



**REQUEST FOR PROPOSAL
FOR
DESIGN, DEVELOPMENT AND IMPLEMENTATION OF
WEB BASED ACADEMIC ADMINISTRATION SOFTWARE SYSTEM**

RFP No.: NLUJAA/IT/ICT/2017/01 date 05.07.2022

**Hajo Road, Amingaon, Kamrup (Rural), Guwahati-781 031, Assam (India)
Ph.: 0361-2738891, E-mail: registrar@nluassam.ac.in Website: www.nluassam.ac.in**

NOTICE

Request for proposal (RFP) is invited in Sealed Bids (Two Bid System) affixed with non-refundable Court fee stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only, from qualified, reputed and experienced companies /service providers for design, development and implementation of web based academic administration software system for National Law University and Judicial Academy, Assam (NLUJA, Assam).

Bid document and other details can be obtained from the university website www.nluassam.ac.in Amendments, if any, will be notified in the NLUJA, Assam websites. Following is the schedule of events for this tender.

SCHEDULE OF SUBMISSION OF BID:

Date of Publishing of RFP	05.07.2022
Last Date of Submission of Bid	25.07.2022 at 2 pm
Opening of Technical Bids	25.07.2022 at 2:30 pm
Date of Technical Presentation	To be notified
Opening of Financial Bids	To be notified

TENDER PROCESSING FEE AND EARNEST MONEY DEPOSIT (EMD)

Tender Processing Fee of **Rs.1,000/- (Non-refundable)** and EMD of **Rs.50,000/-** in the form of Demand Draft (two separate DDs) from any scheduled commercial bank in favour of “The Registrar, National Law University and Judicial Academy, Assam, Amingaon, Guwahati -781031” payable at SBI ICD Amingaon Branch should be submitted along with the technical bid document.

If the successful bidder fails to act on the offer made by the university and/or the bidders withdraw/ amend their bids after opening of tender which is not agreeable to the institute, the EMD of such bidder/s shall be forfeited without any notice to the bidder/s and no claim on this account shall be entertained.

Any bid without EMD and/ or Tender processing fee will be straightway rejected. The EMD of unsuccessful bidders shall be returned/ refunded after finalization of the contract without any interest.

BID VALIDITY

The validity of bids shall be **One Year (365 days)** from the last date of submission of the bids.

BIDDER’S ELIGIBILITY CRITERIA:

Bidder should qualify the following eligibility conditions:

- I. The bidder should be a Registered Company/firm in India with valid GST Registration, company/firm registration certificate and PAN number allotted by the respective authorities. Supporting documents should be submitted.

- II. The bidder should be a certified company/firm with a rating of ISO 27001/9001 certification. Supporting documents should be submitted.
- III. The bidder should have a registered office in Assam and should have minimum workforce of 10 developers on roll and 10 technical support staff.
- IV. The bidder should essentially be an IT company/firm with a proven 10 years of experience.
- V. The bidder should have experience in the field of ERP software conceptualization, design, development, deployment, customization, and maintenance for at least last five years as on 31st March 2022.
- VI. The Bidder should be financially sound and capable of executing the project. Audited Financial Statements including copy of Balance Sheet and Profit & Loss Account along with Income Tax Returns Acknowledgement of the last three Assessment years shall have to be furnished.
- VII. The bidder should have a turnover of at least 10 Crores average in the last 3 financial years, as revealed in Annual Financial Statements reported in India in each of the last 3 financial years.
- VIII. Bidders who are original developers of ERP systems for Academic Institute Management/Campus Management should submit the bids. Bids from resellers, system integrators, authorized partners/vendors, or consortia will not be considered.
- IX. The bidder must have successfully implemented similar systems (Academic Institute Management/Campus Management software) for at least 02 Govt. Institutes/ Universities. Details of such job carried out by the bidder shall have to be furnished, with a copy of work order. Certificate from the clients indicating successful implementation and completion of the package IS REQUIRED TO BE ATTACHED. Self-declaration of the work done shall not be considered.
- X. The bidder should be in a position to station adequate manpower to complete the entire implementation in time from the placement of the order.
- XI. The bidder/Company should not have been debarred/blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/University or any other organization. An undertaking in this regard shall have to be furnished by the bidder.
- XII. The bidder shall ensure deployment of sufficient specialised and experienced human resource throughout the project to complete the implementation & stabilisation of the required software System in time successfully.
- XIII. Bidder should be able to develop and implement the solution directly without any third party intervention/involvement.

