

EXPRESSION OF INTEREST (EOI)

For Procurement/Subscription of Accreditation Data Management Software

September 2021



INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT, AHMEDABAD

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1. INTRODUCTION, BACKGROUND & OVERVIEW

1. Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University. Institute of Infrastructure, Technology, Research And Management offers Bachelor and Master of Technology programs in Civil Engineering, Mechanical Engineering, and Electrical Engineering. The Institute also offers Ph.D. studies in various fields in Basic Sciences, Engineering, Humanities and Social Sciences.
2. Being a premier education institute of national repute, the authorities do not want to compromise with the quality of the services being provided by the agency.
3. The objective of this expression of interest is the empanelment of at least 03 Agencies for purchasing Accreditation Data Management (ADM) Software for the Institute.

2. ELIGIBILITY CRITERIA

1. Supplier/agency must have annual turnover not less than Rs.50 Lacs in each of the last three years.
2. The Bidder has to submit at least last three years Income Tax Return of their firm.
3. The Bidder has to submit the Firm Registration Certificate.
4. Bidder shall have to submit the copy of Purchase Order of 02 or more Government / Semi Government agencies/firm/Institution where they have provided ADM software or any such similar software.
5. All bills should be in triplicate and shall invariably mention the number and date of supply order.
6. The Bidder shall have to submit the Photocopy of PAN card.
7. The Firm should be registered for GST, the bidder has to provide document showing GST Number (If applicable).
8. For further information, one can contact at Office of IITRAM in person or e-mail at office@iitram.ac.in
9. The important date of this EOI is mentioned below:

Sr. No.	Particulars	Date
1	EOI – Publishing in News Papers	10-09-2021
2	Bid Submission on or before	01-10-2021 till 17:00 hrs.

3. SCOPE OF WORK:

The ADM software to be procured should have the following capabilities:

1. Collect and organize Criteria-wise data, Department-wise data for accreditation and assessments in one place.
2. User management to collect, review/approve data as per NAAC, NBA, NIRF, AISHE, SIRF, ABET process.
3. Automatic generation of SSR, AQARs and other report as per the NAAC format, NBA format, and other national and state ranking agencies like NIRF/AISHE/SIRF.
4. Estimate Score/CGPA for each department and the Institute for NBA accreditation and NAAC assessment.
5. Support all the required processes and criteria defined by various regulatory and rating bodies such as NAAC, NBA, ABET, NIRF etc...
6. OBE framework for each program and Compliance with NBA and NAAC criteria.
7. Computation and analysis of Program Outcomes (POs) and Course Outcomes (COs) for each course, batch, and student.
8. Provision for customized feedback system and analysis as per the NAAC and NBA guidelines.
9. Analysis and remedial actions for weaker students as per OBE.
10. Provision of Role-based access to stakeholders, with no direct access to the institutional data layer including the crucial legacy data of the institution to ensure complete privacy.
11. Storage of institutional data & supporting documents on highly secured cloud servers with the provision of multiple data backups.
12. Compatible with the different accounting and library software for import and export the data.

4. TERMS AND CONDITIONS

1. Neither IITRAM, nor its employees or consultants accept any liability or claim of any sort in relation to this EOI, make any representation or warranty as to the accuracy, reliability or completeness of the information in this Expression of Interest (hereinafter called the “EOI”) and it is not possible for IITRAM to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. Each Service Provider should conduct his/her own investigations and analysis, check the accuracy, reliability and completeness of the information in this EOI, and obtain independent advice from appropriate sources.
2. IITRAM reserves the right to change, modify, add to or alter the process including inclusion of additional criteria, right to ask for additional information and to ask explanations and clarifications and the right to reject any or all of the proposals submitted in response to the EOI. Nothing in the EOI should be relied on, as a promise or representation as to the future.
3. The courts at Ahmedabad shall have jurisdiction over any dispute regarding this EOI. Proposals must be made directly and must not be through subsidiaries or joint ventures/ consortiums / partnership.
4. The contract is valid for the period of two years subject to these terms and conditions and will be reviewed for renewal, as per the IITRAM rules.
5. The contract may be renewed on mutually acceptable terms and conditions for further period on the basis of requirement and performance.
6. Any conditional offers or any alternations/corrections made in the EOI form will not be considered. Similarly incomplete and unsigned EOI documents are liable to be rejected straight away.
7. Dispute, if any, arising out of the lease agreement for Accreditation Data Management Software will be settled by mutual discussion within a period of seven days, In case the same is not settled amicably, then the decision of Registrar, IITRAM Ahmedabad will be final.
8. The EOI submitted by the bidders will remain valid for a period of 60 days from the date of opening of EOI.
9. The last date of the submission of this EOI is **01-10-2021**.

10. GST will be paid extra- as applicable.
11. No extra / advance payment in any case will be made by our office. No supplementary bills will be entertained.
12. Security deposit: The successful Bidder shall be required to furnish/deposit Performance Bank Guarantee from any nationalized bank @3% of the cost of the software to be supplied/installed at IITRAM for the duration of one year in favor of Registrar, Institute of Infrastructure, Technology, and Research and Management within 30 days of the receipt of the Purchase order.
13. Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
14. The Bidder shall have to enter into the agreement in the prescribed Performa.
15. Only on satisfactory completion of the supply/installation of the software and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit will be refunded after one year of the Purchase date. No interest shall accrue on this deposit.
16. Time allowed for completion of work/delivery/installation shall be strictly followed, otherwise the supplier shall be liable to penalized at the rate of 0.5 % of the order value of the job undone per week of delay.
17. The payment will be released within 30 days after successful supply/Installation/completion of work at our Institute.
18. The right to accept or reject without assigning any reasons any or all EOI in part or whole is reserved with the Registrar, IITRAM and his decision(s) in all matters relating to acceptance or rejection of the EOI as a whole or in part will be final and binding to all.
19. No separate agreement will be required to be signed by the successful agency(ies) for the purpose of the contract for supply. Rates offered in response to the EOI shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
20. The contract may be renewed on mutually acceptable terms and conditions for further period on the basis of requirement and performance. The lease contract can be terminated by the Lessee after giving two month notice to the Lessor without assigning any reason for doing so.

21. Any conditional offers or any alternations/corrections made in the EOI form will not be considered. Similarly, incomplete and unsigned EOI documents are liable to be rejected straightway.
22. The EOI submitted by the bidders will remain valid for a period of 90 days from the date specified for the opening of EOI.

5. EXPRESSION OF INTEREST (EOI)

Through this EOI, IITRAM is interested in short listing qualified Information Technology Consultancy Organizations for providing Accreditation Data Management Software.

The selected vendor shall also be responsible for the complete turnkey operation of the IT systems to ensure 24 X 7 operations.

- IITRAM invites Expression of Interest (EOI) from vendors with experience in successfully executing similar projects. The shortlisted vendors shall be provided with further opportunities for interaction with IITRAM to study and submit a detailed technical and financial proposal for the objectives set forth in this EOI document.
- The selection of the successful vendor among the short listed ones shall be based on technical and financial criteria. IITRAM reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained. The vendors may please visit IITRAM website at <http://www.iitram.ac.in> or e-mail for technical details at office@iitram.ac.in.

6. SELECTION METHOD

Stage I: Expression of Interest (EOI)

IITRAM invites Expression of Interest (EOI) from experienced Software Consultancy Organizations with expertise in providing ADM Software Development, Customization, Maintenance, Management and User support for our Institute. The institute will short-list only those who fulfill the criteria as per requirement in section 3 (**Scope of Work**).

Stage II: Request for Proposal (RFP)

1. IITRAM shall circulate a detailed RFP among the shortlisted vendors only.
2. The shortlisted vendors may also carry out the required study of the requirements, at their own cost, based on the RFP.
3. The shortlisted vendors shall submit a detailed Technical and Financial Proposal as per RFP document. The bidding process shall be a two-stage process.
4. The technical proposals submitted by the vendors shall include all details as per RFP shared with them (to be provided later to the shortlisted vendors only) and shall be evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70.
5. The financial proposals shall be submitted as per RFP format shared with them (to be provided later to the shortlisted vendors only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30, with the Lowest bidder getting 30 and all other bidders getting marks relative to the Lowest bid.

