

**Government  
eProcurement  
System****eProcurement System Government of India****Tender Details**

Date : 22-Jul-2024 04:57 PM

Print

**Basic Details**

Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/Cloud Based IMS/25/2024-25		
Tender ID	2024_IIMS_817622_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Duly signed and stamped each page of tender document
		.pdf	Valid Incorporation Certificate, PAN registration, GST registration
		.pdf	EMD, Certificate of MSME/NSIC, Average Annual Turnover statements duly certified by CA
		.pdf	Work experience certificates, Declaration/affidavit about nonblacklisting
		.pdf	Average work order value from similar kind of projects during last five years minimum Rs. 30 lakhs
2	Finance	.xls	Financial bid BoQ

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

**EMD Fee Details**

EMD Amount in ₹	2,00,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Payable To	EMD Payable At	Payable At

Click to view modification history

**Work /Item(s)**

Title	NIT for the Implementation of SaaS Cloud based IMS
Work Description	NIT for the Implementation of SaaS Cloud based IMS
Pre Qualification Details	As per tender document



Independent External Monitor/Remarks	Central Purchase Committee				
Show Tender Value in Public Domain	No				
Tender Value in ₹		Product Category	Miscellaneous Services	Sub category	Cloud based IMS
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	120
Location	IIM Sirmaur	Pincode	173031	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Conference Hall IIM Sirmaur.
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

**Critical Dates**

Publish Date	22-Jul-2024 06:00 PM	Bid Opening Date	13-Aug-2024 01:00 PM
Document Download / Sale Start Date	22-Jul-2024 06:00 PM	Document Download / Sale End Date	12-Aug-2024 01:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	22-Jul-2024 06:00 PM	Bid Submission End Date	12-Aug-2024 01:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT for the Implementation of SaaS/Cloud based Institute Management/Automation System	782.20

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NITfinal.pdf	NIT for Implementation of SaaS/Cloud based Institute Management/Automation System	765.66
	2	BOQ	BOQ_859276.xls	Financial Bid BoQ	306.00

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand
3.	aao_purchase@iimsirmaur.ac.in	Sharad Prakash Bhosale	Sharad Prakash Bhosale

**GeMARPTS Details**

GeMARPTS ID	J2DE1WY1HALP
Description	SaaS/Cloud Based Institute Management/Automation System
Report Initiated On	22-Jul-2024
Valid Until	21-Aug-2024

**Tender Properties**

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid Status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
	Normal		2





BoQ Comparative Chart model		BoQ Compative chart decimal places	
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

**Tender Inviting Authority**

Name	Senior Consultant (Administration)
Address	IIM Sirmaur Dhaula Kuan, HP 173031

**Tender Creator Details**

Created By	HUKAM CHAND
Designation	Administrative Officer
Created Date	22-Jul-2024 03:40 PM





**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

**Tender No. IIMS/PUR/Cloud Based IMS/25/2024-25 Dated 22.07.2024.**

**Notice Inviting Tender (NIT) for the Implementation of SaaS/Cloud based Institute Management/Automation System**

Online open tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Paonta Sahib, Distt. Sirmaur,  
Himachal Pradesh-173031  
Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)

1 of 24

Signature of Bidder: .....

Date: .....





## **NOTICE INVITING TENDER**

### **SECTION – I**

The Indian Institute of Management Sirmaur (IIMS) is an Institute of National importance under the aegis of Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

Indian Institute of Management Sirmaur (IIMS) invites online bids for the implementation of SaaS/Cloud based Institute Management/Automation System for the Institute as per the Scope of work provided in Section IV. The Functional & Technical requirements will be as per the parameters and mechanisms given in Section VI. The Format of the Bid forwarding Letter is given in Annexure - I and Financial Bid Format at Annexure - II.