Important Requirements:

- The proposed software and all the source code including modifications /changes done as per requirement of NLUJA, Assam will be sole property of NLUJA Assam and bidder will be required to hand over the entire software with source code with data directory and detailed documentation to NLUJA, Assam. It is the bidder's responsibility to ensure that no copyright is violated.
- The proposed software should have API facility or web services so that the proposed system can easily integrate with third party application. The API and services should be well documented.

5. DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID:

- i. Scan copy of all documents in support of above eligibility criteria from (I) to (X), along with technical bid checklist format as per **Annexure - III**.
- ii. DDs as the proof of remittance of EMD and Tender Processing Fee.

- iii. Bid Forwarding Letter as per **Annexure - I**.
- iv. Undertaking towards Non Blacklisting as per **Annexure - II**.
- v. Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).
- vi. Duly signed and stamped bid document
- vii. All other documents, as required in terms of the tender, to claim eligibility.
[NOTE: Bidders must sign and affix seal on all pages of above supporting documents]
- viii. The rates should be quoted as per the BoQ (Format as per **Annexure - IV**). Taxes/ GST, if any, should be indicated separately. The Bidder shall not tamper/modify financial bid template in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited.

GENERAL TERMS AND CONDITIONS

- i. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish comprehensive information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
- ii. No alterations should be made in any of the contents of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be rejected.
- iii. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
- iv. The conditional bids shall not be considered and will be out rightly rejected
- v. The tender is not transferable.

OTHER TERMS AND CONDITIONS

- i. The bidder should allocate a single point of contact (POC) who can provide support during the development and implementation stage.
- ii. The bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected assignment/ contract without the expressed written consent of NLUJA, Assam.
- iii. No terms and conditions other than as stipulated above will be entertained. Bidder without acceptance of the terms and conditions stipulated above are liable to be rejected.
- iv. Successful bidder shall ensure the compliance of all Statutory Acts and Rules including the EPF Act and any other Labour Acts with regard to human resource being deployed for the purpose of subject tender. NLUJA, Assam shall not be liable for any financial burden/ liability due to negligence or failure to comply with labour laws or any other Statutory Acts/ Rules.
- v. Vice-Chancellor, NLUJA, Assam reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- vi. All disputes relating to this tender shall be referenced to sole arbitrator to be appointed by the Vice-Chancellor, NLUJA, Assam, whose decision will be binding on both the parties.

- vii. All disputes arising out of this tender shall be subject to the jurisdiction of Court of Guwahati.

APPLICATION FEATURES:

The required software system should

- be completely compatible with Operating System of different flavours i.e., platform free and browser independent.
- be fully responsive web-enabled.
- be amenable to customization as per university needs as and when required. Software should have provision to augment other modules as per future requirements.
- be implemented using open source database and programming languages. Database & Programming Language software should be clearly mentioned by bidders in their presentation as well as in bid documents positively.
- be reconfigurable to incorporate new regulations of UGC/BCI or statute of NLUJA, Assam from user level, that is – without any change in code level.
- be capable of supporting decentralized as well as centralized processing.
- provide user oriented self-service capabilities.
- have a robust set of communication and reporting tools.
- utilize modern workflow capabilities in streamlining interactions among functional processes.
- have Checker and Maker users where Maker will enter the data only; Checker will check the data and amend the data if required after getting permission of Authority. Permission of Authority should be floated on each record with user ID and time stamp.
- record changes in data in every field with user ID and time stamp, with ability to record reasons.
- be able to export/import reports to MS-Excel/word, pdf files.
- extract data in various formats, Import and Export to the archived files, produce reports on all areas of data that can be exported to standard office suites.
- facilitate the cut-copy-paste function from the application to standard office suites.
- provide a Data Archival utility as a part of the standard offering.
- facilitate the query and reporting on archived data.
- support a comprehensive access and authorization mechanism including single sign-on for all system components, support for a central authentication scheme, ability to define multiple level authorities, comprehensive set of user roles and permission lists, and flexible segmentation of data
- have facility to strictly avoid any duplication of data. Search/match facility is required for restricting the entry of duplicate data by providing interactive alert messages.
- interfacing provisions / interoperability with other key systems. The proposed system should have the ability to interface with external systems. Support for callable functions to access internal data or invoke internal functions should also be available, via services that conform to industry standards. Support for bar-coded, bio-metric, Internet Banking and/or smart card based inputs.
- be able to provide audit trails of at least 6 months.
- have the flexibility to generate customized reports.
- be menu driven and user-friendly. It must support point and click technology with minimum data entry/typing.
- be robust system which is crash proof, fail safe, easy to restore and secure.

