



IIT Gandhinagar

**Indian Institute of
Technology Gandhinagar**

Institute Management Systems

RFI Response Instructions

PART-B

Detailed information and instructions for applicants

Definitions

In this document the following words and expressions have the meaning hereby assigned to them.

1. Employer: Means Indian Institute of Technology Gandhinagar acting through its Director.
2. Applicant: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
3. “Year” means “Financial Year” unless stated otherwise.
4. Pre-qualification means being selected through the RFI process

Method of application

1. If the applicant is an individual, the application must be signed above the full typewritten name and current address of the applicant.
2. If the applicant is a proprietary firm, the application must be signed by the proprietor above his full typewritten name and the full name of the firm with its current address.
3. If the applicant is a firm in partnership, the application must be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney must accompany the application. In both the cases, however, a certified copy of the partnership deed and current addresses of all the partners of the firm must accompany the application.
4. If the applicant is a limited company or a corporation, the application must be signed by a duly authorized person holding power of attorney for signing the application; in this case, a copy of the power of attorney must be provided. The applicant must also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

Instructions

1. All information called for, in the enclosed forms, must be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, it must be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” entry must be made in that column. If any particulars /queries are not applicable in case of the applicant, it must be stated as “not applicable”. The applicants are cautioned that by not providing complete information called for in the application forms, or not giving it in clear terms, or making any change in the prescribed forms, or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by email, telegram or telex and those received late will not be entertained.

2. The application should be typewritten. The applicant should sign each page of the application.
3. **Any information attached in A4 size sheets must be endorsed with the seal and signature of the applicant(s) along with the date of submission.**
4. Overwriting should be avoided. Corrections, if any, must be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if added by the applicant, must also be numbered by the applicant. The complete application must be submitted as a package with a signed letter of transmittal.
5. No additional embedded documents or attachments. Pictures pasted are not preferred. However, if pasted they should be of readable font size.
6. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant must be signed by the authorized person or equivalent.
7. The applicant may furnish any additional information, which the applicant thinks is necessary to establish its capabilities to successfully complete the envisaged work. The applicant is, however, advised not to furnish superfluous information. No information shall be entertained after submission of RFI document unless the Employer calls for it.
8. Response to the section on 'Detailed Requirements' should be filled with "Supported", "Customization Required", "Third Party" or "Not Supported" against each one of the requirements along with brief "Vendor Comments" if any. Any additional requirements which the Vendor deems fit for achieving the objective set forth can be included in the last section called "Project Specific Items".
9. The pre-qualification response document in prescribed form duly completed and signed must be submitted in a sealed cover. The sealed cover super-scribed with "Pre-qualification information for Institute Management System" must be received by Director IITGN or his authorized representative up to 1700 Hrs on 14th Mar 2013. Documents submitted will be treated as confidential and will not be returned. One soft copy in CD must also accompany the application.

Any information furnished by the applicant found to be incorrect, either immediately or at a later date, shall render the applicant liable to be debarred from participation in this work as well as in future works.

Requirements Description

Requirements	Detailed Description of Items
Accounting & Financials	
Budgeting (CAPEX and OPEX)	Ability to provide capital expenditure(CAPEX) and operational expenditure(OPEX) for every financial year and provide reporting of estimates vs.actual
Multi-currency	Supports multi currency for receipts and payments
Financial report writer	Ability to generate standard financial reports such as General Ledger, Cash Book, Bank Book, Trial Balance, Profit and Loss Account, Balance Sheet etc.,
Processing of Statutory taxes	Support sales tax, service tax, income tax, customs duty and all statutory taxation processing
Accounts Receivable and Payable	Supports all receivables and payables
Students Tuition Fees, Hostel and Mess Fees, Examination Fees etc.,	Ability to maintain fees status of students tuition, hostel, mess and examination as well as generate fee receipts
Donations, Scholarships, Research funds	Supports maintenance of donations, scholarships, honorarium and research fund allocation to various students and projects by staff including adjunct, visiting and guest faculty
Depreciation	Supports depreciation calculations for fixed and movable assets
Multiple accounts management	Ability to handle multiple accounts such as endowment accounts, hostel accounts, R&D accounts etc.
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
HR & Payroll	
Staff Service Records	Ability to store service records of teaching and non-teaching staff including visiting professors. This will include recruitment records, promotion records, date of joining, date of leaving etc.,
Medical Records (Staff & Students)	Ability to store medical records of teaching & non-teaching staff as well as students. Include group medical insurance for staff
Staff Compensation Management	Support payroll processing for all staff members as well as other reimbursements towards LTC, Leave encashment, medical, travel for conferences etc.,
Statutory Reporting	Ability to generate statutory reports for departments such as PF, ESI etc.,
Staff Attendance / Leave Management	Maintain attendance and leave of staff
Training Management	Maintain training details of staff members