Duly filled-in documents must be submitted online only through CPP Portal. The schedule of this tender is detailed below:

Sr. No.	Description of Tender	Implementation of SaaS/Cloud based Institute Management/Automation System	
1	Estimated value (Rs.) for five years	Rupees One Crore only (Approx.)	
2	EMD Value @ 2% of the estimated value (Rs.)	Rs. 2,00,000/- (Rupees Two Lakhs only)	
3	Tender Publish Date & Time	22.07.2024	06:00 PM
4	Tender Download Date & Time	22.07.2024	06:00 PM
5	Bid Submission Start Date & Time	22.07.2024	06:00 PM
6	Bid Submission Close Date & Time	12.08.2024	01:00 PM
7	Opening of e-Technical bid	13.08.2024	
8	Opening of e-Financial bid	Will be intimated later	
9	Performance Security	5% of the Contract Value	
10	Period of Service	5 Years from the date of Award of Contract.	
11	Award of Contract	Will be intimated later	
12	Stipulated Completion	120 days from the Award of Contract	
13	Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Dhaula Kuan, Paonta Sahib, Sirmaur, H.P. 173031. Email Id:- <a href="mailto:sc@iimsirmaur.ac.in">sc@iimsirmaur.ac.in</a> , <a href="mailto:purchaseoffice@iimsirmaur.ac.in">purchaseoffice@iimsirmaur.ac.in</a> Contact No. 01704-277321/312	
*dates mentioned from Sl. No. 7-8 are subject to change			

2 of 24

Signature of Bidder: .....

Date: .....



**SECTION – II**  
**GENERAL TERMS AND CONDITIONS**

1. If the solution proposed by any bidder does not offer Academic Management/Automation modules, the bid will not be shortlisted for further evaluation and such bids will be rejected without assigning any reason.
2. The prescribed Earnest Money Deposit (EMD) @ 2% of the Estimated value, as mentioned in the document, shall be deposited to the institute with the bid documents and through Demand Draft (DD) drawn in favor of **“Indian Institute of Management Sirmaur”**, payable at Paonta Sahib, Distt. Sirmaur, H.P. 173031 or through NEFT in the Institute's Account (Details are provided below).

Beneficiary Name: Indian Institute of Management Sirmaur

Bank Name: ICICI Bank Ltd.

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point Main Market, Paonta Sahib, Distt. Sirmaur, H.P. 173031

3. A performance Security @ 5% of the quoted amount is required to be submitted by the successful bidder within 15 days from the date of award of the Contract.
4. The bidder must submit the Registration Number of the bidder's firm i.e. GSTIN and the PAN number allotted by the concerned authorities.

Amendments (if any) will be communicated to participating firms by way of Corrigendum.

- The Demand Draft/NEFT details copy for the prescribed Earnest Money Deposit (EMD) must accompany the tender document submitted by the bidder as mentioned in this document. Offers received without the requisite EMD shall summarily be rejected.
- Eligibility Criteria, Terms and Conditions, Scope of Work, various formats and Proforma for submitting the Tender offer and other details are described in this document.
- **Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.**



3 of 24

Signature of Bidder: .....

Date: .....



### SECTION – III

**1. Essential general requirement:**

The firm must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, Shop and Establishment registration etc., as applicable from time to time, with respect to this NIT.

**2. EMD:**

The Bidder has to submit **Earnest Money Deposit of Rs 2,00,000/- (refundable to the unsuccessful bidders without interest).**

(EMD) of Rs. 2,00,000/- in the form of Demand Draft in the name of “**Indian Institute of Management Sirmaur**” payable at **Paonta Sahib** from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Himachal Pradesh) should be dispatched to the Institute or through NEFT in the Institute’s Account. Bids without **EMD will not be termed valid.**

**3. Bid validity:**

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED”.

4. EMD will be returned to unsuccessful firms as promptly as possible but not later than 30 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value as prescribed by IIM Sirmaur, whichever is earlier. No interest is payable on EMD.

**5. Submission of Bid:**

This is a two bid system containing Technical and Financial Bid invited through Government Public Procurement Portal i.e. Central Public Procurement Portal (CPPP) in the prescribed procedures. Technical bid shall contain only the documents pertaining to the technical eligibility and document requested as per the checklist of this tender document. Financial bid shall consist of the Price Bid BoQ wherein the bidders are requested to quote their rates in all respect in the prescribed format – Annexure III only.

**6. Bid Evaluation:**

Bids will be evaluated using Sections V, VI and VIII. The marks will be awarded using the weightages/criteria specified in the Section VIII (Composite Evaluation Scheme). The final marks will be based on Technical, Functional and General Evaluation (Section IV, 70% weightage) and Financial bid (Section V, 30% weightage).

