>☐ Track record of leaves taken &amp; its maintenance.</li> <li>☐ Quick actions &amp; decision.</li> <li>☐ Online mechanism of application, approval &amp; rejection.</li> <li>☐ Attendance &amp; employee Management integration.</li> <li>☐ Attendance reports generation.</li> <li>☐ Integrated data for performance assessment and tasks scheduling.</li> <li>☐ Online Leave Application Form.</li> <li>☐ Leave Norms.</li> <li>☐ Leave Records.</li> <li>☐ Leave Actions.</li> <li>☐ Leave Approval/ Rejection/ Records</li> </ul> <ul style="list-style-type: none"> <li>• Personal data – address data, work permits, equal ops data (challenge, ethnicity and nationality), communications data, responsibilities, memberships, employee benefit schemes, clinical status and qualifications.</li> <li>• Contract data – salary, type of contract, probation, work patterns/hours, clinical status</li> <li>• Organizational data – position, job, cost centre, research centre/institute affiliation</li> <li>• HESA data – source of funding, academic function , cost centre and activity code, unit of assessment</li> </ul> <p>Personnel Administration:</p> <ul style="list-style-type: none"> <li>• Create and maintain employee records (regular, casual, honorary, visiting, etc.)</li> </ul>	

<ul style="list-style-type: none"> <li>• Manage terms and conditions</li> <li>• Manage contract renewals, changes, re-entrants</li> <li>• Manage salary reviews, promotions, increments, pay awards</li> <li>• Terminate employment (resignation, retirement, redundancy, etc.)</li> <li>• Manage transfers, changing jobs, positions</li> <li>• Manage work permits/visas</li> <li>• Maintain responsibilities and memberships (paid and unpaid)</li> <li>• Manage probation</li> <li>• Clinical access and status</li> <li>• Disciplinary process</li> <li>• Occupational health</li> <li>• Criminal records checks</li> <li>• Staff communication (letters, email, documents)</li> <li>• Reporting and responding to employee queries</li> </ul> <p>Absence Management:</p> <ul style="list-style-type: none"> <li>• Apply statutory regulations</li> <li>• Maintain and administer occupational schemes – sickness, maternity, other</li> <li>• Record Absence data (paid and unpaid)</li> <li>• Absence management (long term absences, attendance levels, terminate employment, etc.)</li> </ul> <p>Organizational Management:</p> <ul style="list-style-type: none"> <li>• Organizational structure/org unit maintenance (faculties, schools, sections, research centres and institutes)</li> <li>• Maintain jobs and positions, vacancies</li> <li>• Employee groups and sub groups</li> <li>• Pay scales</li> <li>• Staff assignment to org structure</li> <li>• Job evaluation/grading</li> </ul> <p>Access and authorizations:</p> <ul style="list-style-type: none"> <li>• Role maintenance and allocation</li> </ul>	
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<ul style="list-style-type: none"> <li>• User set up and access</li> </ul> <p>Data feeds:</p> <ul style="list-style-type: none"> <li>• user account management</li> <li>• Staff communication data</li> <li>• My Profiles</li> <li>• Smartcard</li> <li>• Email systems (includes bulk Mailing lists and workflow)</li> </ul> <p>Manager's Desktop reporting and PDR management:</p> <ul style="list-style-type: none"> <li>• User set up and access</li> <li>• Display Personal data, contracts, Salary costs, Absence, research center/institute affiliation</li> <li>• Reporting on staff training and development</li> </ul> <p>Management information and statistics:</p> <ul style="list-style-type: none"> <li>• Absence, EB reports (staff numbers, severance, sickness), annual report, HR strategy planning</li> </ul> <p>Reporting/analysis – equal ops statistics, absence, retirement stats, salary costs and forecasting</p>	
<p><b>2.6 Pension &amp; GPF Modules</b></p> <p>This module maintains the details of all those employees who are retired from their service. It maintains all kinds of pension given to the retired employee whether it is a normal pension or family pension, which is given to his/ her dependents after his death.</p> <p>Details &amp; MIS Reports:</p> <ul style="list-style-type: none"> <li>? Date of retirement according to employee status.</li> <li>? Pensioner's details according to super annulations' pension/ family pension.</li> <li>? Pension bill generation.</li> <li>? Monthly pension generated details.</li> <li>? Annually pension generated details.</li> <li>? Gratuity calculation details.</li> <li>? Commutation of pension according to pensioner details.</li> <li>? Pension Types (Voluntary/Family)</li> <li>? Gratuity Calculation</li> <li>? Commutation Calculation</li> <li>? Monthly Pension Bill</li> <li>? Monthly Gratuity &amp; Commutation Details</li> <li>? Projected Pension &amp; Gratuity Details</li> </ul>	

?	Dynamic Search on Various Parameters	
?	Auto Pension Calculation (Stage Wise)	
?	Customized MIS Reports	
?	Arrear Calculation	
2.7 Bill Process and Tracking Management		
	Medical Bill	
	TA Bill Process	
	All kind of bill	
	Integration with NIC e filling	

47. The UMS will allow for analytics and visualization, and will cater to future expansion in terms of number of students, faculty, administrative staff and campuses.
48. The bidder will train a team for maintenance of UMS as also future enhancements/development.

