# TENDER DOCUMENT

## FOR

DESIGN, DEVELOPMENT, DEPLOYMENT,
EXECUTION TRAINING & MAINTENANCE SUPPORT

FOR IMPLEMENTING

# COLLEGE AUTOMATION ERP

## FOR

All the
Constituent
and Affiliated Colleges
under

# Veer Kunwar Singh University, Ara, Bihar

## Table of Contents

## (A)Schedule of Expression of Interest

| Sl. No. | Items | Details |
|---------|-------|---------|
| 1. | Tender No. | |
| 2. | Name of the work | Tender document for "DESIGN, DEVELOPMENT, DEPLOYMENT, EXECUTION TRAINING & MAINTENANCE SUPPORT FOR IMPLEMENTING COLLEGE AUTOMATION ERP in all Colleges under Veer Kunwar Singh University, Ara, Bihar" |
| 3. | Last date and time for Receipt of Bids | 20/02/2023 at 13:30 hrs. |
| 4. | Date and time of opening of Technical Bid | 20/02/2023 at 15:30 hrs. |

Vendors are requested to read the complete tender documents before submission of Bids.

## Other important information related to Bid

| Sl. No. | Information | Details |
|---------|-------------|---------|
| 1. | Cost of Tender Documents: (To be paid at the time of submission of the tender) | 1,000/- |
| 2. | Bid- Security (Earnest Money) To be paid in the form of Bank Draft | 100,000/- |
| 3. | Financial Bid | Annexure -I |
| 4. | Undertaking | Annexure-III |

## (B) Broad Scope of the Work (Objective)

The Agency will have to facilitate for the "Development, Implementation, Operational Training & Support of College Automation ERP" for all the Colleges Under Veer Kunwar Singh University, Ara, Bihar. The System should be Secure, Robust Web application for College Automation. Proposed Web Application System should have the facility of -

1. College Dynamic and Vibrant Web-Portal as per NAAC recommendation and GOGI Standards.
2. Online College Admission/Exam & Fee Collection (Pre and Post Examination activity)
3. Administration Management
4. Grievance and Feedback Management
5. Library Automation
6. Training & Placement
7. Alumni Management
8. Academic Management
9. Attendance and Leave Management
10. Hostel Management
11. Inventory and Stock Management

## (c) Invitation of bid

Veer Kunwar Singh University, Ara, named after the well-known national hero and legendary freedom fighter Veer Kunwar Singh, is a public university in the city of Ara in the state of Bihar, India. The Veer Kunwar Singh University, Ara has achieved its success in providing quality education to the students of backward region of Bihar. The university is recognized by the UGC as a state university and is a member of the Association of Indian Universities, having jurisdiction over the Ara Division, comprising the three districts of Ara, Buxar and Sasaram. Many of these colleges are running university-approved post-graduate centers in various subjects besides skill-oriented courses in vocational and technical/professional areas. These affiliated units are governed by their governing local bodies and duly constituted management board approved by the university. The colleges under VKSU have different departments including Science, Arts, Humanity, Vocational, Professional, Education and Language courses. Most of the departments run Diploma, U.G., P.G. or Ph.D. Courses.

VKSU invites tenders for "**DESIGN, DEVELOPMENT, DEPLOYMENT, EXECUTION TRAINING & MAINTENANCE SUPPORT FOR IMPLEMENTING COLLEGE AUTOMATION ERP** " from leading, reputed, professionally and financially sound and duly registered companies/agencies/organizations which have required experience in relevant and similar fields for Development, Supply, Implementation and Maintenance of complete College Management automation solutions. Through this solution, College wishes to automate the manual works like admission, attendance, submission of fee and other academic processes of the college to achieve error free and accelerated work processing within the stipulated time-frame.