**7. Duration for the Implementation:**

Within **120 days** from the date of issue of purchase order/work order.

4 of 24

Signature of Bidder: .....

Date: .....





**8. Amendment of the Document (Corrigendum):**

At any time prior to the deadline for submission of bids, IIM Sirmaur may, for any reason, modify the tender notice and formal corrigendum (if any) will be issued in this regard.

**9. Prices, Taxes and Duties:**

The Bidder should quote firm prices/ rates taking in to account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, GST and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated above and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

**10. Assignment & Sub-Contract:**

The selected firm shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the Institute (IIM Sirmaur).

**11. Taxes, labour laws and other regulations:**

The selected firm shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto. The selected firm shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act, Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental or authority.

**12. Confidentiality and Disclaimer**

All information supplied by the IIM Sirmaur in connection with this NIT must be treated as confidential and, for the avoidance of doubt, all parts of the NIT are to be treated confidentially by the Bidders.

**13. Conditional Participation:**

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.

**14. Contract Agreement:**

The successful Bidder shall be required to execute a Contract Agreement with IIM Sirmaur on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) within 15 days from the date of Award of Contract. The cost of stamp paper shall be borne by the successful Bidder. IIM Sirmaur reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

**15. Liquidated Damages:**

In the event of failure to provide service beyond a specified date, liquidated damages @ 0.5 % per week or part thereof of total quoted price subject to a

5 of 24

Signature of Bidder: .....

Date: .....





maximum of 5% or six months will be levied. The order will be canceled if project is not completed within six months after the award. Remaining service will be given to any other suitable firm at the risk and expense of the qualified firm.

**16. Force Majeure:**

If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

**17. Interpretation:**

In the event of any difference in the interpretation of any of the clauses of the service contract and/or the documents, the clarification given by the SC(Administration) of Indian Institute of Management Sirmaur (IIM Sirmaur) shall be final and binding on the Parties.

**18. Exit Clause:**

IIM Sirmaur can terminate the contract at any time i.e. during the contract period on mutually-agreed terms.

**19. Penalty Clause:**

The project has to go-live within one year from the date of acceptance of work order. Failing to go-live in the above stipulated time period shall attract a penalty of 2% of the value for the first cost component (as mentioned in section VIII, part B-1) for every one month of delay.

**20. Settlement of Disputes:**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.

**21. Any dispute whatsoever shall be subject to the jurisdiction of Paonta Sahib, Himachal Pradesh only.**

**22. Other Information:**

- a) Institute (IIM Sirmaur) may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the bid. The Institute (IIM Sirmaur) at its discretion may change, upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the firm will also be debarred from participation in future processes at IIM Sirmaur.

6 of 24

Signature of Bidder: .....

Date: .....



- c) Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.
- d) For any query pertaining to this bid document, correspondence may be addressed to Senior Consultant (Administration) at [sc@iimsirmaur.ac.in](mailto:sc@iimsirmaur.ac.in) or may call on 01704-277321.
- e) The award of contract will be based on the total cost of ownership for the five years.



7 of 24

Signature of Bidder: .....

Date: .....



## **SECTION - IV**

### **(Scope of WORK)**

#### **SCOPE OF WORK:**

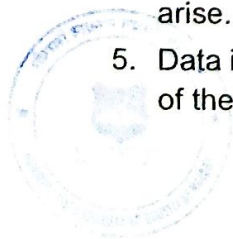
Indian Institute of Management Sirmaur (IIM Sirmaur) intends to implement a SaaS/Cloud based Institute Management/Automation System to automate and streamline its core Academic, Examination, Administrative, HR, Financial and other related processes to improve academic as well as administrative efficiencies and provide improved services to its stakeholders. For this purpose, services of a competent IT Company/Firm having proven experience in providing SaaS/Cloud based Institute Management/Automation System to similarly placed institutions, who can understand the institute's automation requirements and can provide a complete solution with implementation are required. The functional areas/modules identified, to be covered under scope of the work are provided in Annexure – I.

