**TENDER DOCUMENTS**

***Campus Management Solution(CMS)***

***For UET Mardan***

**August, 2019**



**UNIVERSITY OF ENGINEERING & TECHNOLOGY**

**MARDAN**

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**UNIVERSITY OF ENGINEERING & TECHNOLOGY MARDAN**

**Tender Notice # UETM/M/2019-1**

**Campus Management System (CMS) For UET Mardan**

University of Engineering & Technology Mardan invites single stage two envelope procedure bids in sealed envelopes (Technical & Financial Proposals) from reputed IT and Software Services Organizations (registered with Pakistan Software Export Board, Income Tax and Sales Tax Department) in accordance with instruction of tender document, for Hiring Consultant’s services for development and implementation of Campus Management Solution in University of Engineering & Technology Mardan.

Tender form along with detailed specification, term and conditions can be obtained from the office of the treasurer, University of Engineering & Technology Mardan upon online Deposit Receipt of fee Rs. 1500/- (Non-Refundable) in favor of PD UET Mardan in A/C No. 000245294936, United Bank Limited, New Ada Branch Mardan.

Pre-bid meeting (along with pre-bid queries on the Request for Proposals) is scheduled by (**Thursday) September 12, 2019 at 2:00 pm** in committee room University of Engineering & Technology Mardan.

Bids duly prepared as per instructions in the bidding documents must reach along with the earnest money @2% of bid cost in shape of Deposit at Call from any scheduled bank in favor of PD University of Engineering & Technology latest by **(Monday) September 23, 2019 (10:30 am). Bids will be opened on the same day at 11:00 am** in Committee Room, University of Engineering and Technology Mardan.

University of Engineering & Technology Mardan reserves the right to accept or reject any/all bid(s) with cogent reasons.

The details i.e. Tender Specification and TORs can also be obtained from the official website of the University i.e. [www.uetmardan.edu.pk](http://www.uetmardan.edu.pk)

Manager CMS & IT,

University of Engineering & Technology Mardan

Charsadda Road, 23200 Mardan

Khyber Pakhtunkhwa, Pakistan

Phone: +92-937-9230458 (Server Room)

**ABOUT THE PROJECT**

The University of Engineering and Technology (UET), Mardan is an autonomous body established under the auspices of the Government of the Khyber Pakhtunkhwa. UET Mardan offers B.Sc. Engineering programs in the field of Electrical Engineering, Computer Software Engineering and Telecommunication Engineering. It also offers BS Computer Science as Non-Engineering program. Beside Undergraduate programs, UET Mardan also offers Post-Graduate programs in various disciplines.

**Campus Management Solution**

UET Mardan needs the following modules but not limited to. The University of Engineering & Technology Mardan may need a change at any time.

**CMS Modules**

|  |  |  |
| --- | --- | --- |
| **S.**  **No.** | **Main Modules** | **Features** |
| 1 | Admission  Module | * Online Registration- Prospective Students register for programs and uploading * student's credentials based on which admission management process is triggered * Upload/ download of application forms * Merit List - Admission Category wise seats handling, custom rule-based short listing, * counseling, documents verifications and admission conformation at university level * Errors, deficiencies and omissions alert in admission form. * Admission Process- Collection of Fees, Assignment of roll numbers, ID card generation at university level. * Handling of Cancellation/Transferring of Admission * Facility to define merit including quota, marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualifications possessed by the candidate. * Facility to generate & publish Final Merit list for normal & exempted students & send alerts to successful candidates * Facility to handle waiting list * Facility to generate notification to the successful candidates to deposit fee as per the schedule * Final Merit list preparation based on the criteria defined in each program * Facility to exempt students from Entry test and interview based on some specific program * Promotion to final merit list of the Entry test and Interview exempted applicants * The system should facilitate multiprogramming admissions i.e. BS, MS/MPhil and Ph.D. * The system should facilitate the university or a department if test for admission is conducted by the university or department. |
| 2 | Student Self-  Service Module | * Students Able to access information via Student Centre * Able to view personal information such as addresses, contact numbers, emails, emergency contacts, extracurricular activities, work experiences, honors and awards online * Student should not able to update personal information (Only view and print). * Able to view batch/program/research/project advisor that has been assigned * Able to view personalized individual course schedule in a list view or calendar view * Able to view instructor, venue, date, time information for each class/lab * Able to have date range and day range to view calendar view * Able to perform search for available courses / subjects and view information of each course * Able to add courses to a student shopping cart before checking out * Able to drop classes from enrolled classes * Able to view grade (current and history) online * Able to request for official and unofficial transcript * Able to apply for graduation * Able to view outstanding payment amount details and payment history * Able to communicate with program advisors online * Students should be able to see their attendance summary and detail through Self-Service |
| 3 | Faculty Self-  Service Module | * Able to access information via Faculty Centre * Able to view personal information online * Able to view teaching schedule online * Able to access class roster to view student who have enrolled, dropped, waitlisted * Able to access grade roster to view, add, update final grades * Able to access grade book to view and grade assignments * Able to import/export grades from Excel sheet * Able to have access to student information such as personal information, and view academic indicators * Able to communicate with students online (selected students, all students) * Instructors should be able to see their attendance summary and detail of their classes through Self-Service |
| 4 | Examination  Management  System | * Payment of various University fee * Printing of examination Roll No. slips * Results / transcript can be viewed online * Application for Re-totaling * Completion of Degree * Application for Transcripts and Degree * Degree / Transcript verification * Application for Migration certificate * Record keeping and management of GPA and OBE-based grading * Facility to propose tentative semester wise date sheet by the head of departments. * Facility to publish final date sheet on university website as well as on student portal after getting approvals. * Facility to schedule exam and resources such as sitting capacity, supervisory staff, invigilators duties, rooms/halls allocations, date and time plan, students’ sitting location etc. * Facility for the faculty to setup scoring scheme for each course such as weightage of mid-term exam, final-term exam, assignments, quizzes, class participation, etc. to compute GPA (Course GPA, Semester GPA, Semester CGPA and CGPA). * Provision to adjust score based on relative marking where highest score and lowest score is used as a scale for computing marks. * Facility for the faculty to upload scores of mid-term, final-term, quizzes, assignments, etc. * Facility to verify and approve award list compiled by the different faculties. The award list contains the results of mid and final terms exam and score of assignment performed by the students. * Integration with student kiosk for final results and transcript so that the student can view or print it. * Upload Research/Project marks and other details * Facility to enter marks after re-totaling. Facility to handle UFM Cases. * Facility to upload Project/ Thesis Marks by Concerned Supervisor/s or R&D users * Facility to upload I-GRADE etc. Marks by Concerned department users * Facility to handle students migrated to and from other institutes. * Facility to handle course equivalency of migrated students. |
| 5 | Library  Management  System | * Circulation: This section covers functionality related to issuance/returning of titles. * Cataloging: This section covers functionality related to managing records * Advanced Search: System should support extensive search based on Keywords, content search, category, subject date etc. * Reports: This section covers functionality related to reporting. System should generate the Hold Queues, Checkouts, Overdue, Customized Repots etc. * System should generate/scan QR Code for easy management of books. |
| 6 | Hostel  Management  System | * This module should provide facility of on-line availability status, * Hostel Management System Creation of Building and Block Information Provision for creating room types(Single/Double) Room allotment to the student Online vacancy position of the room * Information about three/four seats in hostel * Student Leave Register Monitoring visitors and Guest * Register Monitoring the students hostel activity * Transfer of Rooms/Beds Room Evacuation Mess/ Canteen Management System * Fee and Fine collection |
| 7 | Student Financial  Module | * Facility to define different fee structures having multiple head of accounts/breakup * Facility to generate fee challans for the following cases   + Entry test fee   + Admission of new program   + Semester registration fee challan   + semester freeze, Transport, Hostel, etc.   + Course registration/re-registration fee/, Other fee such as transcript, degree, Diploma, certificate fee, etc. * Each challan will have multiple head of accounts i.e. security, admission, course etc. * Facility to handle the following fee scenarios:   + Instalments (Optional)   + Advance Adjustment (Optional)   + Scholarship / Financial Aid   + Waivers   + Penalties (late payment, fine, etc.)   + Refund   + Adjustment of multiple payments   + Payables (cheque or pay order or cash)   + Facility to share student details with banks and upload bank scroll of fees deposited by the students in the bank. * Provision for record reversal to rectify errors * Provision to create bank reconciliations * Facility to handle final settlement of students * Facility to generate projected fee estimates of any program enrolled with reference to any particular student. * Facility to generate challan based on different category such as batch, individual student, semester wise, program wise, etc. * Facility to maintain history of semester wise fee charged to the student. * Integration with General Ledger to post financial effects of different receipts/payments in the form of journal voucher |
| 8 | Curriculum  Module | * Facility to add department wise course code and name with number of credit hours and course type (regular, non-credit, etc.), for undergraduates and post graduates accordingly. * Facility to configure batch scheme of study with course code, course credit hour, passing marks, course type (regular, non-credit, etc.), optional or core course. * Facility to assign teachers with courses offered in the semester of the specific batch. * Facility to enter course syllabus/ outlines along with recommended books. * Students’ Group Handling’ * Facility to manage Semester and Final Notifications * Facility to enter course composition such as theory, lab, project, assignments, quizzes, etc. * System provide an interactive functionality for administratively enrolling students into a course or group of courses * System should support enrolling batch of students in a batch of classes in one go providing an interactive interface for identifying the student population and the classes population * In case of Batch enrollments, system should support selecting students and classes on the basis of flexible parameter such as Departments, Faculty, Campus etc. * System should support the replacement of an abolish course with an equivalent course (if any). * The system should support enrolment of a course in other departments with same course equivalency. |
| 9 | Degree/Transcript  Module | * Maintain student document issuance process of required certificate or degree * Maintain student document verification of required certificate or degree * Maintain stock of blank copies of transcripts, provisional certificates, degrees and distinction certificates * Integration with Student Financial Module to ensure that students’ outstanding dues have been cleared and fee for degree/ transcript issuance and verification have been paid. |
| 10 | OBE Module | **Instructor Can**:  To enable the instructor to:   * Provide/add and edit the Course Learning Outcomes (CLOs) of the assigned course (Lab, Theory) in the system. * Map CLOs to Program Learning Outcomes (PLOs) with appropriate taxonomy level, knowledge domain * Modify the CLOs and PLOs mapping * Enter/edit marks distribution for CLOs of assignments, quizzes, presentations, exams (Midterm, Final term), lab tasks, viva etc. * Enter/edit weekly distribution of course contents, quizzes, assignments, presentations, lab tasks, exams (Midterm, Final Term) etc. * Select/update appropriate rubrics for the assigned lab course CLOs * Enter/edit students attained marks of assignments, quizzes, presentations, exams (Midterm, Final term), lab tasks, viva etc. * Generate CLOs attainment reports at individual as well as cohort levels as per university policy/KPI   **OBE Coordinator can:**   * Restrict the access to the OBE module on the date as determined by the department, after which course instructor will not be able to edit/ modify the assessment scores * Access and print the overall reports related to all courses of the department * Have access to the alerts generated by the system in case of non-attainment of the KPIs for CLOs, PLOs and PEOs of the department * Incorporate the corrective measures suggested by OBE committee of the department * Add/edit the required surveys/profromas for indirect assessment of PLOs and PEOs of the department * Add/edit all the rubrics for lab courses and FYPs of the department * Enter/edit the KPIs for the attainment of CLOs, PLOs and PEOs of the department * Have access to faculty/course progress related to completion of OBE activities   **Chairman can:**   * Access/view/monitor activities of OBE coordinator   **Student can:**   * View his/her own progress/result reports of CLOs/PLOs attainment |
| 11 | Attendance  Module | * Management should be able to configure rules for attendance * System should maintain the attendance of students per course * Facility to integrate with Class Rounds for class verification * Enable faculty to punch all exams attendance (midterm, final-term etc.) * Handle merging/splitting of classes for student’s attendance during semester * Faculty and Program officers should be facilitated to rearrange the scheduled classes * Facilitate Program officer’s/Program coordinators to verify unscheduled classes * Facility to handle student unmarked attendance due to late enrollment * Short Listing of students due to attendance shortage (rule applied) * Enable Program officers/Coordinators to lock/unlock attendance prior to final term examination * System should also provide a mechanism for handling students attendance if a course is taught by different teachers. * Provide a mechanism for program coordinators to punch attendance on behalf of any faculty member in special cases (rules applied) * System should facilitate faculty to get their required reports for entire session for a selected course at once |
| 12 | Scholarship  Management  Module | * Define scholarship structures * Facility to handle donor’s Account Heads (Income, expense, payable) * Facility to handle additional scholarship payable heads e.g. stipend, lodging, books etc * Facility to define different scholarship programs offered by donors i.e. HEC, HED, USAID, Faculty Development Program, FATA Scholarship, etc. * Facility to define criteria for shortlisting of applicants for each scholarship program. * Facility to communicate approved scholarship program to the students * Facility for online apply for scholarship programs and submission of supporting documents * Facility to process received applications, assign scores and short listing (rules applied) * Provision for arranging interview sessions for shortlisted applicants and send alerts via email and SMS. * Facility to record interview marks * Provision to prepare merit list and waiting list of applicants. * Provision to record award of scholarship for qualified applicants and send alerts via SMS and Email. * Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice * Facility to handle multiple scholarships for a single student (rule applied) * Facility to provide automatic priority mechanism for assigning scholarship among multiple awarded scholarship to a student * Facility to handle automatic recurring scholarship for multiple program’s semesters to the students * Facility to automatically handle excess or less scholarship amount while assigning a single scholarship * Facility to handle total excess amount in case of multiple scholarships * Facility to reverse or halt scholarship in case student does not meet required criteria * Facility to generate the scholarship grant utilization report from the accounting system.   Facility to enter closing of scholarship award upon successful completion of the program by the student. |
| 13 | Quality  Enhancement Cell | * QEC provides information and guidance about the Cell and   the Institute’s quality assurance procedures and processes of teaching, learning and assessment in line with the HEC Quality Assurance Manual. The Cell is responsible for undertaking various assignments to create awareness, impart training and carry out various tasks for Quality Assurance in teaching and education. This sub module carries the evaluation of both Teacher and Courses taught:   * Course evaluation is a paper or electronic questionnaire, which requires a written or selected response answer to a series of questions in order to evaluate the instruction of a given course. * Teacher evaluation for improvement focuses on the provision of feedback useful for the improvement of teaching practices, namely through professional development. It involves helping teachers learn about, reflect on, and improve their practice. * Course and teacher evaluation is a mandatory process for students in the end of a semester. * The system should be design to provide /generate roll no slips for only those students who have done the evaluation. |

**TERMS AND CONDITIONS OF TENDER**

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects.  Any of the provisions terms can be altered, initiated, admitted or included in the terms & condition by the procurement committee, however this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete or which do not fulfill the requirements given hereinafter may be rendered disqualified.

**Responses to Pre-Bid Queries and Issue of Corrigendum**

The committee notified by the University will endeavor to provide timely response to all queries. However, the University makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor undertakes to answer all the queries that have been posed by the bidders.

At any time prior to the last date for receipt of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid Document by a corrigendum.

The Corrigendum (if any) & clarifications to the queries from all the bidders will be posted on the www.uetmardan.edu.pk . Any such corrigendum shall be deemed to be incorporated into this bid.

In order to provide reasonable time to prospective Bidders for taking the corrigendum into account the University may, at its discretion, extend the last date for the receipt of Proposals.

**Response time:**

Pre-bid meeting for Purchase of CMS Development for UET Mardan will be arranged on **Date** **September 12, 2019 at Time 2:00 pm.**

The sealed bids duly marked as Bid/Proposal for “CMS Development” must reach the office of the CMS & IT, at **UET Mardan**.

**Key Requirements of the Bid**

**Right to Terminate the Process**

1. The University may terminate the tender process at any time and without assigning any reason. The University makes no commitments, express or implied that this process will result in a business transaction with anyone.
2. This tender does not constitute an offer by the University. The Bidder's participation in this process may result in the University selecting the Bidder to engage towards execution of the contract

**Tender Document Fees**

This tender document can be purchased at the address & dates provided in the Tender Notice Bidding documents, containing detailed terms and conditions, etc. can be purchase at the address and dates provided in the Tender Notice at a price of Rs.1500/- Nonrefundable and shall be paid in shape of Call Deposit/Bank Draft/ Online Deposit Receipt in favor of PD, University of Engineering & Technology Mardan, A/C No. 000245294936, United Bank Limited, New Ada Branch Mardan.

The bidder may also download the tender documents from the website www.uetmardan.edu.pk. In such case, the demand draft of tender Document Fees should be submitted along with Proposal. Proposals received without or with inadequate tender Document Fees shall be rejected.

**Qualification of the Bidders**

The following bidders will be eligible to apply for this tender:

1. Bidders registered with KPRA, PPRA etc.
2. Registration with Pakistan Software Export Board, Income Tax and Sales Tax Department etc.
3. An affidavit that the bidder has never been black listed by any Government agency or authority and that an affidavit to the effect that 2 percent earnest money has been placed in the financial proposal.
4. Interested bidders can’t apply in Consortium or Joint Venture capacity.
5. Bidders having minimum 5 years of working experience in IT business.

**Method of Procurement:**

It will be a “Single Stage - Two Envelope” procedure

* The bid shall comprise of a single package containing two separate envelopes.  Each envelope shall contain separately the financial and technical proposal.
* The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters to avoid confusion
* Initially only the envelope marked with “TECHNICAL PROPOSAL” shall be opened at 10:30 am on the same day, in the presence of interested bidders.
* The envelope marked as “FINANCIAL PROPOSAL”, will be retained by the procuring agency without being opened.
* The Technical Committee shall evaluate the technical proposal based on the parameters mentioned in the “Technical Evaluation Criteria”, without reference to the price and reject any proposal which does not conform to the specified requirements.
* The financial proposal of bids shall be opened in the presence of interested bidders or their representatives at a time, date and venue to be specified in due course of time.
* After the evaluation and approval of the technical proposal the Procurement Committee shall open the financial proposals of the technically qualified bids only.  The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
* An affidavit should be placed in the technical proposal to the effect that @2% earnest as CDR money has been kept in the financial proposal.

**Bid Price:**

1. The prices quoted shall be valid for 90 days after the date of submission.
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges etc.
3. Taxes will be recovered as per rules and regulations of the government.

**Rejection of bids & dispute:**

1. All bids submitted after the prescribed date & time shall not be entertained.
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without earnest @2% money, shall not be accepted.
4. UET Mardan reserves the right to reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal.
5. Any dispute arising during course of completion of assignment will be referred to the Vice Chancellor of UET Mardan and his decision will be final and binding upon the bidder

**Award of Tender:**

1. Minimum technical qualifying score is 70%.
2. Financial bids of only technically qualified bidders would be opened.
3. The contract will be awarded to the lowest financial bidder.
4. The successful bidder will sign a formal contract with the University.
5. Payment of bills will be released as under or may be per mutual agreement.
   * + - 05% Submission of System Analysis Document
       - 05% Submission of System Requirement Specification Document
       - 40% on Completion of System
       - 40% after complete deployment/training of Complete System at University of Engineering & Technology Mardan per contract
       - 10 % shall be retain till completion of one year successful operations of the campus management system

**Earnest Money**

1. Earnest Money (refundable) @ 2% of the quoted price shall be submitted (part of financial bid) with the Tender in the form of Bank Draft/Call Deposit in favor of the **Treasurer, UET Mardan** without which no bid(s) will be accepted for consideration.

**Warranty & Maintenance**

The item(s) must be offered with standard warranty if any, explicitly mentioned for each product/service offered.

1. Software Applications will have a maintenance period of 1 year after successful deployment.
2. Warranty period for free supply of parts and free after sales service should be clearly mentioned in the quotation. Procedures for getting such services must be very clearly mentioned for every product / service in the Technical Proposal.
3. The firm will sign a Service/Maintenance Contract to the effect that they will be responsible for the maintenance and supply of parts / technical support on payment after the expiry of the warranty period whenever required.

In case of non-conformity with the desired specification, the item shall be replaced by the Supplier free of cost.

**Submission of Proposals**

* 1. The Bidders should submit their responses as per the format given in this tender in the following manner:
* Technical Proposal-(1 Original +1 Copies + 1 DVD/USB) in second envelope
* Financial Proposal - (1 Original) in third envelope
  1. The response to Technical Proposal and Financial Proposal (As mentioned in previous paragraph) should be covered in separate sealed envelopes super- scribing "Technical Proposal" and “Financial Proposal” respectively. Each copy of each bid should also be marked as "Original" OR "Copy" as the case may be.
  2. Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal.
  3. The two envelopes containing copies of Technical Proposal and Financial Proposal should be put in another single sealed envelope clearly marked “Response to tender for Supplying & Implementation of CMS for the University of Engineering & Technology Mardan. “
  4. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
  5. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
  6. The original proposal/ bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
  7. All pages of the bid shall be initialed by the person or persons who sign the bid.
  8. In case of any discrepancy observed by University in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.
  9. Bidder must ensure that the information furnished by him in respective DVD/USB is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by Information Technology Centre in the contents of the DVD/USB and original paper bid documents, the information furnished on original paper bid document will prevail over the softcopy.

**Authentication of Bids**

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal. All pages of the bid must be signed and sealed by the person

**Preparation and submission of Proposal**

**Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the University to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The University will in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

**Language**

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

**Late Bids**

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened. The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter. The University shall not be responsible for any postal delay or non-receipt/non- delivery of the documents. No further correspondence on the subject will be entertained. The University reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

**Deviations**

The Bidder may provide deviation to the contents of the tender document. It may be noted that once the deviations are provided, the bidder would not be allowed to withdraw the deviations.

**Evaluation Process**

A Bid Evaluation Committee/Procurement Committee will evaluate the responses of the bidders. The Bid Evaluation Committee constituted by the University shall evaluate the responses to the tender and all supporting documents/documentary evidence.

Inability to submit requisite supporting documents/documentary evidence, may lead to rejection. The decision of the Bid Evaluation Committee in the evaluation of responses to the bidder shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Bid Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.

The Bid Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations. Each of the responses shall be evaluated as per the criterions and requirements specified in this tender.

**Tender Evaluation**

Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive, if the Proposals;

* Are not submitted in, as specified in the tender document
* Received without the Letter of Authorization (Power of Attorney)
* Are found with suppression of details
* With incomplete information, subjective, conditional offers and partial offers submitted
* Submitted without the documents requested in the checklist
* Have non-compliance of any of the clauses stipulated in the tender
* With lesser validity period

**Deliverables**

Documentation containing System Requirement Specification Report covering all the aspects described above. Two copies of final version, hard copy along with soft copies on CDROM shall be given to University of Engineering & Technology Mardan.

The document must have the following: - A Complete Analysis details

* Database design
* Data dictionary
* Input forms / screens
* Output report formats
* Screens for queries
* Codification-naming convention.
* Design methodology
* Inter system linkages/ interfaces
* Security and backup considerations

**Other Deliverables**

* System Manuals (Hard Copy + Soft Copy)
* User Manuals (Hard Copy + Soft Copy)
* Detailed Training Material for all modules covered in the project.
* Hardware and Software platforms available at the University Scanner and necessary software (to be suggested by the tenderer)

**SCOPE OF SUPPLY**

The bidder shall supply/deploy equipment/items; of the given specification. The bidder shall also be responsible for their installation, calibration, free service and the supplier at least one year from the date the equipment makes warranty functional. All equipment should be accompanied by service manual separately in English.

**Evaluation Criteria**

The Technical proposals will be evaluated as per following criteria:

|  |  |  |
| --- | --- | --- |
| **Total Marks = 100** | **Total Marks/ Maximum** | **Supporting Document and Page Nos** |
| **Clause** |
| **1. Organization Profile & Portfolio** |  |  |
| **a. Registration with Professional Bodies** |  |  |
| i. PSEB (2 Marks), ISO (2 Marks) | **4** | Valid Copy of Certificates |
| **b. Financial Capability (Annual performance & Financial strength)** |  |  |
| Provide annual audit / financial statements for the last 3 Financial Years (3 marks for each year of maximum 9 marks) | **9** | Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor |
| **c. Presence of Local Office (Peshawar or Mardan)** | **6** | Office Address Proof |
| **d. Projects Experience** |  |  |
| i. Running successfully at least one entire CMS project in other University (Project Should be in GO-Live State) | **10** | Details of the project along with Purchase Order / Agreement & Vice Chancellor testimonial compulsory |
| ii. Similar projects completion certificates along with details specifications in tabular format related to given software specs for each module(3 Marks for each related projects per module) | **10** | Details of the project along with Purchase Order / Agreement |
| iii. Number of in-hand MIS related projects of minimum proven net worth of Rs. 3 Million each (3 Marks for Each Project up to 9 Marks) | **9** | Details of the project along with Purchase Order / Agreement |
| **2. Proposed Solution** |  |  |
| i. Technical Solution, Methodology & Implementation Road Map for each module | **10** | Work Plan |
| **3. Staff to be Assigned to the Project**  Provide required CV's supported by required documents |  |  |
| Full-time professional staff Engaged in software development and implementation (Number of Staff)   * Equal to more than 50: (10 marks) * Between 35 & 45: (7 marks) * Between 15&35: (5 marks) * Less than 15: (1 marks) | **10** | A self-certification from authorized signatory |
| **4. Project Manager** |  |  |
| i. Academic Final Degree  (2 Marks for MBA, MIT, MCS, B.Sc. Software/Computer Engineering or Equivalent 16- Years Education) | **2** | Valid Academic Certificates |
| ii. Post Qualification Experience Certificates (1 Mark for Each Year ) | **5** | Experience Certificate(s) |
| 1. **System Analyst** |  |  |
| i. Academic Final Degree  (2 Marks for MBA, MIT, MCS or Equivalent 16-Years Education) | **2** | Valid Academic Certificates |
| ii. Post Qualification Experience Certificates (1 Mark for Each Year maximum 3 ) | **3** | Experience Certificate(s) |
| 1. **Software Engineer / Software Developer**   (Max. 2 Developers profile) |  |  |
| i. Academic Final Degree  (MIT, MCS , B.Sc. Software/Computer Engineering or Equivalent) per Developer | **2** | Valid Academic Certificates |
| ii. Post Qualification Experience Certificates (1 Mark for Each Year up to 2 Marks per Developer | **3** | Experience Certificate(s) |
| 1. **APPROACH & METHODOLOGY** |  |  |
| i. Approach and Methodology to Perform the work in this assignment:  Understanding of the objectives of the assignment: The extent to which the consultant’s approach and work plan respond to the objectives indicated in the RFP  Completeness and Responsiveness: The extent to Which the proposal responds exhaustively to all the requirements of all the Scope of Work  (Describe methodology and complete flow of implementation plan by module/by main days to be submitted for evaluation. Required third party software/packages licenses and detail hardware sizing requirement against about 8,000 students for CMS deployment. Details of implementation plan by module/by phase (10 marks),partially filled implementation plan ( 5 marks), Without implementation plan of assignment (0 marks) | **10** | Completion of approach and methodology to be submitted in detail |
| ii. Detailed Work Plan: The description and quality of the work plan to be looked into.  It is important provide project work break down. | **5** | Subjective Criteria:- The detailed Project Plan including day wise, week wise activities with Work Breakdown Structures, Project estimates, milestones etc. |
| **Total marks = 100** | **100** | |

**Note:**

1. Minimum Qualifying Score is 70
2. In case of apply in consortium/joint venture, parties other than primary party would not be considered for evaluation.

**Declaration**

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Tenderer CMS & IT, Manager

Authorized Signatures Authorized Signatures

& Official Stamp & Official Stamp

**FORM OF BID**

To

The Treasurer University of Engineering & Technology Mardan

We offer to execute the contract for the Automation of Campus Management System at University of Engineering & Technology Mardan in accordance with the conditions of contract accompanying with this bid for the contract price of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees). We propose to complete the Automation of Campus section within \_\_\_\_\_\_\_days of work order at the rate approved by the University of Engineering & Technology Mardan. This bid and your written acceptance will constitute a binding contract between us. We hereby confirm that this bid complies with the validity of the bid required by the proposed system.

|  |  |
| --- | --- |
| Authorized Signature and Name |  |
| Title of Signatory |  |
| Cell No: |  |
| Name of Supplier/Firm: |  |
| Address: |  |
| Phone No: |  |
| Fax No: |  |
| Website (URL): |  |
| Company Seal |  |