- have flexibility to incorporate changes as approved by the competent authority. It should have maximum level of parameterization to meet the frequent need for changes without disturbing the software.

SECURITY FEATURES

The software system should have following security features:

Database Access

- Direct Access to Database is restricted to IT admin only
- User access to Database is through application only.
- All Updates are carried out after proper validations and data integrity checks.

User Accountability: Only authorized users have access to the system and can perform only authorized tasks. Every change in the database, requires authentication of a supervisor and the system keeps audit trail of all changes.

Access to Options and Data Update

- Apart from the Network access security, the application should have its own User Access System.
- The IT Admin should have the highest authority level and access to all option of the package, can create Supervisory Users and grant them access to various work options. Supervisory Access can also be restricted to Course / Examination.
- Supervisor should be able to create users for his/her staff and grant them access to options as required. He/she can distribute the entry work to the operators and trace their work separately. Every change in the database bears the signature of the operator and the supervisor.

Thus the authority system in the software system should be parallel to the actual hierarchy in the organization and can be easily maintained by the users.

HARDWARE INFRASTRUCTURE, BACKUP, DISASTER MANAGEMENT:

- The software will be installed in University servers on RHEL / Linux OS operating system and be accessed at various locations of the University establishment through LAN/Internet. Redundancy and disaster management will also be maintained.
- The software should be able to provide data backup, (AUTO BACKUP at the interval decided by Institute) simultaneously or at the periodicity and format as decided by the Institute.
- The software systems should be thoroughly tested against different security threats and attacks.
- The bidder will provide training to the IT team of University for customization and maintenance of software. The bidder will assist IT team of NLUJA, Assam for other related issues, assisting user in entering data in the system and using it for the Institute and managing associated servers etc also.

PERFORMANCE SECURITY DEPOSIT (SD)

- a) An amount @ **10%** of total contract value in shape of FD/ DD/ BG as Performance Security Deposit (SD) is to be deposited by the successful bidder, within 14 (fourteen) days from the

date of issue of Letter of Award (LoA) by the Institute. In the event of non-submission of the Performance Security Deposit (SD), the EMD of successful bidder shall be forfeited.

- b) Performance Security shall remain valid for a period of 90 (Ninety) days beyond the date of completion of the contract including maintenance period. No interest will be payable on SD.

In case of breach of contract by the service provider, the SD shall be forfeited by the University and the firm shall be blacklisted in addition to the termination of the contract.

DELIVERY PERIOD AND INSTALLATION

The overall work shall be completed in **Six Months**. The supply of software shall actually be deemed to have been completed on completing the User Acceptance Test (UAT). The software shall be implemented at the University at the cost of the bidder. The bidder will be required to maintain the proper momentum and reveal the progress on regular basis to University. The progress should be made as per the satisfaction of University to ensure that the work will be completed in all respects within the stipulated period, failing which appropriate action may be taken by the University as decided by the competent authority.

TRAINING

The Service Provider shall be responsible for training the university personnel in the areas of implementation, operations, management, error handling, troubleshooting, system administration etc. This training must be primarily arranged at the University premises only. Employees identified by the University are to be trained by the Service Provider and shall comprise of people having different levels of qualifications and responsibilities. Technical Personnel of IT and Examination Section are to be fully trained. Separate batch wise training to all the users is to be provided in phased manner. The final training program shall be decided, as per mutually agreed terms.

USER BASE AND SCALABILITY

Presently the application should be able to handle user base of, Staff: 100 and Student: 450, but should have scalability of up to 300 and 1200 for staff and students respectively, without any additional cost.

SIGNING OF AGREEMENT

The University and the Service Provider will sign the Service Level Agreement (SLA) incorporating all the terms & conditions agreed upon by the two parties. This will be completed within 15 days of issue of the work order.