While functional areas/modules indicated in Annexure – I are to guide the core functionality expected, these may however be added/amended based on IIM Sirmaur's requirements. Institute reserves the right to procure any one or combination of modules listed above or proposed by the bidder with necessary customization/modification. The participating bidders are expected to be reputed IT Company/firm and have carried out similar assignments in the past.

**Bidders must see the detailed technical, functional and general technical requirements of the proposed System as given in Section VI.**

#### **IMPLEMENTATION:**

1. Implementation of the solution will be on cloud accessible by the users located at IIM Sirmaur premises or locations suggested by IIM Sirmaur.
2. IIM Sirmaur may implement the solution proposed in phases.
3. IIM Sirmaur may contact the organizations where the proposed solution has already been successfully implemented by the tenderer.
4. To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures and disaster recovery. The Bidder is expected to incorporate all changes in business requirements in the application during the term of the project if any such changes arise.
5. Data integration/migration from the existing (limited applications as of now) systems of the Institute to the proposed System.



Signature of Bidder: .....

Date: .....

6. The bidder is required to depute adequate number of appropriate personnel at the user sites for required number of days during the Project Implementation.
7. **For the period of implementation, at least one representative of the firm must be present at the Institute (IIM Sirmaur) on a daily basis (working days) till the project is commissioned and operational up to the satisfaction of IIM Sirmaur.**

**Training to the Users/Staff:**

1. To prepare the training schedule of the proposed System/Modules for staff/users and take approval from the Institute (IIM Sirmaur).
2. To train the designated technical and end user staff to enable them to effectively operate the System/Modules.
3. To prepare training manuals for the System/Modules and submit to the Institute (IIM Sirmaur).
4. For the period of implementation, a minimum of one representative of the firm must be deputed and attend the Institute (IIM Sirmaur) on a daily basis (working days).

**Warranty:**

The Bidder/Company/firm has to give full support for one year after the system goes live with no additional cost and should thereafter continue to extend maintenance service and upgrades as quoted.



Signature of Bidder: .....

Date: .....



## SECTION – V

Evaluation under the Limited Tender Enquiry will be conducted in two stages:

- Stage I (Pre-qualification criteria) and
- Stage II (Presentation to Evaluation Committee)

### (A) Pre-Qualification Criteria (Stage-I)

- 1) The bidder/Company should have been in the software design and development business for at least 5 years as on 31st March 2024 (Certificate of Incorporation to be attached).
- 2) The bidder/Company should have been in the business of providing SaaS/cloud based service for the proposed automation service for at least 3 years as on 31st March 2024 (Self declaration in this regard to be attached).
- 3) Bidder should be registered for Sales Tax/VAT/Service Tax/Excise/GST as applicable.
- 4) The bidder should have an average annual turnover of at least **Rs. 40 lacs (40% of the estimated bid value) in providing similar services** in the last/latest 3 financial years (2020-21, 2021-22 & 2022-23). The statement duly certified by Chartered Accountant on his/her letterhead in this effect must be attached along Technical Bid.
- 5) **Average work order value for similar kind of projects during the last five years should be of a minimum Rs. 30 lakhs. Work completion certificate(s) issued by the institute(s) must be attached.**
- 6) The bidder **should not** have been debarred/ blacklisted by any Govt. Dept./Semi-Govt. Dept./Educational Institute/IIMs or any other organization in the last five years. **Undertaking in this regard is to be submitted by the Bidder.**
- 7) The bidder/Company should have submitted Earnest Money Deposit (EMD) of **Rs. 2,00,000/-** in the form of Demand Draft in favour of **“Indian Institute of Management Sirmaur”** payable at **Paonta Sahib, Sirmaur, HP** or through **NEFT in the Institute’s Account.**
- 8) Bidder is required to submit all supporting documents for above, duly signed and stamped.
- 9) The bidders should fill up the form – Annexure IV.

**Note:** Firms who meet the pre-qualification criteria will only be asked to participate in the Presentation and demonstration of the system as proposed by the respective firm.

### (B) Presentation of the system to Evaluation Committee (Stage-II)

Firms fulfilling pre-qualification criteria will present their system before the Evaluation Committee at IIM Sirmaur in a given time-slot. The exact date & time of online presentation will be intimated. The Evaluation Committee will understand and analyze the presentation of the proposed system by the bidder and assess technical competency on the basis of presentation and corresponding declaration on functional, technical and general

Signature of Bidder: .....