**Procedure for submission of Tender/EoI (Expression of Interest):**
Vendors proposing to submit the Tender/EoI, may visit University website https://vksu.ac.in/ for downloading full document of the tender/RFP including details of Scope of Work and the desired prerequisites. The University reserves the right to amend, withdraw or cancel the tender and if any amendment/ updates to the RFP (Request for Proposal) or its Terms and Conditions is made it will be uploaded on official website of the University. The EoI has to be submitted in the prescribed format along with all the supporting documents in compliance with the requirements of the RFP. The companies/firms/organizations will be shortlisted after detailed presentations by them before the designated Committee. The date for presentation shall be intimated on the University website.

Please refer to the below mentioned information and guidelines for submission of the tender/RFP.

**General Instructions, Terms and Conditions:**

The tender Document can be downloaded from the University website https://vksu.ac.in/ from **03/02/2023**. The tender document fee of **Rs. 1,000/- (One Thousand Rupees)** only is non-refundable, non-adjustable and non- transferable and is payable through a demand draft on any nationalized bank drawn in favor of the **"Registrar, Veer Kunwar Singh University, Payable at Ara"** and it should be submitted along with **EMD of Rs 100,000/- (one lack Rupees)** only and tender documents as per the instructions given below in this tender. The sealed tender papers (Technical bid and financial bid) should reach in the office of the Registrar, Veer Kunwar Singh University latest by **20/02/2023** at 13:30 hrs.

1.  Incomplete bids, amendments and additions to bids after opening or late bids are liable to be ignored and rejected by the University.

2.  The bidder shall be responsible for the delivery of the Service(s), its successful demonstration, and providing training as required, as per specifications listed in the tender and at the sites allocated by the colleges.

3.  A Demand Draft for **Rs.100,000/- (one lack Rupees)** drawn in favor of the **"Registrar, Veer Kunwar Singh University, Payable at Ara"** should be submitted towards **Earnest Money deposit (EMD)** which must accompany the bid. Bids without EMD will be rejected. The EMD will be refunded to all the unsuccessful bidders only after the work order are placed to the successful bidder. The successful bidder's EMD will be converted to Security Deposit upon the bidder's acceptance of the award of contract.

4.  The bidder's Earnest Money may be forfeited:

(a)  If the bidder withdraws his bid during the period of bid validity specified in Tender document..

(b) If the successful bidder fails to sign contract/agreement within **15 days** from the date of issue of letter of acceptance (LOA)

5. The price must be quoted in the format as specified in the tender document and should be inclusive of packing, forwarding, insurances, delivery at sites.

6. The offer should be valid for a period of 30 days from the date of opening of the technical bid and may be extended with mutual consent, if required.

7. The selected bidders shall be responsible for the supply, installation, testing and the bidder should commence work as per the scope mentioned in the tender document within **3 months** from the date of issue of final order/ Letter of Acceptance (LOA)

8. Bidders should enclose their bids with full details of all latest software and/or solutions proposed for the scope of work with full documentation/descriptive literature/leaflets indicating all features proposed.

The sealed bids should be addressed and delivered by registered post or speed post or courier or by hand in the Registrar's Office:

Registrar,
Veer Kunwar Singh
University, Ara,
Bihar, India

The corresponding sealed envelopes should be titled as "**DESIGN, DEVELOPMENT, DEPLOYMENT, EXECUTION TRAINING & MAINTENANCE SUPPORT FOR IMPLEMENTING COLLEGE AUTOMATION ERP**" and all the bids must reach on or 20.02.2023. Bids received after the specified time will be rejected and no intimation will be sent in this regard.

Necessary modification/change in scope of work/specification in contract agreement may be done during extension of work.

# (D) SCOPE OF WORK (Work-Details)

**COLLEGE AUTOMATION ERP** should be **centralized, role based, secure system hosted on Cloud**. There are several Modules inside **COLLEGE AUTOMATION ERP** that will facilitate the College Employee and the Students of the College to automate the manual process.