SCHEDULE OF PAYMENT

Payment shall be made only after completion, installation, commissioning and acceptance of the task allotted to the entire satisfaction of the University or any other agency nominated by the University.

During the maintenance period (post warranty) of 02 years, payment will be released on successful completion and certification by the IT Section once in every 06 month.

Note:

- (a) Above payment shall be released to the service provider on submission of undisputed invoice and certification from the concerned official of NLUJA, Assam.
- (b) NLUJA, Assam shall reserve the right to recover any dues payable to the institute from the SD of the service provider.

DELAYS IN THE TENDER PERFORMANCE AND PENALTY:

Delivery of the items shall be made or the work order services shall be completed/provided by the Service Provider in accordance with the time schedule specified by the University. Any delay/failure by the Service Provider in the performance of its delivery obligations shall render him liable to penalties. The time limit may be altered in consultation with the bidder at the time of award of work order, depending upon the nature/scope of the work, which will be binding on the parties thereafter. The Service Provider shall deliver service as obliged by the work order with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. The Service Provider shall also adhere to professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, technical and engineering practices. Service Provider shall employ appropriate advance technology, advanced software development tools and effective methods. The Service Provider shall always act in respect of any matter relating to this work order, as faithful advisor to the University and shall at all times support and safeguard the university legitimate interests in any dealings with the third party. The Service Provider shall not, without the University's prior consent, disclose the agreement or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of University in connection there with, to any person other than a person employed by the Service Provider in the performance of the agreement. Any document, supplied by the University other than the work order itself shall remain the property of the University and shall be returned in all copies to the University on completion of the Service Provider performance under the work order if so required by the University.

PRICES:

The price quoted for the services shall be valid for a period of one year and shall not be subject to any changes. The rates should be quoted inclusive of supply, installation, commissioning, acceptance, warranty and maintenance during service period and delivery as per schedule specified in the award of work order. The bidder shall be entirely responsible for all taxes, duties etc. incurred until delivery of the work order goods and service to the University.

TERMINATION FOR DEFAULT:

The University may, without prejudice to any other remedy for breach of agreement, terminate the work order in whole or in part, by written notice of default sent to the Service Provider, and the performance guarantee shall stand forfeited if the Service Provider fails to deliver any or all of the obligations within the time period (s) specified in the work order/ agreement, or any extension thereof granted by the University or if the bidder fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period.

TERMINATION FOR INSOLVENCY:

The University may at any time terminate the work order by giving written notice to the Service Provider without compensation to the Service Provider if the Service Provider becomes bankrupt or

otherwise insolvent provided that such termination shall not prejudice or effect any right of action or remedy which has accrued thereafter to the University.

PERIODIC MONITORING AND REVIEW

The work and progress of the work shall be periodically monitored and reviewed by a committee/cell constituted by the University for this purpose, review meetings will have to be attended by representative of the Bidder who is authorized to take on the spot decisions to avoid delays.

“NO CLAIM” CERTIFICATE

The bidder shall not be entitled to make any claim, whatsoever, against the University under or by virtue of or arising out of this work order/agreement nor shall the University entertain or consider any such claim, if made by the bidder after he has signed a “NO CLAIM” certificate in favour of the University, in such forms as shall be required by the University after the works are finally accepted.

CONFIDENTIALITY:

The Service Provider and their personnel shall not, either during the terms or after expiration of this work order, disclose any proprietary or confidential information relating to the services, agreement or the University’s business or operations without the prior written consent of the same.

PASSING OF PROPERTY:

Ownership of the software, documentation, training kit in written form with soft copy with stepwise detailed guide and any other assets created during the service period under the said work order shall pass to the University immediately after completion of work. The Service Provider shall transfer the ownership of the entire solution in a functional state and shall provide life-time warranty against any mal-functioning of any or all modules completed by the party. The copyrights of the software shall remain with University. The University shall be free to use the software at any number of its location. The Service Provider shall provide implementation support at agreed terms and conditions. Details documentation as well as the help menu against the software system (in HTML/DOCS format) must be provided by the party.