Date: .....

10/05/24





specifications as given by bidder as per Section VI and award marks using the weightages/criteria as per Section VIII (Composite Evaluation Scheme). Final marks will be based on technical evaluation (70% weightage) and financial evaluation (30% weightage).

### **(C) Selection of Bidder**

1. The quality and cost based selection (QCBS) method shall be followed.
2. The bidder who gets the maximum marks in total in respect to the above weightages i.e. 70 & 30 will be declared as the H1 (successful) bidder and accordingly decision regarding award of contract will be taken.
3. In case of tie, the bidder having more experience in the similar work will be considered as a successful bidder.

## **SECTION - VI**

### **Declaration by the bidders on Functional, Technical and General Requirements**

Bidders are required to provide details about the Functional, Technical and General requirement for the proposed System. These details must be filled in the format – Annexure I, signed and stamped by authorized signatory. If needed, the bidder can attach a Separate Sheet/ Brochure/ Documents in the declaration with proper signature and stamp.

## **SECTION – VII**

### **Payment Terms**

There are three components of the total cost of the project (Refer to Section-VIII).

#### **Cost component 1 (Installation, Implementation, Integration and Training)**

- a. 10% with Award of Contract
- b. 60% after Go-live on Modules (Admissions, Academics, Mess & Hostel, Placement, HR, Finance)
- c. 30% after go-live of remaining modules

#### **Cost Component 2 (Annual provisioning of hosted services)**

Every six months after the date when the services go live and is up to the satisfaction of IIM Sirmaur, 50% of the payment will be made based on due inspection.

#### **Cost Component 3 (Maintenance and Upgradation of services per year)**

After one year from the date of go-live to the end of the contract, 50% of the payment will be made on Half-yearly basis after the satisfactory provisioning of services and maintenance (including upgrades) for six months as substantiated by the due inspection reports.

11 of 24

Signature of Bidder: .....

Date: .....



## SECTION - VIII

### Composite Evaluation Scheme (Technical and Financial)

#### PART A (Technical Evaluation, Weightage 70%)

Sr. No.	Functional Specifications (Maximum 60 Marks)		Technical Environment (Maximum 40 Marks)	
	Functionality	Marks	Technology Parameter	Marks
1	Academic Programmes Office	10	User Interface & Ease	6
2	Admissions	6	Multi-Device responsiveness	1
3	Finance and Account Office	4	Scalability	1
4	Placement Office	8	Interoperability	1
5	Personnel/ General Administration	8	Availability	1
6	Management Development Programmes Office	1	Response Time	1
7	Student Affairs, Mess & Hostel	3	Architecture - Front End Technology - Backend Technology	3
8	Purchase Department, Tendering	2	Subscription (Private/Public Cloud)/Inhouse hosting	3
9	IT Department	2	Data ownership	1
10	Stores Office	2	Security (Data and Network)	4
11	Maintenance Department	1	Data Migration and Backup	2
12	Director Office	1	Post-deployment Maintenance	4
13	Logistics Office	1	Technology Upgrades	1
14	Learning Resource Centre (Library)	1	Hardware Requirements	1
15	Any other relevant functionality	10	Ready to use/ out of box functionality	10
		60		40
<b>Grand Total of Functional Specifications and Technological Environment (Out of 100)</b>				

Note: Marks obtained in respect of the above table i.e. out of 100 will be converted into Total weightage of 70 accordingly.

#### PART B (Financial Evaluation, Weightage 30%)

12 of 24



Signature of Bidder: .....

Date: .....



Parameters and scores proposed below are to be considered for assessment of the financial bid. Out of 30 marks, 20 are allocated for annual provisioning of hosted services and 05 marks for each of the following:

- Installation, Implementation, Integration and Training (as per the standards of MeitY, Gol)
- Maintenance and Upgradation of services per year\* (After one year from the date of go-live to the end of the contract)

Sr. No.	Cost Head	Scores (Maximum 30)
1	Installation, Implementation, Integration and Training (as per the standards of MeitY, Gol)	0-5
2	Annual provisioning of hosted services per user in a range of 750-1000 (Additional users at pro-rata basis) users for the entire period of the contract ‡	4-20
3	Maintenance and Upgradation of services per year* (After one year from the date of go-live to the end of the contract)	0-5

\* This cost will be the same for the entire period of the contract.

