



GOVERNMENT COLLEGE UNIVERSITY HYDERABAD

Request for Proposal (RFP)

**Procurement and Deployment of Integrated Student &
Campus Management Solution
at
Government College University Hyderabad**

NOTE:

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms and specifications. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

“SAY NO TO CORRUPTION”

No. & Dated: RFP/ GCUH/07/01st December, 2020

REQUEST FOR PROPOSAL.

All the interested Contractors / firms / parties / with strong understanding of Student and Campus Management Solution package and preferably experienced with national & international academic institutions, meeting eligibility criteria, viz. having registration with Federal Board of Revenue (FBR) for Income Tax, Sales Tax in case of procurement of goods, registration with the Sindh Revenue Board in case of procurement of works and Services and registration with Pakistan Engineering Council as the case may be and are not black listed in any procuring agency or authority, are invited to participate in sealed percentage / item rate tender for the following work:

S#	Name of Work	Estimated Cost	Tender Fee	Completion Time	Earnest Money	Date of Purchase	Date of Submission of Bids	Purchase From
	Procurement and Development of Integrated Student & Campus Management Solution at Government College University Hyderabad.	1.20 (M)	2,000/-	12 Months	5%	02-12-2020 to 17-12-2020	18-12-2020 Upto 10:30 a.m.	Manager Network

The terms and conditions are given as under:-

- The tender documents can be had from above concerned office or can be downloaded from SPPRA website i.e. <https://ppms.pprasindh.gov.pk/PPMS/> and University website www.gcu.edu.pk on the payment noted above (non-refundable) on any working day except the day of opening of tenders. The sealed tenders on prescribed proforma along with earnest money mentioned above of total bid in the form of Pay Order in favour of whom tender was purchased will be opened on the 18-12-2020 @ 11.00 (A.M) in presence of the representatives, who so ever will be present at that time. In case of any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the tender shall be submitted / opened on the next working day at the same time & venue. Any Conditional or un-accompanied of the earnest money, tender will not be considered in the competition.
- The Method of Procurement is Single Stage Two Envelope procedure,
 - Technical Proposal
 - Financial Proposal
- The Bidders should have at-least 03 years successful experience of same service of any university or large organization.
- The Bidders should register with tax paying agencies which would be verified by concerned agencies.
- The Bidders should have atleast Rs. 03.00 (M) annual turnover which would be verified by bank statement.

The Procuring Agency reserves the right to reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended 2019) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule-25” of said Rules.

Sd/-
Deputy Director (Procurement),
 GC University, Hyderabad
 Phone No. 022-2111877 Fax: 022-2111877
 Email: info@gcu.edu.pk



1.1 Terms & Conditions

- The Government College University Hyderabad (GCUH) may reject all bids at any time prior to the acceptance of a bid under PPR SINDH, 2010 amended up to date.
- Copies of the Certificate of Incorporation from SECP is to be attached with the bidding documents.
- The quoted price shall be inclusive of all applicable Govt. Taxes and Charges.
- Procurement Committee shall finalize the bids as per Government Rules.
- The bid must be submitted along with the detailed company profile.
- The method of procurement is open competitive bidding single stage two envelope procedure.
- The price to be quoted shall be filled in the Financial proposal documents not in technical proposal document.
- The bid shall be evaluated as defined in Section 8.2.
- Period of Bid Validity (days): 90 (Ninety) Days
- The last date of receipt bidding document is 18-12-2020 at 10.30 a.m. The bid shall be opened on the same day at 11-00 a.m in presence of the bidders who may wish to be present.
- In case of any holiday or disturbance the bids shall be opened on the next working day as per schedule.

1.2 Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners;
- b) One of the partners shall be authorized to be in charge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The partner in charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) All partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) A copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

1.3 Assurance

The successful bidder will be required to give satisfactory assurance of its ability and intention to supply the Goods and Services pursuant to the Contract, within the time set forth therein.