Staff Performance Management	Ability to manage the performance appraisals of staff members as well as faculty records pertaining to student feedback, research output and other KPA measures
Adjunct/visiting/guest faculty details	Ability to maintain information on adjunct, visiting and guest faculty
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
Materials and Fixed Asset Management	
Centralized purchasing including tenders	Supports generation of tenders, purchase orders and tracking them to closure
Online requisitions	Ability to provide purchase requisitions for technical and non-technical procurements including classrooms, lab, library, staff
Technical Equipment details for labs, classrooms etc.,	Provision to maintain details of technical equipment throughout the campus
Maintenance Details of Technical Equipment	Provision to track Annual Maintenance Contracts of all technical equipment used in the campus
Non-Technical purchases for office, classrooms, library, staff-rooms, hostel, mess etc.,	Provision to maintain details of non-technical purchases and the respective stocks
Transportation Management	Ability to track the transportation arrangements to and from the campus for staff and students
Vendor performance tracking	Ability to measure the performance of vendors for future requisitions
Facility management	Ability to maintain information on booking of classrooms, labs, conference rooms etc.,
Hostel Management	Hostel assets, room allocations and other facilities related to hostel
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
Academic	
Admissions to programs	Admissions of students to various programs offered
Course Management	Registration to various courses as part of the programs offered, course allocation to faculty, student allocation to sections, timetables for classes and exams, conducting online and offline exams and grading
Grades, Transcripts and Certificates	Maintain grade sheets, transcripts and all kinds of certificates

Student Information Management	Student details such as program joined, date of joining, permanent address, parent details, hostel details, scholarship details, academic record, blood group, emergency contact information etc.,
Library Management	Track all books/materials available in the library as well as management of issue and receipt of books borrowed by all staff and students. Modules for acquisition, cataloging, web OPAC(online public access catalogue) and reporting
Counseling services for students	Appointments from counselors, feedback from students and faculty, student workshops and clubs etc.
Student reaction surveys	Feedback on courses and other academic activities
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
Classroom and Learning Management	
Content Management	System to generate content and deliver for all courses offered which can be used in offline as well as online mode
Document management	Provision to manage documents created, maintained and procured by all staff and students including research publications, annual reports, newsletters etc.,
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
External Connect	
Alumni outreach	Platform to interact with the alumni of the institute through various means such as blogs, chats, email, SMS, social media, seminars, workshops etc.,
Placement	Ability to interact with companies for effective placement of graduating students
Industry Projects and Consulting	Ability to interact with companies for projects for faculty members
Student Internships	Ability to interact with companies for student internships
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
Systems Administration & Integration	
Work flow management	Ability to have approvals at various levels across various business processes
Online alerts (SMS and Email)	Ability to send automated email and SMS as well as broadcasting information to specific groups on need basis

Dashboards	Ability for the institute management to measure various metrics such as admission demographics, student performance, patents, placement statistics etc.,
Adhoc report writer	Ability to generate reports on the fly based on criteria selected by the user
Smart Card and Biometrics	Provision for integrating with smart card and biometric systems to capture student/staff attendance, fee recording and payment etc.,
Integration with existing Email system	Ability to integrate with existing email system used by the institute
Integration with Tally 9.0	Ability to import and export data with the existing accounting system. While this will be required, vendor can mention the areas covered by their proposed application in the section "Financials and Accounting"
Integration with existing library automation system	Ability to integrate with existing library automation system. While this will be required, vendor can mention the areas covered by their proposed application in the section "Library Management" under Academics.
Language Translation	Ability to provide language translation for various documents etc.,
IT Security including single-sign on, digital rights management, user level rights	Provision for IT Security to prevent hacking, virus detection and cure, firewall, digital rights, restricting access based on user etc.,
Backup and recovery	Provide a mechanism to take automated backup and recovery of data
Disaster Recovery and Business Continuity Planning	Ability to manage crisis in case of disaster occurrences and recover from the same to maintain business continuity in a timely manner
Service Desk (Technical and Non-technical)	Ability to support all users of the system from a technical as well as non-technical standpoint
Data Migration	Ability to migrate data from existing systems to the new systems proposed
Event Management	Ability to announce events, scheduling and tracking participants
Any other item not mentioned above	Add as many rows for items which are not mentioned in the list above which are covered in the proposed solution
Project Specific Items and Others	
Training IITGN Personnel	Provide requisite training to all staff and students on the systems implemented
Production Support (L1/L2/L3)	Provide production support to all users after go-live at various levels including on call troubleshooting and bug fixing
Source Code will be provided	Will you provide source code to the institute ?