‡ The scores for the provision of Cloud Hosted Institute Management/Automation System will be calculated as follows:

	‡ Annual Cost of Provision of Services (In INR)	Scores
a	Less than 10 Lakhs	20
b	More than 10 Lakhs and less than or equal to 15 Lakhs	16
c	More than 15 Lakhs and less than or equal to 20 Lakhs	12
d	More than 20 Lakhs and less than or equal to 25 Lakhs	08
e	More than 25 Lakhs	04

**Note:** Marks obtained in respect of the above table i.e. out of 30 will be taken as it is for the final score.



Signature of Bidder: .....

Date: .....



## ANNEXURE - I

### A. Functional Requirements:

Sl. No.	Name of the Dept.	Modules	Ready for Deployment (specify the % readiness)	If needs to be developed (time frame)
<b>1</b>	<b>Academic Programmes Office</b>			
		1. Program Registration/ Re-registration/ deferral 2. Timetable management, Academic calendar of activities 3. Course Attendance management, Student leave 4. Course management: Course scheduling, Course bidding, Faculty allocation, outline, reading material, Course-Credit management, 5. Examination process: Scheduling, Attendance, invigilator allocation, Grading 6. Evaluation & result process - Grade Moderation, Mark sheet, Transcript 7. Student dashboard: Profile, courses, fees, fines, grades, time-table, exam schedule, hostel, any other student-specific information 8. Faculty dashboard 9. Degree/ Transcript Issuance at the end of program and verification (Digilocker interface, Blockchain ledger etc.) 10. Course- faculty Feedback scheduling 11. Academic Items Stock Management 12. Related Workflows and Reports		
<b>2</b>	<b>Admission Office</b>			
		1. Admission Cycle Management - Applications, Entrance Test, Interviews, Selection, Enrollment, Document Verification and Withdrawal 2. Related Workflows and Reports		
<b>3</b>	<b>Finance and Account Office</b>			
		1. Budget Preparation 2. Revenue 3. Payment Process - Salary, Foreign Remittance, Establishment Expenses 4. TDS 5. NPS 6. Related Workflows and Reports		
<b>4</b>	<b>Placement Office</b>			

14 of 24

Signature of Bidder: .....

Date: .....



	1. Placement Process - Main 2. Offline Placement Events 3. Online Placement Events 4. Collection of CV's 5. Related Workflows and Reports		
<b>5</b>	<b>Personnel/ General Administration</b>		
	1. Attendance System 2. Leave Management 3. Personal File Records of Employee 4. Recruitment (Faculty & Group A Staff) 5. Recruitment (Group B & C Staff) 6. Welfare of Staff 7. Performance Appraisal 8. Final Settlement (Voluntary/ Superannuation) 9. Training 10. RTI process 11. Grievance Management 12. Related Workflows and Reports		
<b>6</b>	<b>MDP Office</b>		
	1. MDP Lead Management/ Prospecting 2. Conduct of MDP - Classroom, Faculty scheduling 3. Enrollment and Fees Management 4. Related Workflows and Reports		
<b>7</b>	<b>Student Affairs, Mess &amp; Hostel</b>		
	1. Student Events 2. Student Activity Stock Management 3. Hostel Room Management 4. Students Mess related workflows 5. Hostel and Mess Grievance Management 6. Related Workflows and Reports		
<b>8</b>	<b>Purchase Department</b>		
	1. Demand Aggregation 2. Vendor Management 3. Tender related workflows 4. Work Order Management 5. Service Order Management 6. Annual service maintenance contracts 7. Related Workflows and Reports		
<b>9</b>	<b>IT Department</b>		
	1. User Account Management 2. IT Help Desk and Support (Maintenance) 3. IT Infrastructure Requisition 4. Use Role Management 5. Related Workflows and Reports		
<b>10</b>	<b>Store Office</b>		