1. **College Dynamic and Vibrant Web-Portal as per NAAC recommendation and GOGI Standards.**

   (i) Should be on ac.in/edu.in domain as NAAC/MHRD recommendation

   (ii) SSL Certificate

   (iii) Responsive Design

   (iv) Dynamic Unlimited Pages that may Create/Modify by the College Admin

   (v) Dynamic Category by News/Notice/Tender with date and time of publish

   (vi) Dynamic Slider and Photo Gallery.

   (vii) NAAC Required Reports and Data.

   (viii) Dynamic Faculty Profile and Notes/Assignment Uploading facility to Faculty

2. **Online College Admission/Exam System & Fee Collection (Pre and Post Examination activity)**

   (i) Student Dashboard

   (ii) Inquiry Follow up System

   (ii) Online Registration for Inter/Diploma/UG/PG Courses

   (iv) Online Registration Payment

   (v) Inquiry Conversion Report

   (vi) Centralized Database

   (vii) Custom Form Builder

   (viii) Bulk Upload Students

   (ix) Auto-generate ID Cards & Passes

   (x) Student Certificates Apply (CLC/NOC/ etc.)

   (xi) Various Inquiry/Analytical Reports (state, city, gender, etc.)

   (xii) Secure Student Information Storage

   (xiii) Students receive SMS and email alerts of fees transactions

3. **Administration Management**

(i) User Creation and Role distribution

(ii) Creation of Master Data (Dept./Course/Subject/ etc.)

(iii) Data Entry/Upload During College Admission

(iv) Creation of Admitted Student Records

(v) Fee Head Creation

(vi) Department/Subject-wise Faculty Allotment

(vii) Updating the Student Dues & Fines

(viii) Issuance of Certificates

(ix) Scholarship & Fee Concession Activity

(x) Various Inquiry/Analytical Reports


4. **Grievance and Feedback Management**

(i) Lodge the Grievance by the Student/Staff/Faculty

(ii) View the Status of Grievance

(iii) Concern authority replay and end the case

(iv) Feedback module for Student

(v) Various Inquiry/Analytical Reports


5. **Library Automation**

(i) Book Bank

(ii) Books Barcode Generation

(iii) Stock Verification

(iv) Books Issue and Return Record

(v) Overdue and Recall Notices

(vi) Notices and Reminders

(vii) Book Fines

(viii) Book Reservation

(ix) Various Inquiry/Analytical Reports

6.  **Training & Placement**

(i)     Training and Placement Portal

(ii)    Upload Resume and Other Documents

(iii)   Student Academic Data

(iv)    Placement Registration

(v)     Placement Drive and Invitation

(vi)    Interviews Applications

(vii)   Filters Based on Attendance, 10th,12th Marks, etc.

(viii)  Training and Placement Updates

(ix)    Placement Notices and Circulars

(x)     Industrial Training

(xi)    Industry Training Project Report

(xii)   Company Registration

(xiii)  Company Profiles, Eligibility Criteria, and Reports


7.  **Alumni Management**

(i)     Build & Maintain an Updated Alumni Database

(ii)    Plan & Organize Successful Reunions / Alumni Meets

(iii)   Involve Alumni in Student Development Manage Chapter, Batch & Special Interest Groups