The combined score of technical and financial will be taken into consideration and the vendors shall be ranked as per the combined score and shall be selected for further contract discussion.

The vendor should have technically qualified and well experienced strong in-house resource base.

7. PROCEDURE TO BE FOLLOWED

1. ADM Software Service Providers must submit the covering letter and the Rates as per prescribed format (Annexure- I) along with all other necessary documents.
2. The documents to be submitted must be given in a spiral bound book with each page numbered and indexed with a table of contents.
3. EOI document must be sent in a sealed cover by register A.D. so as to reach this office on or before 01-10-2021 before 17:00 hrs.
4. EOI document should be sent duly super scribed on top of the envelope kindly mention: **“EOI Physical Documents for providing ADM Software due on 01-10-2021 before 17:00 hrs.”**
5. Open Envelop or over writing on envelop will not be accepted.

Submission of the Proposals

The required documents as per mentioned in this EOI, of the proposals organized as above, shall be placed in a single sealed outer envelope, with the following inscription:

Registrar

**Institute of Infrastructure, Technology, Research And
Management**

Nr. Khokhara Circle, Maninagar (E),

Ahmedabad-380 026.

ADM Software Service Provider

Name of the Supplier: _____

The ADM Software Provider can submit the same by registered post/ courier or submit the proposals in person, so as to reach the above mentioned address by **17:00 hrs on 01-10-2021.**

8. COVERING LETTER – ADM SOFTWARE PROVIDERS

Date:

To
Registrar,
Institute of Infrastructure, Technology, Research And Management
(IITRAM), Nr. Khokhra Circle, Maninagar (E), Ahmedabad-380026.

Dear Sir,

Sub.: Providing ADM Software for IITRAM

Please find enclosed (Annexure-1) my/our submission in respect of ADM Software for Institute of Infrastructure, Technology, Research And Management in response to the *Expression of Interest* (referred to as “EOI”) Document.

I/ We hereby confirm the following:

1. The submission is being made by _____ (*name of the Software Provider*) in accordance with the conditions stipulated in the EOI issued by the IITRAM.
2. I/ We have examined in detail and have understood the terms and conditions stipulated in the EOI Document issued by IITRAM. I/ We agree and undertake to abide by all these terms and conditions. My/ Our Proposal is consistent with all the requirements of submission as stated in the said EOI Document issued by IITRAM.
3. I/ We further confirm that we have not offered nor will offer any illegal gratification in cash or in kind to any person or agency in connection with the EOI/ Proposal.
4. I/ We confirm that I/ we have never been jailed or convicted of any criminal or civil offence.
5. I/ We confirm that I/ we have never been blacklisted in or debarred from any empanelment/ tendering process anywhere till date.

For and on behalf of :

Signature :

(Authorized Representative and Signatory along with seal)

Name of Person :

Designation :

ANNEXURE – I
Information of the Supplier of ADM Software

To be filled by IITRAM:

Service Provider Reference	
Proposal Reference	

Overall Communication Address:

1.	Contact Person	
2.	Permanent Account No. (PAN)	
3.	Full Address with PIN	
4.	Landline No.	
5.	Mobile No.	
6.	E-mail ID	
7.	Name of the Supplier with Address:	

Dated: _____

Name & Signature with stamp of the

Place:- _____

Authorized Signatory

CHECK-LIST

Required Documents	Attached / Not Attached
Self-attested copy of GST and Firm Registration.	
Self-attested copy of PAN Card under Income Tax Act.	
Copy of terms & conditions and every page of the tender duly signed and seal of the firm, in token of acceptance of terms and conditions and tender as quoted.	
Name and Addresses of Government Institute/Firm/Organization where same or similar Software have been provided	
A certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firms or its owner/partners anywhere in India. (Section 8)	