	1. Issuance of consumable, non-consumable items 2. Purchase Requisitions and Orders 3. Receipt and Inspection of Material 4. Scrap items and fixed Asset Disposal 5. Physical verification and tagging of fixed assets 6. Stock Management including other locations 7. Related Workflows and Reports		
<b>11</b>	<b>Maintenance Department</b>		
	1. Repair and Maintenance Works - new works, with spares 2. Maintenance Items Stock Management 3. Related Workflows and Reports		
<b>12</b>	<b>Director Office</b>		
	1. Document Management System including Inward and Dispatch 2. Meeting Workflow - Scheduling to Minutes and Action Taken 3. Management of appointments and Calls 4. Related Workflows and Reports		
<b>13</b>	<b>Logistics Section</b>		
	1. Airfare - Official and LTC 2. Cab/Vehicle/Bus Requirements 3. Hotel/Guest House/Accommodation 4. Bus/Rail Fares 5. Related Workflows and Reports		
<b>14</b>	<b>Learning Resource Centre (Library)</b>		
	1. Library Standard Workflows and Reports - Books, Course Material procurement, Subscriptions and Renewals		
<b>15</b>	<b>Any other relevant module/functionality</b>		

### **B. Technical Requirements**

Vendor has to write the explicit reply (maximum 5 sentences) for each of the following items/queries and consider the responses as the binding terms for providing the services, if selected, after the due process:

Sr. No.	Parameter	Response of Bidder
1.	Whether the solution has been developed by the vendor or the vendor is an integrator of the solution developed by other firms?	
2.	The extent to which the user interface is intuitive and easy to use as perceived through the demonstration of the functionality.	

16 of 24

Signature of Bidder: .....

Date: .....



Sr. No.	Parameter	Response of Bidder
3.	The list of devices and their technological environment (OS, other requirements) on which the solution works seamlessly without the loss of information.	
4.	Specify the number of users that can use the system simultaneously using multiple devices without compromising its response time, availability and other features on different cloud services specifications.	
5.	Specify the way the solution provides interfaces for connecting with other systems with explicit mention of the technology constraints that affect the interfaces and their quality.	
6.	Specify the availability (business continuity) of the solution (e.g., 99.99% etc.).	
7.	Specify the longest response time to a service when the solution functions at the maximum load.	
8.	Specify the technology in which the solution is developed - the backend databases, frontend programming environment/framework.	
9.	The solution is available on license for in house hosting or on subscription through cloud. The cloud services used for solution rendering should comply with the guidelines and standards of the Ministry of IT, GoI.	
10.	State the entity who will own the data of the institute generated and used in the solution.	
11.	Specify explicit measures taken for ensuring the security of servers and solution data.	
12.	Provide the mechanism and a short plan for migration of data to make the solution functional and the provision of data backup facility.	
13.	Specify the terms for maintenance of the system solution.	
14.	Specify the terms of upgrade of technology used for development, data and hosting environment.	

17 of 2

Signature of Bidder: .....

Date: .....





Sr. No.	Parameter	Response of Bidder
15.	Specify the hardware infrastructure that will be required for making the system operational and its subsequent usage.	
16.	Specify some differentiating features of your solution, whether you have all modules ready to use or will have to develop and the time you will take in making the solution functional in the institute.	

**ANNEXURE - II**  
**BID FORWARDING LETTER**



18 of 24

Signature of Bidder: .....

Date: .....



(To be submitted on letterhead of the bidding firm as per this format only)

To,

Senior Consultant (Administration),  
Indian Institute of Management, Sirmaur,  
Dhaura Kuan, Distt. Sirmaur, H.P-173031.

Subject: NIT for Installation & Implementation of Institute management/automation system  
at IIM Sirmaur

Sir/Madam,

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 in the tender document.

I will submit the Performance Security @ 5% of the quoted amount in the event of award of contract in our favour in the form of DD in favour of "**Indian Institute of Management Sirmaur**", payable at Paonta Sahib, Distt. Sirmaur, H.P. 173031 or through NEFT in the Institute's Account.

We also keep the offer open for 180 days from the date of submission of offer.

Yours faithfully,

(Name & signature with stamp of the bidder)



Signature of Bidder: .....

Date: .....



### ANNEXURE – III

#### Financial BID Proforma for institute management/automation system for IIM Sirmaur

(To be submitted online on CPP Portal)

Bidders are required to fill Price Bid in the following formats (A and B) and mention Yes/No for the modules included in the price.