(iv)    Raise Funds from Alumni via seamless online payments

(v)     Social Media Integration


8.  **Academic Management**

(i)     Classroom Management

(ii)    Auto Timetable Generation

(iii)   Attendance Management

(iv)    Manage Class Assignments

(v)     Classroom Performance Reports

(vi)     Student Academic Assessment

(vii)    Examination Management

(viii)   eBook Management

(ix)    Multiple Grading Systems Supported

## 9. Attendance and Leave Management System

(i)     Attendance Entry by Biometric Device/Faculty

(ii)    Attendance Tracking

(iii)   Monthly Attendance Letter

(iv)   Provisionally Cleared Student

(v)    Upload/Update Leave Applications

(vi)    Automated Examination Debarred List

(vii)   Communication through SMS, letters and email to parents

(viii)   Various Inquiry/Analytical Reports

## 10. Hostel Management

(i)     Hostel Enrollment

(ii)    Hostel Infrastructure

(iii)   Hostel Attendance

(iv)   Hostel Leave Tracking

(v)    Hostel Gate Pass Approvals

(vi)    Hostel Documents Uploads

(vii)   Hostel Visitor Records

(viii)   Room and Mess Allotment

(ix)    Hostel Bill and Fines online Payment

## 11. Inventory and Stock Management

(i)     Supplier & Vendor Master Data

(ii)    Stock location

(iii)  Stock entry

(iv)  Stock issue and return

(v)  Stock Verification

(vi)  No Dues Certificate

(vii)  Stock Verification

(viii)  MIS Report (Stock issue/returned, Stock Under different Scheme/Project)

# (E)ELIGIBILITY CRITERIA FOR THE BID

Minimum Eligibility criteria for suitable bidders is as under:-

| Sl. No. | Eligibility Criteria for the Bidder | Documentary Evidence to be at Attached |
|---------|-------------------------------------|-----------------------------------------|
| 1. | Earnest Money Deposit of Rs. 100,000/- | Through DD of Nationalized /Scheduled Bank of India. |
| 2. | Valid Registration No. of the firm | For a registered Company Registration Certificate issued by ROC. |
| 3. | The organization should have executed similar work with Central Government/State Govt. Educational institutional/ College/University (Minimum 2 Work orders/Purchase orders) | I. Work Orders or Agreement Copies ii. Institution's name iii. Scope of work & value iv. Contact person's name and contact details |
| 4. | PAN, GST and ITR | Copy of PAN Card, Income Tax Return, GST Clearance Certificate of last 3 years. |
| 5. | Bidder's turnover should be INR 200 Crores in last 3 financial years. | Audited Balance Sheets from the Chartered Accountant. |
| 6. | The Firm/Company should be current ISO 9001 and 27001 certificate | Copy of Certificate |
| 7. | The bidder should not be under a declaration of ineligibility or Black listed with any of the Government/Public Sector unit agencies. | Self Declaration from authorized signatory of the bidder (On Notarised Stamp Paper) |
| 8. | The tenderers have their own Software Professional & Technical Staff with relevant experience | Self attested copy from authorized person. |
| 9. | Details of infrastructures Available for the said work. | Self attested copy from authorized person should be submitted. |

# BID EVALUATION PROCESS

## (A)First stage technical evaluation:

Technical Evaluation will be carried out as per the following criteria. The proposal of the bidders, not registered under company act shall be rejected except Government organization at the primary stage and their proposal shall not be evaluated at any stage. The points given to evaluation criteria are:

| SI# | Activities/Criteria | Max Score |
|---|---|---|
| 1. | The Company should have required net worth of Rs. 200 Crore within 3 (three) financial Years.( Audited balance sheet). | 10 |
| 2. | Turn over more than 300 Crore in the 3 (three) Financial Year . ( Audited balance sheet). | 5 |
| 3. | Implemented Web Based Application/Software Solutions/ERP Projects in- <br> - At least 2- Govt. University/ educational Institutions/central Govt./ state Govt./Colleges minimum 2.0 Cr purchase order or above (Marks 35)  OR <br> - At least 5 University/ educational Institutions/central Govt./ state Govt./Colleges minimum 1.5 Cr purchase order or above (Marks 35)  OR <br> - At least 7 Govt. University/ educational Institutions/central Govt./ state Govt./Colleges minimum 1.0 Cr purchase order or above (Marks 35) | 35 |
| 4. | Technical Presentation about the strategy/planning of execution of work/ work plan and understanding of scope of work, proposed technology, Data Backup and Security to be used for the development etc. | 50 |

**Note:** A technical proposal should score at least 70 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 70 points will not be opened.