2 Bidding Documents

2.1 Contents of Bidding Documents

The Services required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:

1. Instructions to Bidders
2. Bid Form
3. Schedules:
 - i. Schedule - A - Special Stipulations
 - ii. Schedule - B - Price Schedule
4. Bid Security Form
5. Performance Security Form
6. Contract Form
7. Conditions of Contract
8. Technical Specifications

The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.

2.2 Clarification of Bidding Documents

The prospective bidder requiring any further information or clarification of the bidding documents may notify the Purchaser in writing or by telephone or by visiting at the following address:

**Manager, Network
GCUH
Hyderabad Sindh Pakistan**

The Chairman, Central Purchase Committee will respond in writing to any request for information or clarification of the bidding documents which it receives no later than three (03) days prior to the deadline for the submission of bid.

2.3 Amendment of Bidding Documents

At any time prior to the deadline for submission of bid, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment

The amendment shall be part of the bidding documents, pursuant to Clause 3.1, will be notified in writing or by telex, or by fax to the prospective bidder who has received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.

In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Purchaser may, at its discretion, extend the deadline for the submission of bid.



3 Bidding Data Sheet

1	Name of Procuring Agency	
2	Brief Description of Tender	Procurement of ...
3	Procuring Agency Address	Purchase and Stores Department.
		PHONE EMAIL:
4	Document Availability	HTTP:// www.gcu.edu.pk
		https://ppms.pprasindh.gov.pk/PPMS/
5	Amount of Bid Money/Security	5% of Total Bidding Cost
6	Period of bid validity	90 Days
7	Performance Security	05% of the price of contract.
8	Deadline for submission of bid with time	10:30 am 18 th December 2020
9	Venue, Time & date of Bid opening	Office of the Manager, Network GC University Hyderabad
11	Liquidity Damages	1% of the Contract Price of the delayed or Service per day or part thereof.
12	Bid issued to firm	02-12-2020 to 17-12-2020
13	Deposit receipt No. and Date	
14	Bidding Document cost	PKR 2000/-

AUTHORITY ISSUING BIDDING DOCUMENT



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4 Technical Specifications

Government College University, Hyderabad (GCUH) is soliciting proposals from bidder to acquire integrated Student and Campus Management Solution including, configuration, customization, integration, testing, training, etc. for the automation of GCUH and its own business processes.

4.1 Assignment Objectives

The objective of this assignment is to identify and select a software development/ IT vendor firm with proven experience in developing and implementing Student and Campus Management Solution. The bidder will provide off-the-shelf solution which can be deployed and implemented in a shortest span of time.

The high-level objectives of acquiring a new solution are as follows:

- Achieving paper less working environment;
- Improve service level and coordination among departments;
- Empowering faculty members, students and other staff to accomplish work at their own;
- A self-sustainable and cost-effective solution;
- Meeting GCUH needs for the next 10 years;
- Efficient student life cycle management;
- Automation of manual processes;

5 Terms of Reference (TOR)

GCUH Hyderabad intends to have off-the-shelf, web based and scalable Student and Campus Management Solution at Data Centre of its Main Campus or Cloud based SaaS Service.

The main components and deliverables of the assignment are as follows:

- Web based faculty and student portal
- Conduct Gap Analysis for system/ modules
- Configure software as per the GCUH requirements
- Installation and deployment of software
- Training and UAT of the software
- Implementation and live run of software
- Technical support services up to 1 year

5.1 In Scope Locations

Following is the list of in-scope locations:

1. Government College University, Hyderabad

5.2 Priority Metrics for Deployment

This section prioritizes the implementation of the systems and modules discussed in the following section according to the criticality and need of the system. The priority metrics is as follows:

Sr. No.	System Name	Required Level
1.	User Management System	Must Have
2.	Campus Management System (CMS)	Must Have
3.	Learning Management System (LMS)	Must Have
4.	Faculty Portal	Must Have
5.	Student Portal	Must Have
6.	Business Intelligence (Bi) System for Dashboards	Must Have



6 Functional & Other Requirements

6.1 User Management System

The salient features of the system should include but not limited to the following:

- Facility to maintain user profiles.
- Facility to process requests for granting/ revoking access rights.
- Facility to manage access rights at the following levels:
 - Modules
 - Menu
 - Setups
 - Transactions
 - Reports
 - Data
 - Button
- Facility to define user groups to define roles and access rights. Once a user is assigned to a particular group all the access rights given to group can be assigned to the particular user.
- Facility to log users along with their activities with date and time stamp.
- Facility to allow user to change passwords
- Facility to define policies related to password strength, password change.
- Facility to grant/ revoke/ modify access rights.
- Facility to maintain audit log of all activities performed by a user.