### **Miscellaneous forms**

#### **49. Technical Proposal Forms**

- 49.1. **Technical Submission Checklist** Bids must be accompanied by the following documents:

<b>Sr. No.</b>	<b>Enclosures to the Technical Bid</b>	<b>Status (Submitted / Not Submitted)</b>	<b>Page Number</b>
Envelope 1			
1.	Bid Processing Fee & Earnest Money Deposit		
Envelope 2			
1.	Technical Proposal Submission Form & General information (As per Form 1)		
2.	Audited Balance Sheet (As per Form 2)		
3.	Format for Letter of Undertaking (As per Form 3)		
4.	A copy of the Registration / Incorporation Certificate of Bidder		
5.	A copy of PAN of Firm		
6.	Experience details of the Bidder (As per Form 4)		
7.	Team Profile and CV (as per form 5)		
8.	Printed copy of the Technical Presentation		

## Form 1: Technical Proposal Submission Form

(On the letterhead of the firm)

To,  
The Registrar, Central Agricultural University  
(CAU), Imphal, Manipur, India - 795004

Sub: Submission of proposal for Development and implementation of ERP for University  
Management System of Registrar, Central Agricultural University (CAU),

Sir,

We, the undersigned, offer to provide the consulting services for the captioned project per your Request for Proposal dated [REDACTED] and our Proposal. We are hereby submitting our Proposal which includes this Technical Proposal sealed under an envelope.

This Bid and the LoA issued by the Authority in place of its acceptance shall form part of the Agreement to be signed between the Preferred Bidder (the "Consultant") and the Authority. If a Bidder is nominated as Preferred Bidder, we understand that it is based on the technical, financial & organizational capabilities and experience of the Bidder taken together. We understand that the basis for our qualification will be the complete Bid documents submitted along with this letter and that any circumstance affecting our continued eligibility as per RFP or any circumstance which would lead or have led to our disqualification, shall result in our disqualification under this Bidding process.

We undertake, if our Bid is accepted, to complete the project within the stipulated time.

We agree to abide by this Bid for a period of 180 (one hundred and eighty) days from the Bid Due Date fixed for receiving the same and it shall remain binding upon us and may be accepted at anytime before the expiry of that period.

In the event of our Bid being accepted, we agree to enter into a formal agreement with the Authority, incorporating the conditions of the Bid including the addendum, if issued.

We agree that if we fail to fulfill any of the conditions mentioned in RFP (or any subsequent modification/addendum/corrigendum), Authority has the right to forfeit the Bid Security being furnished by us along with this Bid.

Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

We understand that Authority is not bound to accept any or all bids it may receive.

We declare that we have disclosed all material information, facts, and circumstances, which would be relevant to and have a bearing on the evaluation of our Bid and selection as a consultant.

We do also certify that all the statements made and/or any information provided in our proposal are true and correct and complete in all aspects.



We declare that if Authority discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid from further participation in the bid evaluation process and forfeit our Bid Security.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate based on the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from negotiations.

We understand you are not bound to accept any Proposal you receive.

Our organization details are as follows:

S. No	Particulars	Details
1.	Basic Information of Bidder	
a)	Name of Firm	
b)	Type of firm	
c)	Address of the corporate headquarters and its branch office(s), if any, in India	
d)	Date of incorporation and / or commencement of business	
f)	Bidder is a Partnership or registered under The Companies Act. Please give details & enclose relevant papers / certificates	
g)	Details of Income Tax Registration (Enclose PAN /GST Details)	
2.	Brief description of the Company including details of its main lines of business.	
3.	Proposed role and responsibilities of the Company in this project	
4.	Details of the individual (s) who will serve as the point of contact/ communication within the Company: Name Designation Address Telephone Number / Mobile E-Mail Address Fax Number	

Yours Sincerely

Authorized Signature (In Full and Initials)

Name and Title of Signatory:

Name of Firm:

Address:

### Form 2: Financial Summary of the Bidder

Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profitand loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

S. No	Financial Year	Average Annual Turnover
1 .	2020-2021	
2 .	2019-2020	
3 .	2018-2019	
	[Average Annual Turnover]	[indicate the sum of above divided by 3]

Note: Bidders are required to provide data for the last three years ending 31st March 2020. CA / Audited Balance Sheets are also required to be submitted for the same.

Signature of Chartered Accountant with seal

Signature of Applicant(s)

### Form 3: Format for Letter of Undertaking

(Same should be furnished by the bidder on their letterhead)

Date:

To,  
Registrar,  
Central Agricultural University (CAU),  
Phone: xxxxxxxxxxxx, Email:  
[registrar@cau.ac.in](mailto:registrar@cau.ac.in)

Sub: Submission of proposal for Providing Architectural Consultancy Services for construction of a multistorey building for Accommodation of Students & Staff including interior, furniture, electrical, landscaping, and other services for Central Agricultural University (CAU), Manipur.