## (B)Financial bid:

Before opening of financial bids of successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidders with the lowest quote as below:

$$Fs = 100 * Fl / F$$

Where:

**Fs** = The financial score of the Financial Proposal being evaluated;

**Fl** = The price of lowest priced Financial Proposal;

**F** = The quoted price of Financial Proposal under consideration;

## (C)Combined evaluation:

The score of technical proposal including presentation would be given 70% weightage, and the financial proposal would be given 30% weightage. The weighted combined score of the technical bid including presentation (**Ts**), and Financial proposals (**Fs**) shall be used to rank the bidders on the basis of formula given as below:

**Combined Score = 70% * Ts + 30% * Fs**

The first ranked i.e., the highest scoring bidder is eligible for appointment.

# (F) Important Technical Information Regarding the Bid

The strategic technical considerations for the envisaged College Automation System (College ERP) are:

a) Cloud based system- The information loaded using this ERP should be hosted in cloud for accessibility by the stakeholders using assigned login ID. There should also be a provision of switch over of cloud from vendor to vendor. Alternatively, the information can be on an online secure server provided by a company of repute. The selection will be approved by the University authorities.

b) Role based & Secured Application: ERP should be a secured system with de-fined roles for staff/users of different levels.

c) Integrated and Secured database: Different components of ERP should be appropriately integrated and each component should have a secured system.

d) Access Points: Each concerned branch should have access to the ERP.

e) Ownership: The ownership of the database would be of the College/University.

f) Back Up: There should be a provision of periodical backup of database with backup server.

g) Migration: The complete data from any previous on-line system/agency in operation at the college.

h) SSL Certificate enabled Web Portal.

i) Time schedule: The time allotted in this tender for completing different functional components of the ERP should be strictly followed by the vendor and-failure to do so will invite penalty as per terms and conditions of the MOU.

Future Expansion: The solution will be used for automating all the functions of the college as listed above and will be required to meet future expansions in terms of programs, departments, centers, scale of student intake capacity, etc.

## Implementation Methodology

The methodology to be deployed by the bidder to implement the solution will have different work elements and activities. All these activities and work elements should coherently focus on achieving following key results:

a) Quality of the solution deployed.

b) User satisfaction while deploying and usage.

c) Successful implementation in terms of completeness and timely accomplishment of the outcome.

While there are different techniques and tools available as a part of the methodology, followings are expected to be part of the implementation methodology to be adopted by the bidder.

a) Workshops with different stake holders for capturing business requirements, creating awareness of best practices, communicating the changes, building consensus on system design, for signing off the deliverables etc.

b) Stakeholder Consultations other than workshops, with those stakeholders who will be identified by the respective departments, for the purpose of critical inputs, review, suggestions etc.

c) Review Sessions with different stakeholders for signing off the deliverables, walking through the deliverables for facilitating quick understanding, etc.

d) Internal Review Mechanisms of bidder for ensuring the quality of the solution

and the deliverables.

e) Documentation of Proceedings— recording the developments, discussions, deliverables, using standard methodology and tools available with the solution.

f) Work Standards / Practices for documentation, configuration, testing, data migration, etc.

g) Training of teachers and staffs on a continuous basis.


## F.1.Training

The successful bidder must provide the training and documentation for all users of the system in the college.

Capacity Building is a highly critical component of Solution rollout. The objective of Capacity Building (CB) initiatives is to equip the users with the right skills, and knowledge to optimally use the IT solution being implemented.

Every user group would have a separate Pre and Post Implementation Training. The Training program would be split into series of sessions for different user groups and across functional areas of the system.

The implementation agency shall be responsible for the following activities as part of the End User and Train the Trainer. Training should include:

a) Develop overall training plan including formation of user groups and classification.

b) Develop Location-Wise Training Schedule, Curriculum, and Training Material for Departmental Staff.

c) Deliver training to end users including carrying out the training effectiveness evaluation.

d)       Measuring the Effectiveness of Knowledge Transfer.