FORCE MAJEURE

Notwithstanding the provisions of this contract, the bidder shall not be liable for forfeiture of its SD or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the contract is the result of an event of FORCE MAJEURE. If a Force Majeure situation arises, the service provider shall promptly notify University in writing of such conditions and the causes thereof.

Unless otherwise directed by University in writing, the Service Provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance, not prevented by the Force Majeure event.

SCOPE OF WORK:

The scope should generally cover design, development & implementation of a Web based University Academic Administration System using state of the art Open Source technologies. The proposed software system should have all the features as warranted by the University's Academic / Examination Regulation and must accommodate the requirements of the Choice Based Credit System (CBCS).

FUNCTIONALITY REQUIREMENTS

Academics Management

The system should form the control centre for the University where key MIS information and reports can be extracted. It will contain student's master data that are required for the registration of students by the University, till the convocation ceremony. Besides, creation of syllabus, course management, time table management, attendance, student disciplinary records, activity record of student, student leave management, issuance of various certificates etc. and other academic activities specified by the University should be covered under the system.

Examination Management

The system should cover all activities in conducting examinations achieving end-to-end automation of conduct of examinations. Various pre-conduct, conduct, and post-conduct activities, entire process of evaluation of all courses, tabulation, degree management, degree, printing of grade sheets, transcript, certificates etc. should be facilitated by the software. Some of the basic functionalities of the system are briefly mentioned below:

Pre-Examination Work

- i. Exam schedule for mid semester, end semester or repeat exam etc.
- ii. Entry of Time Table of Exam
- iii. Issuance of admit card, hall ticket, Attendance sheet generation etc.
- iv. Question Paper formatting

Post Examination Work

- i. Input of Marks from Mark List
- ii. Other inputs like Absenteeism, Unfair Means, Rest Withholding
- iii. Edit list for Marks and other Inputs
- iv. Correction in Marks & Other Inputs
- v. Processing of Results using customisable CGPA/SGPA formula etc.
- vi. Generation of Post-Exam Reports like Tabulation Register (Ledger), Mark Sheet
- vii. Merit List, Result Analysis for Annual Report
- viii. Updation of Exam Result
- ix. Printing of Degree certificates, transcript etc. in the format/template prescribed by the University

Student Feedback Management

The system will have facility to receive confidential feedback from individual students on few pre-set criteria on their faculty. Software will analyse the feedback received and will generate periodical reports, more on graphical representation, for management level appraisal on staff performance etc.

DEVELOPMENT AND DEPLOYMENT STEPS:

The following steps should be carried out by the bidder for required software system after awarding the contract

- a) Process study and Gap Analysis.
- b) Preparation of detailed SRS
- c) Development of prototype
- d) Finalization of SRS
- b) System Implementations
- c) Testing and debugging
- e) Parallel run
- f) User manual & Developer manual preparation and delivery, conducting user training
- g) Handholding and handover to user.
- h) Continuous on-site support for minimum three years

EVALUATION OF BIDS

The evaluation of bids shall be done in two stages, namely, Pre-qualification/Technical Evaluation and Financial Evaluation. The final evaluation shall be based on Combined Quality Cum Cost Based System (CQCCBS), the weightage for Technical and Financial criteria are 70% and 30% respectively.

EVALUATION OF TECHNICAL BID

The Technical Bid shall be opened on a pre-decided and duly announced date and time. Based on the technical presentation, the Committee will judge the competence of the bidder to deliver the desired solution to the University and accordingly allot them marks out of 100, based on the following criteria:

Sl. No.	Technical Evaluation Criteria	Total Marks	
1	Experience of handling software development project for Central/State Govt. organizations, Central/State Autonomous Bodies including Universities, Central Public Sector Undertaking in North East during the last 10 years from the date of publishing of this RFP	Max. Marks = 10 Minimum marks for one project worth Rs. 15 lakhs = 5 marks Per project in addition to the above of value worth Rs. 10 lakhs = 5 marks (maximum upto 2 projects only)	
2	Experience of developing Academic software solutions for at least 2	Max. Marks = 20 One completed project = 10 marks	