Sir,

Concerning this tender, I/We confirm the following:

Declaration for Not Blacklisted: I/We hereby confirm that our firm has not been banned or blacklisted by any government organization / Financial institution / Court / Public sector Unit / Central Government / State Government as on the Bid Due Date.

Indemnity Undertaking:

I / We on behalf of our firm, hereby agree and undertake that I / We have understood all the rules, regulations, guidelines, and procedures, and all staff Technical & Non-Technical working on behalf of our firm will abide by all the rules, regulations, guidelines, and procedures.

I / We also declare that our firm will be responsible for any safety violations/accidents etc. in providing services as per the Agreement. CLIENT will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I hereby declare that I am / we are sole responsible on behalf of the firm for giving such declaration.

Anti-Collusion Certificate: I / We hereby certify and confirm that in the preparation and submission of this Proposal, we have not acted in concert or collusion with any other Bidder or any other person(s) and also not done any act, deed, or thing which is or could be regarded as anti- competitive, restrictive, or monopolistic trade practice.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with this Proposal.

History of Litigation: I / We hereby provide details / Information on any history of litigation or arbitration resulting from contracts in the last five years or currently under execution/operation: Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2022

Name of the Bidder

Signature of the Authorized Signatory

Name of the Authorized Signatory

**Form 4:****DETAILS OF SIMILAR WORKS EXECUTED DURING LAST 05 YEARS****Summary Projects Sheet**

Sr. no's	Name of Work for which Experience The certificate has been submitted	Name of Clients	Date of start	Date of Completion	Type of ERP developed by the firm/Company/LL P etc.	Documentary Proof
1.						
2.						
3.						

*Note: Add rows as required*

Note: Each project profile has to be duly supported by documentary evidence for being considered for marking. Projects without evidence shall be rejected. Only eligible projects (as per terms & conditions as provided in RFP) shall be considered for marking.

Name of the Bidder

Signature of the Authorized Signatory

**Form 5: Team Profile**

**Key Personnel**

S. No.	Name of Employee	Designation	Qualification	No. of Years with the Company	Total Experience in years
1					
2					
3					
4					
5					

*Note: Add rows as required*

Name of the Bidder

Signature of the Authorized Signatory

## GENERAL COST PROPOSAL FOR RFP

Provide your best pricing for the element of RFP. also include an itemized price breakdown of all individual components offered as part of the software, hardware/equipment, installation / Implementation, Maintenance, and support. Provide any assumptions that have been taken as regards number of students, faculty, staff, campuses, additional centres, alumni, accreditation, accredited students etc.

Item	Price (INR)	Remarks
<b>Software Cost (for three years) for all modules</b>		Mention modules
<b>Hardware/Equipment Cost (if any)</b>		Mention details
<b>Installation and Setup</b>		One time cost
<b>Integration with 3<sup>rd</sup> Party including biometrics(three integrations)</b>		
<b>Initial Implementation Training - Technical Group</b>		As per RFP
<b>Rollout Training - User Group</b>		As per RFP
<b>Training Material</b>		
<b>Maintenance and Support</b>		
<b>Any Other Fees including software licensing etc</b>		
<b>AMC Year 3</b>		
<b>AMC Year 4</b>		
<b>AMC Year 5</b>		
<b>Total</b>		

Provide a detailed description of any annual or other cost adjustments that should be expected for any and all of the following :

1. Enrolment changes impact the number of students served and accounted for by the UMS proposed in the RFP.
2. Personal changes require a change in the user group and/or a number of users.
3. Program enhancement or changes in service offering from the offeror over the course of the contract.
4. Changes in the state / federal reporting requirements.
5. Customization of reporting options.
6. Annual cost/rate adjustment.
7. Other (as needed)

Additional Charges	Fee For Service	Per (Hour/Other)



### **Annexure 1: Financial Proposal Submission Form**

Date

To,  
Central Agricultural University (CAU),  
Imphal Manipur, India - 795004.  
Phone: xxxxxxxxxxx, Email: [registrar@cau.ac.in](mailto:registrar@cau.ac.in)

Sub: Financial proposal for Development and implementation of ERP for University Management Services at Central Agricultural University (CAU), Imphal, Manipur.

Sir,  
We, the undersigned, offer to provide the consulting services for the above following your Request for Proposal dated [Date], and our (Technical and Financial Proposal). Our financial proposal is for a Rupees \_\_\_\_\_ of the total project cost, which is inclusive of all taxes excluding GST. Amount of GST, as applicable at the time of billing, shall be borne additionally by the Authority

Our financial proposal shall be binding upon us subject to the modifications resulting from negotiations, up to the expiry of the validity period of the Proposal, i.e., [Date].

We understand that you are not bound to accept any Proposal you receive.

Name of the Bidder

Signature of the Authorized Signatory