The following activities need to be performed by the bidder as part of Training documentation:

a)       Defining overall training requirements in consultation with college authority

b)       Preparation of training plan, schedule etc.

c)       Make provision of self-guided online training modules accessible over web or offline.

d)       Plan and impart training for trainers.

E)       Preparation of training guides / user manuals for the application and installation manual and administration manual.

f)       Documentation to be provided to the college in electronic medium and Book- let in binding form.

g)       Bidder is required to provide training manuals and interactive video tutorials for all the modules and applications of the customized solution as per the University/College requirements. The manuals should be updated as and when features/ functionalities in the system changes.

h)       Based on the skills of the users, the bidder has to provide comprehensive training, recommend approach for the same.

i)       Bidder is required to provide application software training to end user. The classroom trainings can be provided at University/College Level / as mutually decided by the bidder and various University Dept./College.

## Preparation of online training modules

Use of recommended training tools / software(s) for providing various training is essential. Adequate training material which includes training manuals, quick reference cards etc. should be provided during the training sessions. The recommended training material should be in paper & electronic media with courses on fundamentals, business process overview, job activity training, and delivery options being on-line, instructor led classrooms, etc. Online training modules shall be made available to that user can keep on taking these training in case of eventualities like promotion and transfers. Online should cover all the training as mentioned in above section.

## F.2.Refresher Training

The System Integrator shall also be responsible for retraining the above staff when-ever changes are made in the application and/or personnel. It is the responsibility of the System Integrator to ensure that the staff from the departments and college involved in the operations is familiar with new versions (if any) of the IT system.

### F.3. On-Site Support

The bidder shall also be required to provide permanent onsite support for on- boarding, training and hand-holding.

# (G)Instructions for submission of Technical & Financial bids

## i.Envelope-1:

It should contain two envelops; one small envelope containing DD towards cost of tender documents **Rs 1,000/- (One thousand only)** as well as **EMD Rs 100,000/- (One lack)**. The Envelope should be written on top as "**Tender Cost + EMD**". The other envelope shall contain all material, documents as stated above like credential, turnover, reports, photographs, time schedule, management planning etc. in a sealed cover. The bid document along with its annexures downloaded from website **(https://vksu.ac.in/)** shall be duly signed on each page by the bidder and should be enclosed along with the envelope. It should be written on top as "**Documents for Technical Bid**". Both these envelopes should be placed in a cover envelope which should be written on top as "**Envelope-1: Technical Bid**". In case of no deposit of cost of tender document and EMD, the technical bid of the firm shall not be evaluated and the firm shall be kept out of consideration in further bid process. The technical bid without proper list of Tender document and EMP shall be separately rejected without assigning any reason.

## ii.Envelope-2:

Financial bid as per the format enclosed in the **Annexure-I** should be packed in a separate envelope and sealed and written on top as "**Envelope-2: Financial Bid**". Financial bid of only those firms shall be opened who qualify in the technical bid and presentation evaluation.

## iii.Envelope-3:

This will contain Envelope-1 and Envelope-2 and shall be sealed. This envelope should be super scribed with the **Name of the project, date & time of submission and sent by Regd. Post/Speed Post/Courier or by hand only** at Registrar, Veer Kunwar Singh University, Ara, which should reach within prescribed time for submission.

## Note: Authentication of Bids

The original bid will be signed by a bidder's person duly authorized to bind the bidder to the contract. A letter of authorization in the name of the person signing the bid shall be supported by a written power-of- attorney accompanying the bid. All pages of the bid including the duplicate copies, except forum-amended printed literature, shall be duly signed and stamped.

**Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

## II. Termination of the bid

• Against all expectation entertained by university, if none of the participating firms could be declared by the Selection committee as the winner of the bid, the bidding will be regarded as terminated.

• University, reserves right to accept or reject any/ all bidders without assigning any reason (s)thereof.

## III. Award of work

The work will be awarded as per recommendation of the Selection Committee.

The decision of the Selection Committee shall be final & binding on participating firms.

## VI. Penalty Clause:

Company/firm should maintain safety, accuracy, confidentiality and secrecy while executing the job. For any lapse in security, inaccuracy or mishandling/misuse, or any other found thereafter, penalty equal to 10% of the contract value payable will be imposed on the company/firm and contract will be terminated entailing forfeiture of Security Deposit or will- warrant any other action as deemed fit by university.

## VII. Terms for Payment:

Payment will be made monthly/quarterly after extention of contract agreement and on satisfactory extention of the work.

- After project completion or go-live university will release the full payment.
- If any dispute in payment after go live, Company will take legal action against university in Honorable Patna High-Court.
- 

## VIII. Duration of the Project:

The contract should be valid for a period of 24 months from the date of execution/signing of the contract agreement may be extended, if required.

## ix. Other Terms & Conditions

(i) No deviation shall be acceptable in the terms and conditions of the contract applicable to this invitation to tender.

(ii) Hypothetical and conditional tenders will not be been entertained.

## x. Security Deposit.

A sum of Rs. 2.00 Lakh should be deposited by the successful bidder at the time of execution/signing of contract agreement in the firm of DD of FDR of Nationalized/Scheduled Bank of India.
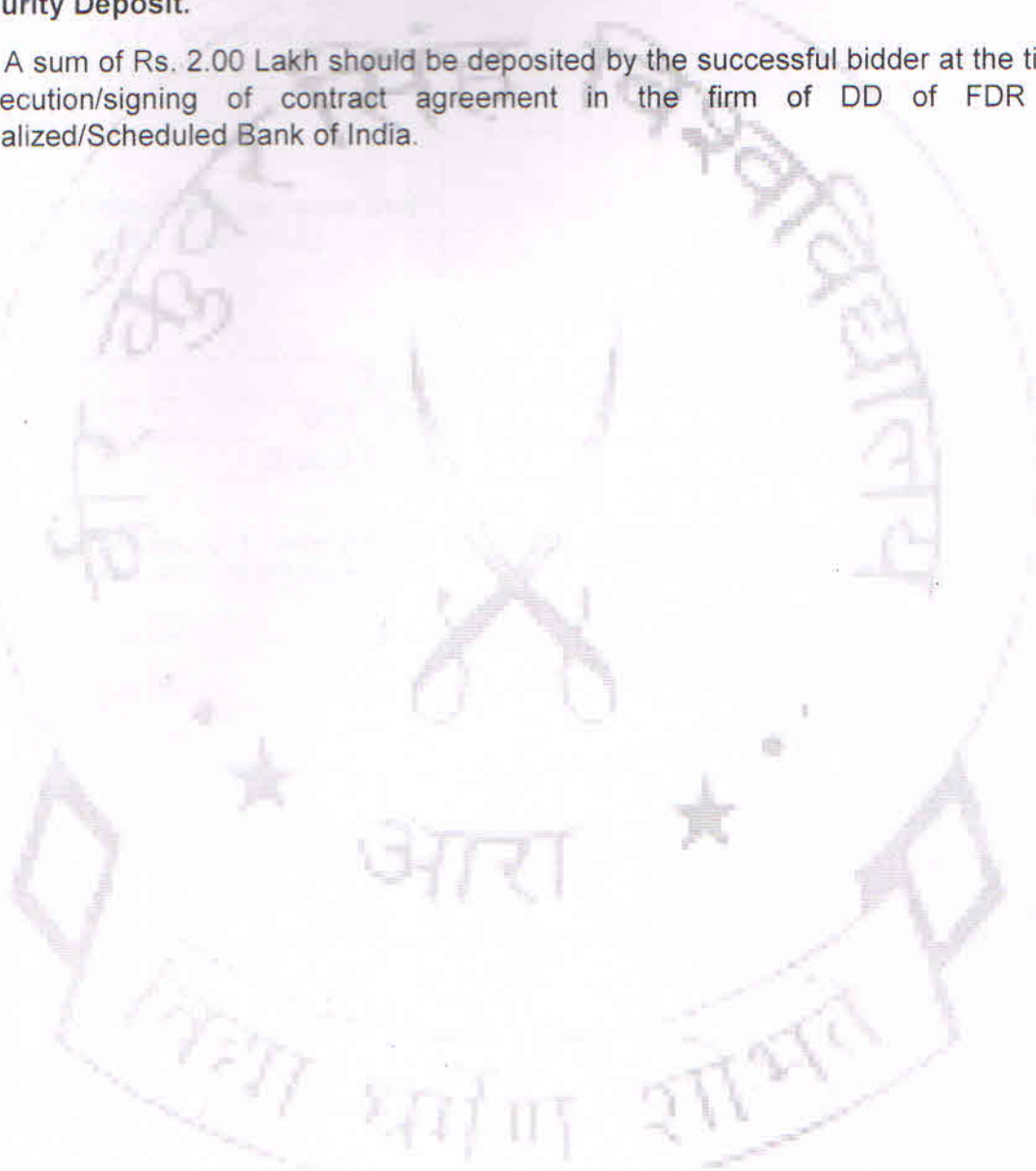
# ANNEXURE - I

# H. FINANCIAL BID

| SL# | Particular | Description | Rate in Figure (Rs.) | Rates in Words(Rs.) |
|-----|-----------|-------------|---------------------|---------------------|
| 1 | Per College Onetime fee payable for one year of successful operation | | | |
| 2 | Per College Maintenance and successful deployment. | | | |
| | Total | | | |
| | GST 18% | | | |
| | Grand Total | | | |

In the event of discrepancy in rates in figure and words, the lower rate will be considered for evaluation of the bid value.

# ANNEXURE – II

# I. Expression of Interest (EoI) Response Form

(To be compulsorily submitted with EoI)

Note: Details filled in this form must be accompanied by sufficient documentary - evidence, in order to verify the authenticity and correctness of the information.

| Sl# | Description | Details (to be filled by the responder to the EoI) |
|---|---|---|
| 1. | Application fee/ cost of tender document (Rs.1,000) | |
| 2. | EMD (Rs. 100,000.00) | |
| 3. | Annexure I- Financial Bid | |
| 4. | Annexure III- Undertaking by the Bidder | |
| 5. | Warranty Declaration on Self Certified Letter Head as per the draft above. | |
| 6. | Name of the Company | |
| 7. | Official Address | |
| 8. | Phone no. and Fax No. | |
| 9. | Corporate Headquarters Address with phone no. and fax no. | |
| 10. | E-mail address of contact person | |
| 11. | Web site address | |
| 12. | Details of company registration (please enclose attested copies) | |
| 13. | Name of Registration Authority | |
| 14. | Registration no. and year of registration | |
| 15. | Product/service for which registered with validity period | |
| 16. | GST registration no. | |
| 17. | Permanent Account Number (PAN) | |
| 18. | Whether the company registered under MSME. | |
| 19. | Name of Bankers along with Branch (as appearing in MICR Cheque) and Account | |
| 20. | Name of the Authorized Signatory, who is authorized to respond to the EoI | |
| 21. | Audited reports of the last year | |

| 22. | Copies of orders/ agreement of the previous works or orders | |
|-----|--------------------------------------------------------------|---|
| 23. | Other Documents provided | |
| 24. | Name and address of the Organization/University with<br>which the company has agreement or MOU | |

# Annexure III

## J. UNDERTAKING BY THE BIDDER

I declare that I have gone through the Instructions of the Tender, Pre-Qualification Criteria (PQ), Scope of Supply with Specification, Evaluation Criteria and Terms & Conditions of Price Agreement and I shall abide by these conditions.

**(Signature of Bidder with Seal)**