Customization	Will you undertake customizations as required by the institute?
Development using open source technologies	Are you open to utilize open source technologies?

Letter of transmittal

The applicant must submit letter of transmittal attached with response to Request for Information document.

Financial information

Applicant must furnish the annual financial statements for the last five years in Form A.

Experience in works highlighting experience in similar works

1. Applicant must furnish the following:
 - a. List of all works of similar class successfully completed during the last five years (Form B).
 - b. List of all the projects under execution or awarded (Form C).
2. Particulars of completed works and performance of the applicant duly authenticated/certified by an authorized officer or equivalent should be furnished separately for each work completed or in progress (Form D).

Organizational information (Forms E and F)

Applicant is required to submit the following information in respect of its organization (Form E):

1. Name and postal address including email, telephone, fax & telex numbers etc.
2. Copies of original documents defining the legal status, place of registration and principal places of business.
3. Names and title of Directors and Officers who shall be concerned with the work, with designation of individuals authorized to act for the organization.
4. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
5. Authorization for employer to seek detailed references.
6. Number of technical and administrative employees in parent company and/or subsidiary company and how these employees will be involved in this work (Form F).

Plans and strategies

1. Each plan must start from a fresh page and each page must be numbered.
2. The plans must not exceed the page limit.
3. The plans must be written in font size of 10pt on separate A4 single spaced pages, with all margins equal to 25 mm.
4. Each page must be signed and endorsed with the seal and signature of the applicant(s) along with the date of submission.



IIT Gandhinagar

**Indian Institute of
Technology Gandhinagar**

Institute Management Systems

RFI Response

PART- C

The applicant must submit letter of transmittal in below format

**PREQUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

From:

To,
Director,
Indian Institute of Technology Gandhinagar,
Vishwakarma Govt. Engineering College Complex
Chandkheda, Visat Gandhinagar Highway,
Ahmedabad - 382424

Subject: Submission of pre-qualification application

Sir,

Having examined the details given in pre-qualification press notice and pre-qualification document for the above work, I/We hereby submit the pre-qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "F" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, IIT Gandhinagar, to approach the bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Director IIT Gandhinagar, to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following assignments/projects.

Sr. No	Name of Project/Work	Certified by/from

Enclosures.

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)

*In this section the applicant should furnish a **summary of solution** proposed as well as the group for which they are bidding viz. 1 for system integrator, 2 for application software and 3 for hardware. If the applicant is bidding for group 2 or 3, mention the pillars they would like to bid for viz 1. Administrative 2.Academic 3.Classroom and Learning Management 4. External Connect*

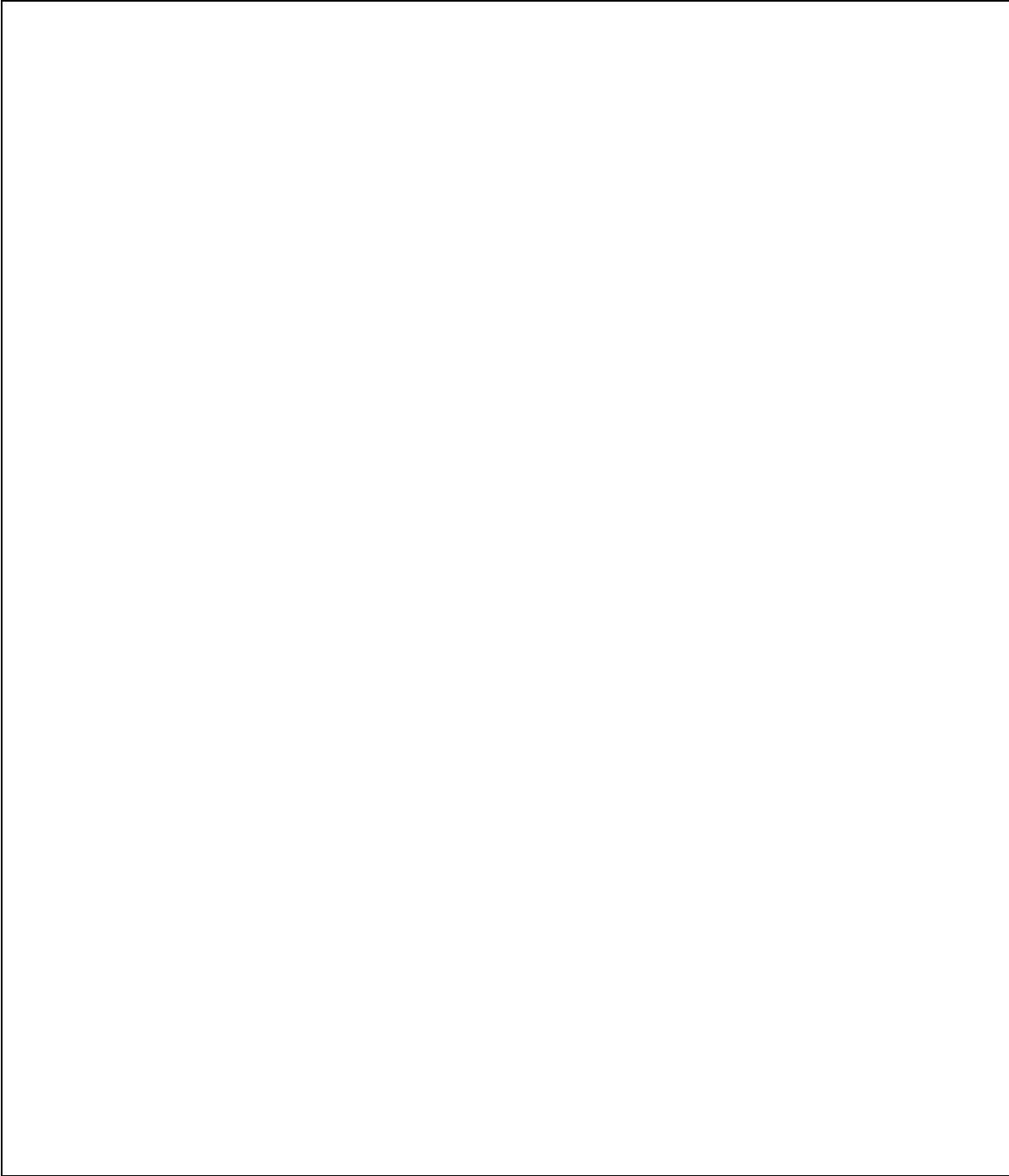
In this section the applicant should fill the columns “Response” and “Vendor Comments”. For detailed definition of the requirements, see section “Requirements description” under Instructions. “Response” column should be filled ONLY with “supported,” “customization required,” “third party,” or “not supported” against each one of the requirements.

Requirements	Response	Vendor Comments
Accounting & Financials		
Budgeting (CAPEX and OPEX)		
Multi-currency		
Financial report writer		
Processing of Statutory taxes		
Accounts Receivable and Payable		
Students Tuition Fees, Hostel and Mess Fees, Examination Fees etc.,		
Donations, Scholarships, Research funds		
Depreciation		
Multiple accounts management		
Any other item not mentioned above		
HR & Payroll		
Staff Service Records		
Medical Records (Staff & Students)		
Staff Compensation Management		
Statutory Reporting		
Staff Attendance / Leave Management		
Training Management		
Staff Performance Management		
Adjunct/visiting/guest faculty details		
Any other item not mentioned above		
Materials and Fixed Asset Management		
Centralized purchasing including tenders		
Online requisitions		
Technical Equipment details for labs, classrooms etc.,		
Maintenance Details of Technical Equipment		