	State/Central/Deemed/MHRD Institutions/Universities during the last 7 years from the date of publishing of this RFP, preferably in Assam/North East India	Two completed projects = 20 marks	
3	Experience in detailed testing implementation for at least one academic management software project during the last 7 years from the date of publishing of this RFP	Max. Marks = 5	
4	Qualified professional human resource (minimum 10 developers on roll and 10 technical support staffs) of the bidder	Max. Marks = 10 ≥ 10 = 10 10 < = 5	
5	Financial Performance of the bidders (minimum 10 cr) during the last 3 financial years	Max. Marks = 5 ≥ 10 cr = 5 10 cr < = 2	
6	Bidder having certification (ISO 27001:2005/ISO 9001:2008)	Max. Marks = 5	
7	Features & Functionality of the proposed software	Max. Marks = 15 Standard solution = 10 Extra features & functionality = 5	
8	Prototype demonstration of the proposed software	Max. Marks = 30	
	Total Technical Marks	100	
	Minimum Marks to Qualify	70	

Minimum Eligible Technical Score

The service provider scoring minimum 70 marks under Technical Evaluation criteria shall only be considered for opening of Financial Bid.

EVALUATION OF FINANCIAL BIDS

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

Bidder with lowest financial bid (L1) will be awarded 100% score. The Financial Scores (FS) for other than L1 Bidders will be evaluated using the following formula:

FS = {Financial Bid of L1 (FL) / Financial Bid of the particular bidder (F) X 100}
(adjusted to 2 decimals)

Errors & Rectification in the Financial Bids:

Arithmetical errors will be rectified on the following basis:

If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

SELECTION OF BIDDER FOR AWARD OF WORK

The technical scores (TS) and financial scores (FS) secured by each bidder will be added with **weightage of 70: 30** respectively and a Composite Score (CS) arrived at, using the formula:

$$\text{CS} = \text{TS} * 0.70 + \text{FS} * 0.30$$

Bidders will be ranked accordingly to their Composite Scores like H1, H2, H3 and so on. Bidder ranked as H1 would be successful bidder and eligible for award of work.

However, in the event of tie at the top position between two or more bidders, the preferred bidder shall be selected on the basis of more technical competence i.e. bidder with more technical score (TS). However, the preferred bidder shall be required to match the lowest price bid among the bidders forming the tie.

If the preferred bidder does not agree to match the lowest price bid among the bidders forming the tie, the bidder having 2nd highest technical score (TS) will be considered for award in the similar way with the lowest price bid among the bidders forming the tie.

AWARD OF CONTRACT

- a) After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the University to the successful bidder. The successful bidder will be required to furnish the required Performance Security Deposit and execute an agreement on a Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred Only) within a period of 14 (Fourteen) days from the date of issue of LoA.
- b) The contract will be signed only after furnishing the Performance Security Deposit.
- c) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in full.
- d) Costs associated with the preparation of contract documents shall be borne by the bidder.

BID FORWARDING LETTER

(on the Letterhead of the Bidder)

Date : _____

To
The Registrar,
National Law University and Judicial Academy Assam
Hajo Road, Amingaon, Guwahati-31

**Subject: RFP for ‘DESIGN, DEVELOPMENT AND IMPLEMENTATION OF WEB BASED
ACADEMIC ADMINISTRATION SOFTWARE SYSTEM**

Tender No. dt.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down therein.

The Tender Processing Fee of Rs.1000/- (Rupees One Thousand Only) and EMD of Rs.50,000/- (Rupees Fifty Thousand Only) both in the form of Demand Draft in favour of **National Law University and Judicial Academy Assam** are enclosed herewith.

I/ We also keep the offer open for 01(One) Year, from the last date of submission of bids.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON BLACK-LISTING

(on the Letterhead of the Bidder)

Date : _____

To
The Registrar,
National Law University and Judicial Academy, Assam
Hajo Road, Amingaon, Guwahati-31

**Subject: RFP for ‘DESIGN, DEVELOPMENT AND IMPLEMENTATION OF WEB BASED
ACADEMIC ADMINISTRATION SOFTWARE SYSTEM**

Tender No. dt.