#### A. PRICE BID

Sr. No.	Installation, Implementation, Integration, Training (as per the standards of MeitY, GoI) (Only First Year)  Cost Component 1	Provisioning of Hosted Services for minimum 750 users per year (Every Year for five years)  Cost Component 2	Maintenance and upgrade charges for four years after completion of the first year/ Commissioning  Cost Component 3	Total Amount
Amount				
Taxes				
Total (Including Taxes & all other charges)				

**Note:** The bidder must quote for all the three components.

#### B. Module Checklist

Sr. No.	Functionality	Module included in the Price (Yes/No)
1	Academic Programmes Office	
2	Admissions	
3	Finance and Account Office	
4	Placement Office	
5	Personnel/ General Administration	

20 of 24

Signature of Bidder: .....

Date: .....



Sr. No.	Functionality	Module included in the Price (Yes/No)
6	Management Development Programmes Office	
7	Student Affairs, Mess & Hostel	
8	Purchase Department, Tendering	
9	IT Department	
10	Stores Office	
11	Maintenance Department	
12	Director Office	
13	Logistics Office	
14	Learning Resource Centre (Library)	
15	Any other relevant functionality	

**Note:**

1. The bidder must mention Yes/No for all the modules.
2. If the solution proposed does not offer Academic Management/Automation modules, the bid will not be shortlisted for further evaluation and such bids will be rejected without assigning any reason.



21 of 24

Signature of Bidder: .....

Date: .....



## ANNEXURE – IV

### CHECKLIST TOWARDS GENERAL ELIGIBILITY

Sr. No.	Name of the Document	Tick (Yes/No)	Mention attached document Page No. (Mandatory)
1.	Tender documents are duly signed and stamped.	(Yes/No)	
2.	GST/PAN Registration of the Vendor (attach proof).	(Yes/No)	
3.	Certification of Incorporation	(Yes/No)	
4.	Earnest Money Deposit of Rs. 2,00,000/- (Rupees Two Lacs Only) OR Certificate of MSME/NSIC for exemption from EMD deposit.	(Yes/No)	
5.	Average Annual Turnover of Rs. 40.00 Lacs in the last three financial years, i.e. 2020-21, 2021-22 & 2022-23. Certificate from the Chartered Accountant on their letter head should be attached along with the Audited Financial Statements	(Yes/No)	
6.	The average work order value from similar kind of projects during the last five years should be a minimum of Rs. 30 lakhs.	(Yes/No)	
7.	Undertaking that the bidder/company/firm is not blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/Institute (IIM Sirmaur) or any other organization of repute in the past five years.	(Yes/No)	

Signature of Bidder: .....

Date: .....



**ANNEXURE – V**

**DECLARATION**

(On firm's letter head)

1. I, ..... Son /Daughter of Mr./Ms. ...., Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. .... am competent to sign this declaration and execute this document.
2. I have carefully read and understood all the terms and conditions of the NIT and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/We am/ are well aware of the fact that furnishing any false information/ fabricated document would lead to the summarily rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the Bid document and papers submitted by my Bank is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

**Signature of the Authorized Signatory**

**(With Seal)**

Place:

Date:



23 of 24

Signature of Bidder: .....

Date: .....



**ANNEXURE – VI**

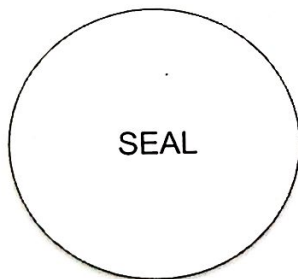
**CERTIFICATE**

**(To be provided on letterhead of the firm)**

I hereby certify that the (Name of firm) neither blacklisted by any Central/State Government/Autonomous/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in any every aspect and in any case, at a later date, if it is found that any details provided above are incorrect or misleading, any contract given to the above firm may be summarily terminated and the firm may be blacklisted.

**Date:**



**Place:**

**Contact No.:**

**Authorized Signatory**

**Name:**

**Designation:**

\*\*\*\*\*LAST PAGE\*\*\*\*\*



Signature of Bidder: .....

Date: .....