Non-Technical purchases for office, classrooms, library, staff-rooms, hostel, mess etc.,		
Transportation Management		
Vendor performance tracking		
Facility management		
Hostel Management		
Any other item not mentioned above		
Academic		
Admissions to programs		
Course Management		
Grades, Transcripts and Certificates		
Student Information Management		
Library Management		
Counseling services for students		
Student reaction surveys		
Any other item not mentioned above		
Classroom and Learning Management		
Content Management		
Document management		
Any other item not mentioned above		
External Connect		
Alumni outreach		
Placement		
Industry Projects and Consulting		
Student Internships		
Any other item not mentioned above		
Systems Administration & Integration		
Work flow management		
Online alerts (SMS and Email)		
Dashboards		
Ad hoc report writer		
Smart Card and Biometrics		
Integration with existing Email system		
Integration with Tally 9.0		
Integration with existing library automation system		
Language Translation		

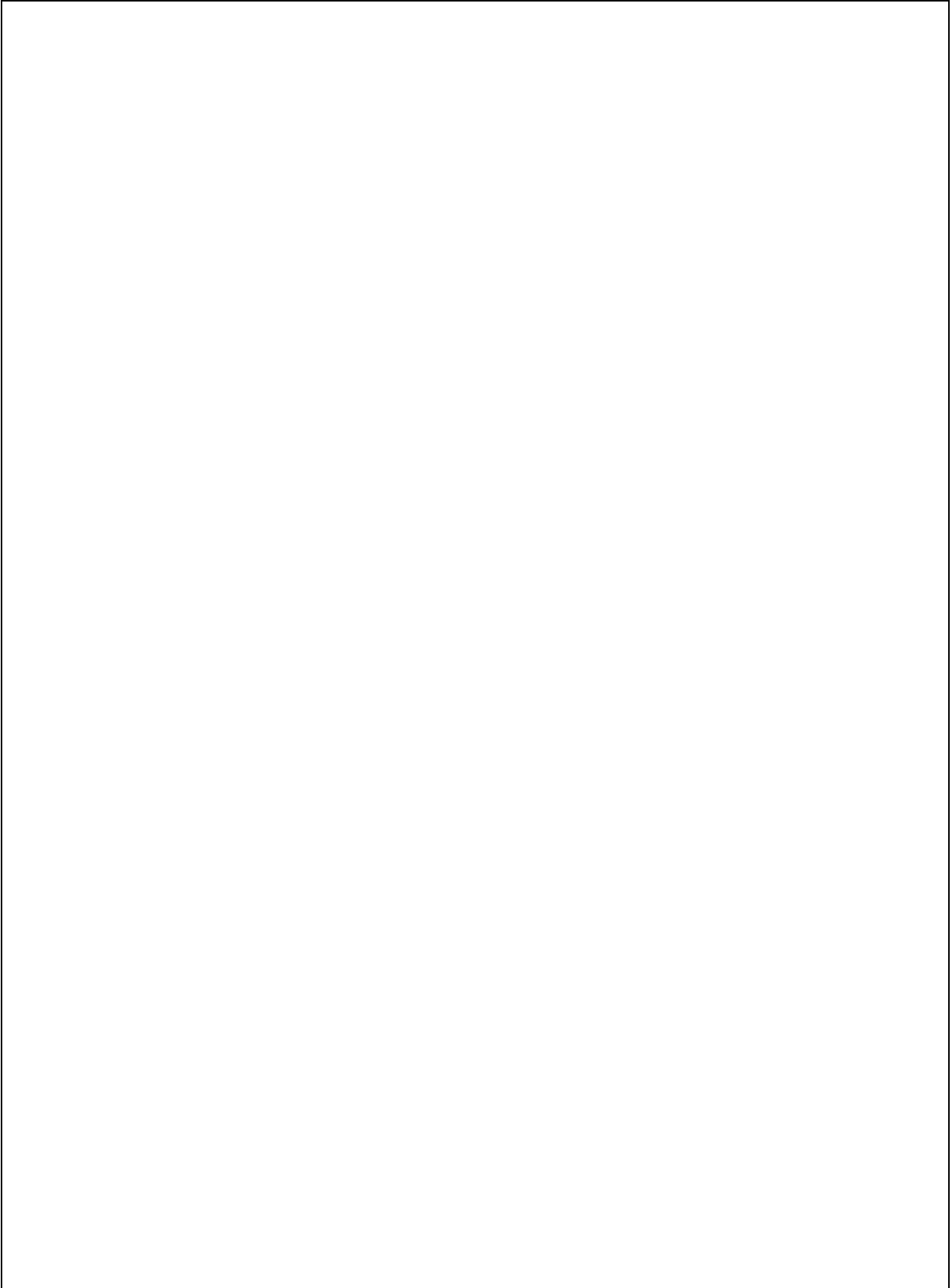
IT Security including single-sign on, digital rights management, user level rights		
Backup and recovery		
Disaster Recovery and Business Continuity Planning		
Service Desk (Technical and Non-technical)		
Data Migration		
Event Management		
Any other item not mentioned above		
Project Specific Items and Others		
Training IITGN Personnel		
Production Support (L1/L2/L3)		
Source Code will be provided		
Customization		
Development using open source technologies		

*If the applicant is applying for **system integrator** group, applicant should mention the names of potential vendors and respective software applications they propose to utilize from those vendors. (Maximum one A4 single-spaced pages, with all margins equal to 25 mm, written in font size of 10pt.)*




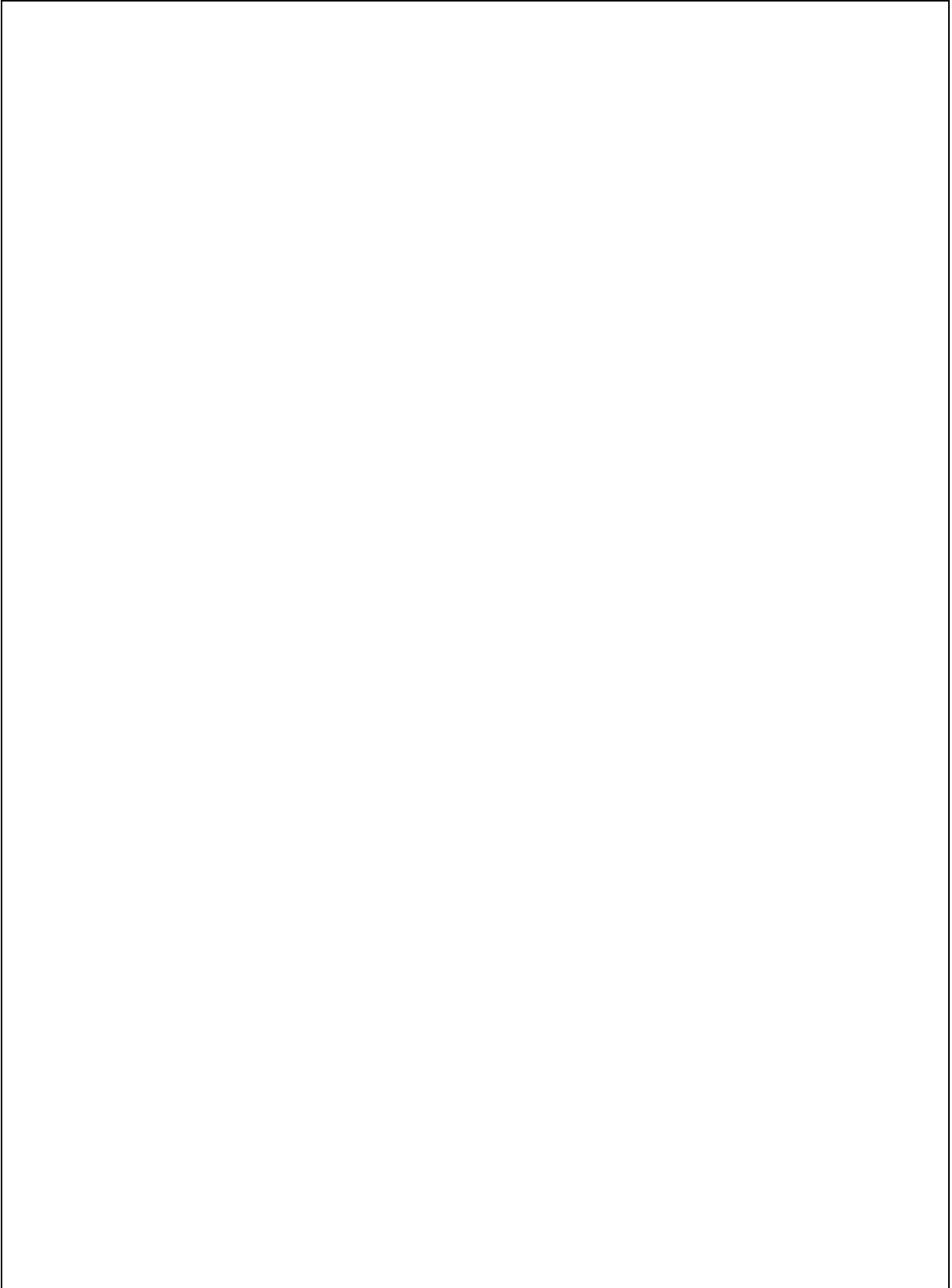
*In this section applicant should mention the plan for implementation, training of personnel and management of services over the period of 5 years from go-live. (Maximum **two** A4 single-spaced pages, with all margins equal to 25 mm, written in font size of 10pt.)*

A large, empty rectangular box with a thin black border, occupying most of the page below the instruction. It is intended for the applicant to write their implementation, training, and management plan for the next 5 years.

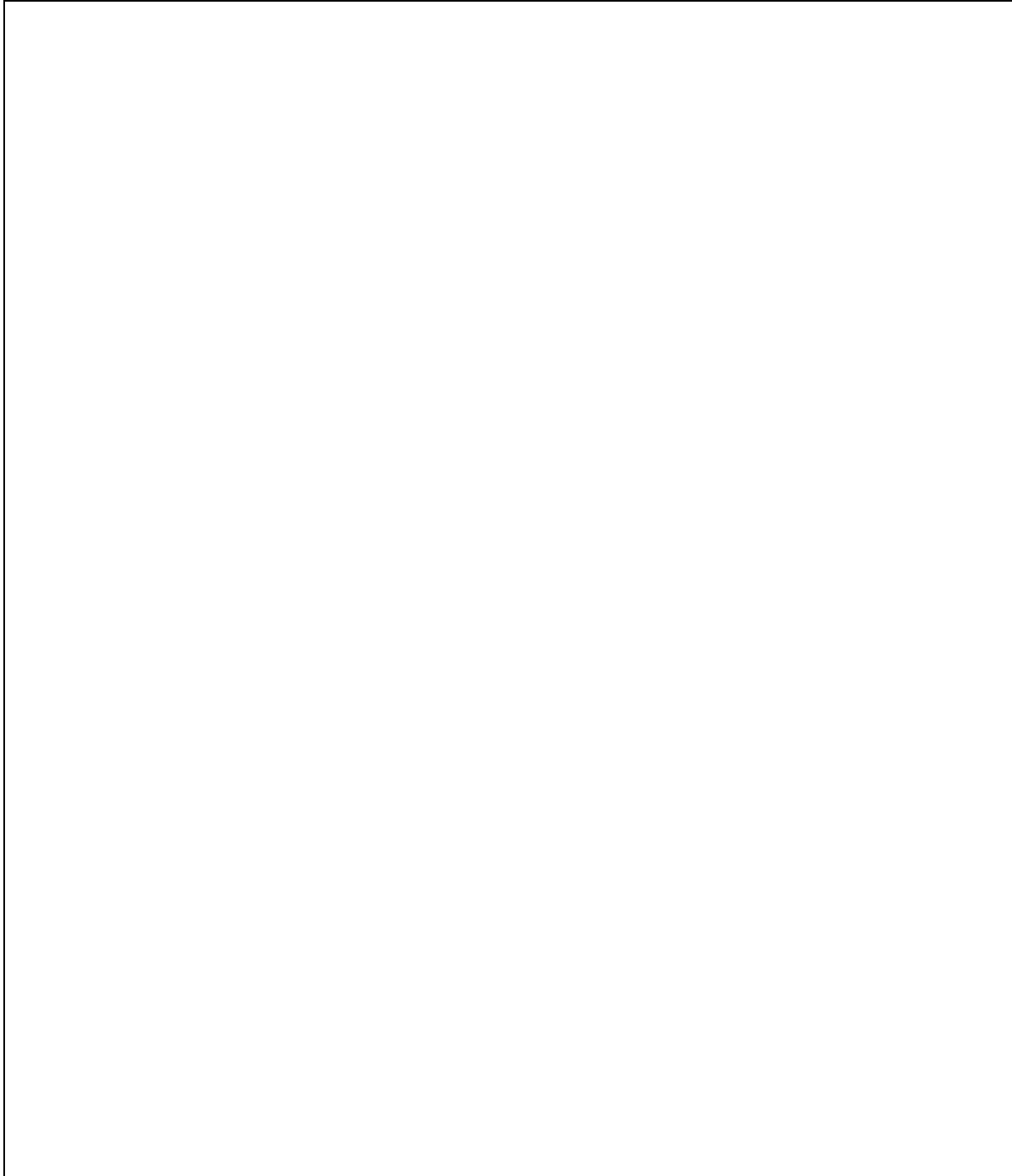


*In this section applicant should mention the plan for scalability / upgradability of the system to manage a student strength of 2500 over 5 years and 5000 over 10 years(Maximum **two** A4 single-spaced pages, with all margins equal to 25 mm, written in font size of 10pt.)*