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason including those of corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our Performance Security Deposit (SD) may be forfeited in full and the tender, if any, to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Bidder)

TECHNICAL BID
PART- 1 DOCUMENTS FOR TECHNICAL EVALUATION

Date: _____

Subject: RFP FOR DESIGN, DEVELOPMENT AND IMPLEMENTATION OF WEB BASED ACADEMIC ADMINISTRATION SOFTWARE SYSTEM

Tender No..... *dt.*

(Self-attested photocopies of all supporting documents in support of particulars mentioned below must be attached with the bid)

SL No.	Particulars	Compliance (Yes/No)
1	Name of the Firm with Complete Address, Tel/ Mob No. and Email Address	
2	Name of the Authorized Representative and Designation along with Mobile No. and Email ID	
3	Status of the Firm (Proprietary/ Partnership/ Pvt. Ltd.)	
4	Tender processing of fee Rs.1000/- and EMD fee Rs.50,000/- both in the form of DDs from any scheduled commercial bank in favour of National Law University and Judicial Academy Assam	
5	The bidder has successfully implemented similar systems (Academic Institute Management/Campus Management software) for at least 02 Govt. Institutes/ Universities. Details of such job carried out by the bidder shall have to be furnished with a copy of work order.	
6	Certified company/firm with a rating of ISO 27001/9001	
7	The firm has annual turnover of at least Rs.10 Crores average during last three financial years ending on 31 st March 2022. Copy of Balance Sheet and P&L Account duly certified by a Chartered Accountant along with ITRs of above said three financial years should be submitted.	
8	Proof of office address / Valid Trade License for validating the registered office in Assam along with qualified professional workforce details	
9	Proposed vision and concept for the design and development of the software system submitted	
10	Copy of Permanent Account Number (PAN)	
11	Copy GST Registration of Firm	
12	Bid Forwarding Letter as per Annexure - I	
13	Self-Declaration about Non Blacklisting as per Annexure - II	
14	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm	
15	Duly signed and stamped bid document submitted entirely	
16	Any other relevant documents	

TECHNICAL BID

PART-2 DOCUMENTS FOR TECHNICAL EVALUATION

(Part - 2 of 'Technical Bid' contains the 'Concept & Vision of the Software System' :)

1. A Brief of the proposed vision and concept for design, development and implementation of web based Academic Administration Software System. (to be enclosed with the technical bid documents). – Enclosed at Page No. _____ of technical bid documents (page number to be indicated by the bidder)

2. Note explaining the scope of the work as understood by the bidder and which shall be executed by the firm. (to be enclosed with the technical bid documents) – Enclosed at Page No. _____ of technical bid documents (page no. to be indicated by the bidder)

Declaration

I/We.....

(Name of Proprietor/Partners) of.....

..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Signature with stamp of the Bidder:

Date:

Name, Address of the Bidder:

Tel/ Mob No.:

FINANCIAL BID

Date: _____

To
The Registrar,
National Law University and Judicial Academy, Assam
Hajo Road, Amingaon, Guwahati-31

Subject: RFP FOR DESIGN, DEVELOPMENT AND IMPLEMENTATION OF WEB BASED ACADEMIC ADMINISTRATION SOFTWARE SYSTEM

Tender No. **dt.**
Sir,

I/We quote the under mentioned rates for subjected tender.

Part 1: Design, Development & Installation of Software:

SL. No.	Description of Work	Amount in INR
1	Software cost for development, installation, implementation, training, and with 1 year warranty/ Maintenance, after System goes live.	
2.	GST as per GOI norms	
TOTAL AMOUNT (to be quoted in Indian Rupees)		

**Total Amount in
Words.....**

Part 2: Maintenance of the software system for a period of 02 (Two) years breakup provided below:

Sl No.	Description of Work	Amount in INR
1	Technical maintenance of the software system (After completion of First Year Support)	
2.	GST as per GOI norms	
TOTAL AMOUNT (to be quoted in Indian Rupees)		

**Total Amount in
Words.....**

Note:

- Bidders should quote rates for providing services in all parts as mentioned above, failing which their bid will not be considered for acceptance.
- The Financial Bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the Financial Bid, the value in words shall prevail.

3. The technical scores (TS) and financial scores (FS) secured by each bidder will be added with weightage of 70:30 respectively and a Composite Score (CS) will be arrived at, using the formula: $CS = TS * 0.70 + FS * 0.30$. Bidders will be ranked accordingly to their Composite Scores like H1, H2, H3 and so on. Bidder ranked as H1 would be successful bidder and eligible for award of subject work.

Signature with stamp of the Bidder:

Name, Address of the Bidder:

Tel/ Mob No.

Place:

Date: