

Expression of Interest (EOI)

EoI Ref. No IITH/EOI/ERP/2020/001

Date: 02/10/2020

Indian Institute of Technology Hyderabad invites online Expression of Interest (EOI) from eligible, reputed companies/firms for implementing ERP (Enterprise Resource Planning) Systems for the Institute as specified in this EOI document

The Expression of Interest Document can be downloaded from <https://mhrd.euniwizarde.com>. OR Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> OR the Institute website - <https://iith.ac.in/tenders>

The EoI is to be submitted online only through the E-procurement portal of <https://mhrd.euniwizarde.com>.

Schedule of Dates

Sr. No.	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	02/10/2020	1700 hrs
2	Submission Start Date	02/10/2020	1701 hrs
3	Submission Close Date	25/10/2020	1700 hrs
4	Opening of Expression of Interest	26/10/2020	1100 hrs

No manual document will be accepted. All documents should be submitted online through the E-procurement portal of <https://mhrd.euniwizarde.com>.

Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support - Phone No. 011-49606060. Mail id: helpdeskeuniwizarde@gmail.com

INSTRUCTIONS FOR ONLINE SUBMISSION

The Tender Document can be downloaded from <https://mhrd.euniwizarde.com> OR Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> OR Institute website- <https://iith.ac.in/tenders>.

The bidders are required to submit soft copies of their bids electronically on the <https://mhrd.euniwizarde.com> using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online.

The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on <https://mhrd.euniwizarde.com> the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on maybe obtained at: <https://mhrd.euniwizarde.com>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol on the e-Procurement Portal with clicking on the link “Online Bidder Enrolment ” on the e-tender Portal by paying the Registration fee of Rs.2000/- +Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile. Or bidders can contact our help desk for getting the DSC.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id helpdeskeuniwizarde@gmail.com for activation of their account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by IIT Hyderabad.
3. Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable

and enter details of the instrument.

4. In case of Bank Guarantee (BG) bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Technical Bid. In case of non-receipt of BG in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal <https://mhrd.euniwizarde.com>), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using <https://mhrd.euniwizarde.com>

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact euniwizard helpdesk (as given below) for any query related to etendering -
Phone No. 011-49606060. Mail id: - helpdeskeuniwizarde@gmail.com / Mr.Sanjeet Kumar Jha –
(M) 8882495599/9355030626 (Email) ewizardsanjeet.kumar@gmail.com

SECTION-I

1. EOI Notification:

IIT Hyderabad (IITH) invites Expression of Interest from eligible, reputed companies/firms for implementing ERP (Enterprise Resource Planning) for the Institute as specified in this EOI document.

This EoI is issued with the objective to finalize and issue the Request for Proposal (RFP) for implementation of an ERP Solution in IIT Hyderabad. IIT Hyderabad reserves the right to use the documents submitted as part of this EoI in finalization of the RFP.

BACKGROUND

IIT Hyderabad is an Institute established under IITs Act 1961 and is an Institute of National Importance. IITH is a fully funded Autonomous Body under Government of India. It is a teaching and research Institute.

IITH has currently 17 Academic departments (list is in the Annexure), Administrative Departments, Centers of Excellence, a few Section-8 Companies (Incubated by IITH), and One Technology Research Park.

Brief About the Institute and the activities:

At present, the Institute has 2984 students. The Institute has planned to accommodate 4500 plus students by the end of Phase II of campus construction. The Phase II includes 8 departmental buildings, hostels, sports complex, guest house, Admin (main) building, Incubation Centre, Knowledge Centre (Library), Research Centre Complex and Lecture Halls. The construction activities of Phase-II have commenced in April 2019 and expected to be completed by 2022.

IIT Hyderabad started its academic programmes in 2008 with student strength of 111 in three branches of B.Tech. In January 2009, IITH admitted 11 Ph.D. students. As of September 2020, IITH has 17 departments with enrolment of 2984 students, pursuing studies in various programmes viz. B.Tech. (913 excluding 2020 intake of 425), B.Des(10 excluding 2020 intake of 20), M.Sc. (168), M.Tech. (760), M.Des (61), M.A (19) , and Ph.D (1053). IIT Hyderabad started M.Tech in Data Science for working professionals from July 2015. From July 2019, IIT Hyderabad will be offering B.Tech programme in 11 departments; B. Des. Programme in Design, M.Sc. programmes in 03 departments;

EOI for ERP System for IIT HYDERABAD

18 M.Tech. programmes across 10 departments; M.Des. Programme in Design; MA programme in Liberal Arts and Ph.D in 15 departments.

As of April 2020 IIT Hyderabad has 220 faculty members. As far as non-faculty posts are concerned, Institute is functioning with 157 permanent staff and several project staff. IIT Hyderabad has a very vibrant research culture with nearly 1100 plus Grant-in-Aid projects and 190 labs.

It may be noted that the number of Departments and students may vary from time to time.

Entrepreneurship is another thrust at IITH. In order to promote entrepreneurship, IITH has introduced minor in entrepreneurship. Fourteen companies have been incubated so far.

The Bidders have to understand the functioning of the Institute while preparing their offers. The following are required to be considered:

1. IIT Hyderabad is a growing organization.
2. The number of students, faculty, staff, students, research / project staff, research projects, etc are continuing to grow.
3. The number of departments, centers, and programmes offered will also continue to grow.
4. The proposed ERP solution should facilitate the smooth creation of new departments/centers/courses etc. and also should enable smooth functioning, integration and coordination of all units.
5. The provider of ERP solution should also port data from the existing systems to the new ERP system.

SECTION-II

ELIGIBILITY CRITERIA FOR THE BIDDER

PRE-QUALIFICATION CRITERIA (Stage-I)

- 1) The bidder/ Company should have been in the software design and development business and in implementation of ERP (Enterprise Resource Planning) Systems for at least 5 years as of 31st August 2020. The Bidder should be registered for Sales Tax/VAT/Service Tax/Excise/GST as applicable. The copies of documentary evidence in support of this must invariably be enclosed with the offer.
- 2) The bidder should have an average turnover of at least Rs.3 crores (Rupees : Three Crores only) in the last 3 financial years, as revealed in Annual Financial Statements reported in India in each of the last 3 financial Years (2017-18, 2018-19, 2019-20, in any case in a given year it should not be less than Rs.2 Cr
- 3) The bidder/Company should have completed & maintaining during the last 5 years at least **TWO** projects of ERP System Supply/Development and Implementation with any of CFTI/ State or Central University/ IIMs/IIITs/ ISB and Deemed Universities having at least 1000 students.
- 4) The bidder / company should submit a detailed documentation in respect of at least one ERP system they have implemented in any one CFTI/ State or Central University/ IIMs/ IIITs/ISB and Deemed Universities. The documentation should detail the tender document, the modules implemented, methodology followed, time taken to complete the implementation from the date of issue of LOI, the functionalities implemented in each of the modules with work flow charts, the methodology used to derive work flow charts, a diagram showing the interaction between different modules, security mechanisms used in the solution, the nature of AMC contract, details of training to the Staff of the client, etc.
- 5) The bidder/Company should not have been debarred/blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/IITH or any other organization. **Undertaking in this regard is to be submitted by Bidder.**
- 6) Bidders are required to submit all supporting documents for above criteria with sign and stamp.



Indian Institute of Technology Hyderabad
Kandi, Sangareddy - 502 285, Telangana, India
Phone: 040-23016071:
Website: www.iith.ac.in, Email: office.stores@iith.ac.in

PRESENTATION TO THE EVALUATION COMMITTEE (Stage-II)

Companies/Agencies shortlisted in pre-qualification (Stage I) will be invited for making presentation in presence of ERP Evaluation Committee at IIT Hyderabad, they will be given a slot of fixed time period at a later date.

There will be no shortlisting/selection of bidders after Expression of Interest and the provision of bid submission will be open to all eligible bidders based on the Tender document (NIT) /RFP which will be published later , in line with non- committal mode of Expression of Interest.

The Director, IIT Hyd reserves the right to modify contents of this Invitation for EoI or withdraw it completely at any point in time, without assigning any reason thereof.

SECTION-III

1. SCOPE OF WORK:

IIT Hyderabad intends to implement an ERP project to automate and streamline its core Administrative, Academic, HR, Financial, Examination and other processes to improve administrative efficiencies and provide improved services to its stakeholders. For this purpose, it requires services of a competent IT Company/Firm which can understand the Institute's requirements of ERP and provide complete ERP Application with implementation. The broad functional areas/modules identified, to be covered under 'The ERP System for IITH include; but not restricted to-

- Academic Information Management System
- Admissions
- Alumni (IAR)
- Attendance
- Budget, Finance and Accounting
- Payroll
- Stores & Purchase
- Inventory/Asset Management System
- Research and Development Projects Management
- Patents and Publications management
- Faculty & Staff Information
- Fee Management
- General Administration
- Hostel Management System
- Human Resources Management Recruitment as per GoI rules catering to reservations, roster maintenance, etc.
- Establishment Module including Employee Performance appraisal module (APAR)
- Infrastructure (Equipment) Management
- Construction and Maintenance Division (CMD)
- Hospital Management System
- RTI and Vigilance Cell Module
- Sports Management System
- Security Management System

While above inclusions are to guide the core functionality expected, these may however be added/amended based on IITH's requirement. IITH reserves the right to procure any one or combination of modules listed above or proposed by the bidder with necessary required customization/modification.

Further, the following requirements should also be met by the proposed solution:

1. Front-end needs to be mobile responsive which will change itself to Mobile/Tablet/Laptop/Desktop's display accordingly for better view and usage of the application.
2. Single Sign On (SSO) needs to be implemented, which will allow to login into multiple modules with one login.
3. Every module (excluding sub modules) needs to be deployed in an independent virtual machine environment and the source code has to be given to IITH perpetually.
4. Every module needs to communicate in a secure way (i.e., using REST API) with the other modules in case of data transfer/communication.

2. IMPLEMENTATION:

1. To implement the solution at locations - as required by the IITH.
 - a) IITH may implement the ERP in phases.
 - b) IITH may contact the organization where similar ERP has been successfully implemented by the bidder.
2. To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures, disaster recovery, change management, etc.
3. The Bidder is expected to incorporate all changes in business requirement in the application during the term of the project if any such changes arise.
4. Data integration/migration from the existing system to the new ERP System of IITH.
5. The bidder is required to depute adequate number of appropriate personnel at the user sites for required no. of days during the ERP Project Implementation.

Training to the Users/Staff:

1. To prepare training schedule of ERP System/Modules for end users and take approval from IITH.
2. To train the designated technical and end users to enable them to effectively operate the ERP System/Modules.
3. To prepare training manuals and videos for ERP System/Modules and submit to the IITH.

Technical Support and AMC:

The Bidder/Company/firm has to give full support for five years after the ERP system goes live with AMC contract.

Details of ERP System for IITH:

Bidders are required to provide the following details of their proposed ERP System for IITH. For Additional/More details bidder can attach Separate Sheet/Brochure/Documents in the Technical Bid with Authorized sign and stamp.

(I) Modules available in the ERP System being presented by the Bidder.

S.No	Name of Module	Available Features
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

(II) Platform/Other Technical Details related to ERP System proposed for IITH:

Software Development Platform/Frontend/Programming Languages, etc.

1) Backend Database Software/Platform:

2) Operating Systems Compatibility: _____

3) Browser Compatibility: _____

4) Software Licenses requirements to use/run ERP System (if any): _____

5) (A) Onsite _____

(B) Cloud Base: _____

6) Security Parameter/Measures in ERP System: _____

7) Any Other Application/System Related Technical Details: _____

Annexure-1 List of Academic Departments

Departments in Engineering

- Artificial Intelligence
- Biomedical Engineering
- Biotechnology
- Chemical Engineering
- Climate Change
- Civil Engineering
- Computer Science and Engineering
- Electrical Engineering
- Engineering Science
- Materials Science and Metallurgical Engineering
- Mechanical & Aerospace Engineering

Departments in Science

- Chemistry
- Physics
- Mathematics

Departments in Liberal Arts, Design, and Management

- Liberal Arts
- Design
- Entrepreneurship and Management

Annexure-2

Administrative Departments

- Director's Office
- Dean's Offices
- Registrar's Office
- HoDs' Offices
- Academic Section
- Administration Section
- Establishment Section
- Recruitment Section
- Finance and Accounts Section
- Research and Development Accounts Section
- Stores and Purchase Section
- Hostel Coordination Unit
- Construction and Maintenance Division
- Guest Houses
- Security Office
- Central Workshop
- Placement Section
- Hospital
- Computer Center



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BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____
Name of Partners /Director : _____
City : _____
Postal Code : _____
Company's Establishment Year : _____
Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others (In case of Others please specify)

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others (In case of Others please specify)

CONTACT DETAILS

Contact Name : _____
Email Id : _____
Designation : _____
Phone No : (_____) _____
Mobile No : _____

Other Details

Vendor's PAN No. _____ (attach copy)

Vendor's GST _____ (attach copy)

Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Envelope-(Technical-Bid) (Following documents to be provided as single PDF file) Pre-Qualification Documents (Please refer Section II)			
Sl. No.	Content	File Types	Document Attached
1	Annual Financial Statements for the last 3 financial years in support of financial turnover.	pdf	(Yes /No)
2	Completion Report of Two Projects of ERP System during the last five years	.pdf	(Yes /No)
3	Detailed Documents in respect of atleast one ERP system. (Refer point No.4 of Pre-Qualification Criteria)	.pdf	(Yes/No)
4	Self-Declaration by the Bidder – Not Debarred/Black List	.pdf	(Yes/No)
5	Bidder Information Form	.pdf	(Yes/No)

END OF DOCUMENT