6.2 Campus Management System (CMS)

6.2.1 Campuses & Faculty Masterfile Data

The salient features of the module should include but not limited to the following:

- Facility to define student information such as name, contact number, email address, mailing address, academic records and other details.
- Facility to define different fee structures.
- Facility to define quota rules.
- Facility to define academic rules for admission, enrollment, exams, double degree, semester freeze and un-freeze, semester repeat, attendance, grading system and other rules and other scenarios defined in the prospectus and university directives.
- Facility to define scholarship programs, donors and criteria for awarding scholarships.
- Facility to setup faculties, their departments and affiliated colleges for each campus.
- Facility to setup admin staff such as VC, Directors, Dy. Directors, Registrar, Dy. Registrar, lab incharge, etc.
- Facility to maintain bank accounts for fee collection.
- Facility to maintain multi-currency, multi-year, etc.
- Facility to maintain Academic Programs and their details such as maximum credits hours, degree duration, batches with the following information: -
 - Batch Code and Name.
 - Maximum Credit Hours to Pass.
 - Number of Core Credit Hours to Pass.
 - Number of Major/Minor Credit Hours.
 - Date of Admission.



- Registration Number Template if any.
- Passing Marks of a Course.
- Batch Timings (Morning or Evening etc.).
- Number of Probations.
- Probation starts CGPA and ends CGPA.
- Any Specialization is offered.
- Any Thesis/Project is offered.
- Any other setup required for the processing of CMS related transactions.

6.2.2 Admission Module

The salient features of the module should include but not limited to the following:

- The module should start at the stage when a student applies for the admission and ends when the student is selected in a program.
- Facility to allow students to apply online admission. In case of receiving manual application, the concerned admission staff can enter the credentials of students such as particulars of students registered for different programs.
- Facility to verify applicants' data based on criteria defined in the system.
- Facility to define merit including quota for:
 - Gender
 - District
 - Provinces, Gilgit Baltistan, AJK, Tribal Areas etc.
 - Army
 - Religion
 - Disability / Special Person
 - Urban and Rural Areas of the Sindh
 - Government Servant child etc.
- Facility to define merit based on marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualifications possessed by the candidate.
- Facility to publish merit list and send alert to successful candidates for interview and pay admission fee and submit their credentials online.
- Facility to tag the students who qualifies the interview and document verification process.
- Facility to generate notification to the successful candidates to deposit fee as per the schedule.
- Provision to apply for other facilities offered by the university such as transport, hostel, etc.
- Facility to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.
- Facility to re-admit a student whose admission has been cancelled due to non-payment, absence or any other administrative issues.

6.2.3 Enrollment Module

- The module should start at the stage when a student gets admission in a program and ends when the student is enrolled in a program.
- Facility for the student to select courses offered in a semester through the system upon new admission.
- Facility to select courses for new semester by the students.
- Facility to define and implement course selection rules as defined in the prospectus such as number of credit hours, eligibility of re-selection of a repeat course, etc.
- Facility to review enrollment list/ course selection prepared by the students.



- Facility to maintain study schemes in which students have been enrolled.
- The system should have the facility to allocate courses from multiples study schemes to students where a student can select a course from new scheme though he/she has been enrolled to old study scheme.
- Facility to freeze semester or course and generation of alerts to all the concerned departments.
- Facility to setup batch/ session to be attached with each student.
- Facility to close enrollment of student at the completion of study programs.

6.2.4 Timetable & Class Scheduler Module

- Facility to define parameter such as number of students per discipline, number of students per course in each discipline, number of labs per course, number of classes per week, teachers' maximum load, section per course, etc.
- Facility to define number of rooms and their usage (lecturing, tutorial, lab, etc.)
- Facility to assign lecturers to the subject/ course
- Facility to define calendar such as shifts (morning, afternoon, Evening etc.), working days (Monday, Tuesday, etc.) and class duration (1 hour, 2 hours, etc.)
- Facility to define common subject combination into a single class.
- Facility to define lecturer day preference (Monday, Tuesday, etc.), lecturer time preference (Morning, afternoon, Evening etc.)
- Facility to support cancelation, replacement and relocation of classes.
- Based on the above parameters, the system should auto generate timetable with clash checking for classroom, lecturer and student.
- Facility to generate various reports based on timetable.

6.2.5 Academic/ Event Calendar Module

The salient features of the module should include but not limited to the following:

- Facility to create semester creation with semester start date and end date.
- Facility to enter course/ semester add/ drop dead line date.
- Facility to enter tentative examination (mid-term & final-term) date sheets.
- Facility to enter result submission dead line date.
- Facility to enter tentative result declaration date.
- Facility to enter convocation dates.
- Facility to enter dates of other non-academic events such as sports event, job fairs, drama & debate competitions, NAAT & QIRAT competitions, or any other external event.
- Facility to define and generate alerts of the upcoming events.

6.2.6 Student Financial Module

- Facility to generate online fee challans for the following cases:
 - Entry test fee
 - Admission of new program
 - Semester fee challan
 - Course fee, diploma, certificate fee, etc.
 - Other fee such as transcript fee, degree fee, etc.
- Each challan will have multiple head of accounts i.e. security fee, admission fee, course fee etc.
- Facility to handle the following scenarios:
 - Part payments and instalments
 - Adjustment of advances



- Scholarship
- Waivers
- Penalties on late payment
- Refund of fee
- Facility to record bank/ cash receipt
- Provision to enter adjustments to rectify errors
- Provision to create bank reconciliations
- Facility to handle final settlement of students through the system
- 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.
- Ability to integration with General Ledger (a module of ERP software) to post financial effects of different receipts in the form of journal voucher.

6.2.7 Curriculum Module

The salient features of the module should include but not limited to the following:

- Facility to add department wise course code and name with number of credit hours and course type (regular, non-credit, etc.)
- 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 attach faculty member with courses offered in the semester of the specific batch.
- Facility to enter course syllabus/ outlines along with recommended books.
- Facility to enter course composition such as theory, lab, project, assignments, quizzes, etc.

6.2.8 Attendance Module

The salient features of the module should include but not limited to the following:

- Ability to integrate of Attendance module with the electronic machine such as biometric or swipe card (CNIC) machine.
- System should maintain the attendance of students and faculty members of each class.
- Facility to rectify data fetched by the attendance machine by the authorized personnel.
- Facility to integrate with the Timetable & Class Scheduler module to record class-wise attendance of teachers and students.

6.2.9 Event Management Module

The Event Management module should assist the user to plan and execute various activities that need to be performed to organize any event hosted by different department/ section i.e. ORIC, Career Centre, Faculties, Sports, etc. The system will have the following salient features:

- Facility to define event calendar which should be displayed on the GCUH Website.
- The system should be able generate alerts (SMS and Email) to the staff and student regarding upcoming event.
- Provision to define event schedule to plan various activities to organize an event. The user should be able define timeline, budget and resource for each activity.
- Facility to integrate with social media applications to share events related information.



6.3 Learning Management System (LMS)

The salient features of the module should include but not limited to the following:

- Facility to view and join in Online classes within Student portal.
- Facility to conduct online quizzes and exams.
- Facility to download homework and assignments, lectures and e-learning contents.
- Facility to submit homework and assignments to lecturer.
- Facility to send messages and email to instructors.
- Facility to distribute class-related content through forums and message boards
- Facility of chat rooms so that students can discuss with each other or teachers can quickly review information.
- Facility to participate in a survey conducted by the university.
- Facility to access portal through mobile application of the university.

6.4 Faculty Portal

The salient features of the module should include but not limited to the following:

- The Teacher's Portal should be integrated with other core module of CMS to perform the teacher's specific tasks.
- Facility to record attendance entry by classes.
- Facility to auto lock of lecturer screen once the marks entry has been posted.
- Facility to view complete student profile.
- Facility to create e-learning courses.
- Facility to develop e-learning subject, quiz and online exam.
- Facility to upload multimedia e-learning contents.
- Facility to upload e-learning content assignment by the students.
- Facility to monitor student upload of homework and assignment, track by time.
- Facility to send messages and chat with student and University administration.
- Facility to raise expense claims, demands, etc. and monitor its status.
- Facility to managing Online Classes
- Facility to view Online Class History
- Facility to Collaborate with Peers & Instructors
- Facility of Auto Attendance
- Facility of Document Sharing with Peers, Instructors and Students
- Facility of Live Chat with Peers, Instructors and Students
- Facility of Audio/Video meetings
- Facility of online classes Sessions Recording
- Facility of electronic White Board and its sharing
- Facility of Screen Sharing
- Facility of Participants Management for each scheduled online class or on demand online meetings
- Facility of Course Registration
- Facility of
 - Quizzes
 - Assignments
 - Other Gradable Items (Professionalism, Class Discussions, Exams, etc.)
- Facility to marks Grades on above submissions
- Facility to view any student or whole class Attendance



6.5 Student Portal

- Students should access the portal using their own login id and password.
- Facility to view and update the following information
 - Email/ contact number/ mailing address
 - View academic calendar
 - Register in a program
 - Register for an exam
 - View program/ subjects registered
 - View exam results
 - View attendance
 - View event calendar
 - Access online library
 - Print fees challan
 - Print grade report/ transcripts
 - View payment information such as invoice
- Facility to manage student lifecycle in University.
- Facility to view and adhere class schedules, organized events and generalized message boards.
- Facility to view dues/fees payments history and pending payments.
- Facility to join Online Classes within Portal.
- Facility to mark electronic attendance of online classes.
- Facility to view and submit subject wise assignments to respective faculty members.
- Facility to submit request to appointment of any faculty member.
- Facility to view curriculum of subjects.
- Facility of Students Notifications.

6.6 Business Intelligence (BI) System for Dashboard

6.6.1 Business Intelligence (BI) Tools

- Facility to view dashboards for each functional area for the line management and top management such as VC, Dean, Chairman, Registrar, Treasurer, etc. to monitor the performance.
- Facility to filter information based on criteria such as campuses, departments, sections, functional areas, etc.
- Facility to drilldown to navigate from dashboard to supporting reports.
- Facility to generate graphical and statistical reports such as charts, gauge, etc.
- Facility to generate alerts and view tickers in case of any exceptions in achieving KPIs.

6.7 General Requirements

6.7.1 Common Function Requirements

Following requirements are common to all system/ modules and should include but not limited to the following:

- Software should provide a detail audit trail of all the activities and should be equipped with the query analyzer to view any exceptions.
- All reports can be exported in different formats such as PDF, MS Excel Format, CSV, etc.
- System should maintain electronic signatures of all the users and record with each transaction.



6.7.2 Non-Function Requirements

6.7.2.1 System Architecture

- Software should be preferably developed in latest tools and technologies.
- Systems should be web based and can be accessible from anywhere.
- All the dashboards should be compatible with Android and IOS platforms browsers.
- System should have unified architecture such that any setup students, employee, department, etc. created in one module should be accessible to other modules.
- All systems/ modules should be well integrated with each other.

6.7.2.2 System Security

- Systems should have secure communication with SSL (https) or any other equivalent security mechanism.
- All the sensitive information such as student grades, exam data, should be stored in secured database.

6.7.2.3 Service Levels

- The vendor should specify the service levels for:
 - Fixation of critical and non-critical bugs and errors
 - Response to any queries
 - Time required for maintenance and upgrades
- The vendor should provide 1year technical support services after the successful deployment of the software
- The vendor should also quote the technical support services charges after the expiration of quoted services.

6.7.2.4 Availability

- Software solution should be available for internal users 24 x 7 x 365 with minimal downtime.

6.7.2.5 Training Manuals

- Vendor should provide online help and user manuals covering each and every option for all the systems and modules discussed above.
- Vendor should provide installation manual.

6.7.2.6 Trainings

- The vendor should impart training to the GCUH's project team and the end-users by taking the following initiatives:
 - Train the trainer of the GCUH for their capacity building.
 - Train and empower the GCUH technical team so that they can maintain the software.

7 Eligibility Criteria for the Firm Applying

The bidder should have strong understanding of Student and Campus Management Solution packages and extensive experience with academic institutions particularly in private and public sectors.

The bidder should have completed at least two (02) successful complete implementations of Student and Campus Management software in national and international educational institutions.

7.1 Proposal Requirements

The Proposal should include the minimum information requested. Emphasis should be on completeness and clarity of content. Please do not include sales and marketing brochures. Additional information, if provided, should be separately identified in the proposal.

7.1.1 Transmittal Letter

A cover letter, to be furnished with technical proposal and with financial proposal signed by an official authorized to solicit business and enter into contracts for the Bidder.

- a) The bidder should confirm having qualified staff for this project, mainly comprising of Project Manager, Functional Consultants, Developers, Business Analyst, QA Analyst, Database Administrators, Technical Writer, etc. and attached their resumes in technical proposal.
- b) The firm's ability to complete the work specified in this RFP and produces the required products in a timely fashion and the ability to present any necessary reports and recommendations to University staff.
- c) Evaluation of the bids will be conducted in the following Two stages: -

Technical Stage-1 (A): Technical Proposal Compliance Matrix

S. No.	Description of requirement	Responsive	Non-Responsive
1.	Proof of Registration (Certificate of Incorporation)		
2.	Proof that the Bidder is original owner of the software or authorized representative of the owner		
3.	Campus Management System (CMS)		
4.	Learning Management System (LMS)		
5.	Faculty Portal		
6.	Student Portal		
7.	User Management System		
8.	Business Intelligence (BI) System for Dashboards		
9.	CVs of key personnel		
10.	Letter of bid		



The preliminary examination will be conducted on a Responsive or non-responsive basis. Only bids which have been rated "responsive" in the preliminary examination of bids shall be considered for further evaluation.

Technical Stage-1 (B): Technical Marking

In second stage of technical marking will be done. The Technical marking will be conducted on a pass or fail basis. Only bids which have been rated "pass" in the technical marking of bids shall be considered for further evaluation.

Financial Stage-2: Financial/Final Evaluation

- Letter of Bid
- Price Break down schedule

7.1.2 Estimated Project Timeline and Pricing

The bidder should provide module wise break-up of timelines and prices for each package as mentioned in “Priority Matrix for Deployment”

a) Provide an estimated module wise project timeline required to implement the Student and Campus Management solution as discussed in Section 5. Project budgets should include:

- Total Student and Campus Management Solution software package Cost.
- Installation and configuration Cost.
- Annual Support Cost
- Cloud Hosting and Allied Costs

7.2 Selection Criteria

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. Only those financial proposals of the bidders will be considered for opening that scores 70% marks in Technical Documents Evaluation.

The technical proposal which comprises of Technical Documents shall be evaluated on the basis of its responsiveness to the Term of Reference (TORs)/ Scope of Work.

In the Final Stage, the price proposal of all the qualified contractors, will be compared. The overall weight-age factor applied to Technical & Financial scoring will be as under:

Sr. No.	Criteria	Weightage
1	Technical Proposal	70%
2	Financial Proposal	30%

7.2.1 Technical Evaluation

The responsive/complete/comprehensive proposals, based on minimum qualification criteria from the technical evaluation criteria would be considered technically qualified.



Out of 70 marks for Technical Qualification; 50 marks are minimum, for moving to the next stage, i.e. Financial Evaluation.