*In this section applicant should mention the plan for system failures, problem and troubleshooting (Maximum **one** A4 single-spaced pages, with all margins equal to 25 mm, written in font size of 10pt.)*



*In this section applicant should mention the plan for portability from current physical location to another (Maximum **one** A4 single-spaced pages, with all margins equal to 25 mm, written in font size of 10pt.)*

A large, empty rectangular box with a thin black border, intended for the applicant to write their portability plan. The box occupies most of the page below the instructions.

*In this section applicant should mention the fixed price rough order of magnitude(ROM) for implementing the areas proposed. Pricing model can be subscription (pay per use) or licensing (per user) based.(Maximum **one** A4 single-spaced pages, with all margins equal to 25 mm, written in font size of 10pt.)*



Applicant must furnish the annual financial statements for the last five years in Form A.

F O R M ' A '
FINANCIAL INFORMATION

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

Particulars	Financial Year				
	07-08	08-09	09-10	10-11	11-12
i) Gross Annual turnover (IN Lakhs)					
ii) Profit/Loss					

a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

F O R M ' B '
**DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING
THE LAST FIVE YEARS ENDING 31.03.12**

SIMILAR NATURE OF ASSIGNMENT COMPLETED 1		
Sr. No	Description	Project Detail
1	Name of work /project and Location.	
2	Mention the project objectives, details of solution implemented and benefits accrued to the customer organization	
3	Name &Address of Employer/ organization	
4	Cost of work in Rs.	
5	Date of commencement as per contract	
6	Stipulated date of Completion	
7	Actual date of completion	
8	Litigation /arbitration pending /in progress with details*	
9	Name and address/ email and telephone number of officer to whom reference may be made.	
10	Remarks	

*Indicate gross amount claimed and amount awarded by the Arbitrator

*For each work separate sheet be prepared as per proforma given in form B.

Signature of Applicant(s) with date & seal

FORM 'C'		
ASSIGNMENT/PROJECTS UNDER EXECUTION OR AWARDED		
Sr. No	Description	Project Details
1	Name of work /project and Location.	
2	Mention the project objectives, details of solution being implemented and benefits likely to accrue to the customer organization	
3	Name &Address of Employer/ organization	
4	Cost of the Work in Rs.	
5	Date of commencement as per contract	
6	Stipulated date of completion	
7	Up to date percentage progress of work	
8	Slow progress if any and reasons thereof	
9	Name and address/ email and telephone number of officer to whom reference may be made.	
10	Remarks	

*For each work separate sheet be prepared as per proforma given in form C

Signature of Applicant(s) with date & seal

FORM'D'
PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any.
8. Performance Report

(1) Quality of work	Very Good/Good/Fair/Poor
(2) Financial soundness	Very Good/Good/Fair/Poor
(3) Technical Proficiency	Very Good/Good/Fair/Poor
(4) Resourcefulness	Very Good/Good/Fair/Poor
(5) General Behavior	Very Good/Good/Fair/Poor

Dated:

Authorized Signature

Note: - Certificate for each project completed/under execution shall be obtained as per “FORM D” and given in separate sheets. At this location, images of these certificates can be scanned and pasted in the softcopy of this document.

F O R M " E "
STRUCTURE & ORGANISATION

1	Name & Address of the applicant:		
2	Telephone No./Telex No./Fax No		
3	Legal status of the applicant (attach copies of original document defining the legal status) i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organization /Place of registration	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work:		
6	Designation of individuals authorized to act for the organization		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.		
10	Has the applicant or any firm's partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which group(system integrator, application software, and hardware) does the applicant have specialization and interest?		
12	Any other information considered necessary but not included above.		

Signature of Applicant(s) with date & seal

FORM 'F'
DETAILS OF PROPOSED ASSOCIATE SERVICE

<i>Sr.No.</i>	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE	YEARS OF ASSOCIATION WITH THE PRIME FIRMS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				