Ref No	Criteria	Requirement	Marks
6.2.1.1	Off the shelf Product	Preference of selection of Bidder with Minimum project duration	10
6.2.1.2	Cloud based Software as a Service Model	Preference of selection of Bidder with Minimum project duration	10
6.2.1.3	Proof of Business last 5 Years in Pakistan		10
6.2.1.4	Bidder and its partners/ principal product owner company must have completed 3 projects in last 5 years with proposed product/solution national or International educational institutions		10
6.2.1.5	Approach and Methodology to implement Student and Campus Management Solution	Project Plan with estimated module by module implementation timeline = 10 marks Without implementation plan=0 marks	10
6.2.1.6	Project work break down Structure.	Describe methodology and complete flow of implementation	10
6.2.1.7	Project Team Must have the following role resources <ul style="list-style-type: none"> • Project Manager • Business Analyst • Domain Expert • QA • Technical Lead • Developer 		5
6.2.1.8	Full-time professional staff engaged in software development and implementation (number of staff).	Equal to more than 50=5 marks Between 35 & 45=4 marks Between 15 & 35=3 marks Less than 15=1 mark	5

8 Contract Terms & Conditions

8.1 Inspections and Tests

The GCUH or its representative shall have the right to inspect and/or to test the Student and Campus Management solution to confirm their conformity to the Contract specifications at no extra cost to the GCUH.

The inspections and tests may be conducted on the premises of the Supplier and/or at the final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, shall be furnished to the inspectors at no charge to the Purchaser.

8.2 Delivery

Delivery of the Goods/Services shall be made by the Supplier according to project deliverable and set deadline made by GCUH Hyderabad after award of the contract.

8.3 Warranty

The Bidder warrants that the Goods/services supplied under the Contract are new, unused, of the most recent or current models. The Supplier further warrants that all system supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied system in the conditions prevailing in the place of final destination of the Purchaser.

This warranty shall remain valid for twelve (12) months, as desired against it, in its specification, after the Goods/services, or any portion thereof as the case may be, have been delivered, installed and commissioned at the final destination.

The GCUH shall promptly notify the Supplier in writing of any claims arising under this warranty.

Upon receipt of such notice, the Supplier shall, within one month and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

If the Supplier, having been notified, fails to remedy the defect(s) within the specified period, the GCUH may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

8.4 Payment

The Supplier's request(s) for payment shall be made to the GCUH in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted.

Annex – A Bid Form

 Date: _____
 IFB No: _____

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state “none”)		

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Annex – B Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]



Annex – C Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]



Annex – D Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)



Bill of Quantities

Procurement and Deployment of Integrated Student & Campus Management Solution

S.No	Description	Unit	Quantity	Rate	Amount
1.	Procurement and Deployment of Integrated Student & Campus Management Solution <ul style="list-style-type: none"> ○ User Management System ○ Campus Management System (CMS) <ol style="list-style-type: none"> 1. Campuses & Faculty Master file Data 2. Admission Module 3. Enrollment Module 4. Timetable & Class Scheduler Module 5. Academic/ Event Calendar Module 6. Student Financial Module 7. Curriculum Module 8. Attendance Module 9. Event Management Module ○ Learning Management System (LMS) ○ Faculty Portal ○ Student Portal ○ Business Intelligence (BI) System for Dashboard <ol style="list-style-type: none"> 1. Business Intelligence (BI) Tools ○ General Requirements <ol style="list-style-type: none"> 1. Common Function Requirements 2. Non-Function requirements <ul style="list-style-type: none"> • <i>(i) System Architecture</i> <ul style="list-style-type: none"> • <i>(ii) System Security</i> • <i>(iii) Service Levels</i> • <i>(iv) Availability</i> • <i>(v) Training Manuals</i> • <i>(vi) Trainings</i> 	Complete Job	1		
Total Rs:					

Manager (Network)

(Contractor)

Appendix-L to Bid**(INTEGRITY PACT)****DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC; PAYABLE BY
CONTRACTORS.**

Contract No. _____ Dated _____

Contract Value: _____

Contract Title: **Procurement and Deployment of Integrated Student & Campus
Management Solution**

M/s _____ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

.....
Manager (Network)**(Contractor)**