



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA
Po,- Burla Engineering Collage, Dist.- Samablapur, Odisha, 768018
www.vssut.ac.in

No. VSSUT/OOR/ 802 /2024

Dated - 09/10/2024

INVITATION FOR TENDER CALL

Veer Surendra Sai University of Technology (VSSUT), Burla invites Tenders for Development, Implementation and Support of Enterprise Resources Planning (ERP) Solutions in sealed envelope. The document containing the details of specifications and submission format can be downloaded from the website www.vssut.ac.in (under the Tender section). Firms are required to submit the bids in the prescribed format of the University as given in the document for further processing of the proposal. The authority reserves the right to cancel this invitation or invite a fresh Tender with or without amendments and without assigning any reason thereof.

Registrar

No. VSSUT/OOR/ 803/2024

Dated - 09/10/2024

Copy to:

1. The Director, I& PR with request to publish the above advertisement in one issue of "the Samaj" (all Odisha edition) at the I&PR approved/lowest rate. The bill in triplicate along with a copy of the paper may be sent in which the publication is made.
2. Dean Faculty & Planning for kind information with request to upload the Tender in the University website.
3. COF for kind information.
4. PA to Registrar for kind information of the Registrar.
5. Director, IQAC.
6. PA to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.

Registrar

VSSUT, Burla



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P.O. Engineering College, Burla, Dist: Sambalpur, Odisha, (India) -768 018
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Tender Document For
Developing, Implementing and Support of Enterprise Resources
Planning (ERP) Solutions

for

Veer Surendra Sai University of Technology Burla

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24.	Annexure C
25.	Annexure D (Undertaking)

Check List

To be filled by the bidder and submitted along with the Technical Bid.

S. No.	Technical Information	Annex. No.	Page No.	Remarks
1.	Self-Declaration (In format as given in Annexure D)	I		
2.	Proof of Tender Fee	II		
3.	Proof of EMD	III		
4.	Registration/Incorporation Certificate in support of the existence of the firm/company under the appropriate act/rules for required number of years as per the tender schedule eligibility criteria	IV		
5.	Authorization Certificate, if applicable	V		
6.	Copy of PAN and GST Registration Documents	VI		
7.	GST Annual Return - GSTR-9 for last 03 years	VII		
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9.	MSME Certifications, if applicable	IX		
10.	List of Educational Institutions / Organizations where they have installed ERP with functionalities installed with Contact Details (Attach the proof)	X		
11.	Proof of prior experience related to ERP solutions with reputed University for a minimum period of 03 years	XI		
12.	Work Satisfaction Certification from at least one reputed University	XII		
13.	Proof of Concept of the Functionalities	XIII		
14.	Detailed statement/document about technology used in such installation	XIV		
15.	Documents in support of technical specifications for the ERP Software and its implementation	XV		

Note:

The tenderer will be disqualified at any stage of the tender process, if found to have misled or furnished false information in the forms/Statements/Certificates submitted in proof as above. All submitted documents should be numbered consecutively.



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1. Press Notice

Tender is invited from reputed companies/firms for Developing, Implementing and Support of Enterprise Resources Planning (ERP) Solutions for Veer Surendra Sai University of Technology Burla in two cover system i.e. Request for Technical Bid and Request for Financial Bid.

Name of Organization	Veer Surendra Sai University of Technology Burla
Tender Type	Open
Tender Category	Services
Name of Services	Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Veer Surendra Sai University of Technology Burla
Tender Document Fee (Nonrefundable)	₹ 2000
Earnest money (EMD) (Refundable)	₹ 1,00,000 (exempted, if MSME)
Last date and time for Bid submission	30/10/2024
Number of Covers (Two Bid System)	02 (Technical Bid + Financial Bid)
Date & Time of opening of Technical Bids	To be notified
Date & Time of opening of Financial Bids	To be notified
Address for Communication	Registrar, Veer Surendra Sai University of Technology Burla, Sambalpur-768018, Odisha
E-mail Address	registrar@vssut.ac.in

Note:

The tender papers/bids will be received through registered post/speed post only.

Cost of tender document is ₹2000 (non-refundable) to be paid online.

The Earnest Money (EMD) of the tender is ₹ 1,00,000 to be paid online.

Account Details:

Account Name: VSSUT GENERAL FUND,

Account Number: 110141739126,

Bank Name: CANARA BANK, VSSUT Burla Branch,

IFSC Code: CNRB0018062, MICR Code: 768015006



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2. Detail Notice Inviting Tender

Tender is invited from reputed companies/firms for Developing, Implementing and Support of Enterprise Resources Planning (ERP) Solutions for Veer Surendra Sai University of Technology Burla in two cover system i.e. Request for Technical Bid and Request for Financial Bid.

S. No.	Name of work/services	EMD (₹)	Tender Document Fee (₹)	Start date of bid submission	End date & time of bid submission
1	Developing, Implementing and support of Enterprise Resources Planning (ERP) Solutions	1,00,000	2,000	10/10/2024	30/10/2024 (4.00 PM)

- Bidding documents are available on website www.vssut.ac.in.
- The bidders would submit bids through registered post/speed post only.

Notes:

- The bidders will be shortlisted after a meeting at the university and giving a demo/presentation before a committee constituted by Vice Chancellor.
- The Price bid under the second cover shall be opened for only those bidders whose technical bids are responsive to eligibility requirements as per the tender documents and are shortlisted by the committee. The decision of committee is final.
- The EMD deposited by the successful bidder will be converted to a refundable non-interest bearing security deposit with the university. However, it will be refunded after completion of the work.
- The bidders can submit their tender documents as per the dates mentioned below:

Key dates

S. No.	Document state	Bidder's stage	Start date	End date & time
1		Tender document download and bid preparation / submission	10/10/2024	30/10/2024 (4.00 PM)
2	Technical Bid			To be notified later
3	Financial Bid	Amount for about 6000 students per year		To be notified later

Important Notes:



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- i. The bidders have to complete 'Bid Submission' on scheduled time as mentioned above. If any bidder failed to complete his / her aforesaid stage in the stipulated time schedule for this stage, his / her bid status will be considered as 'Bid not submitted as scheduled'.
- ii. In the first instance, the online payment details of tender document fee and EMD and technical bid envelope shall be opened. Henceforth, financial bid quoted against each of the item by the shortlisted bidder/ agency wherever required shall be opened in the presence of such bidder / agency who either themselves or through their representatives choose to be present. The bidders must submit bids in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall submit the documents as per the requirements stated as per **Annexure-A** in the tender.

Envelope 2: Financial Bid

The bidders shall quote the prices including one time set up charges, per student charge annually (for 6000 students and for 10,000 students), Cloud server charges (Specification as per **Annexure -B**, both read and write), any other components chargeable as per **Annexure-C**. All charges should be mentioned item wise including all taxes.

- iii. A hard copy of the tender along with all relevant documents (as mentioned in check list) should be submitted to The Registrar, Veer Surendra Sai University of Technology Burla.
- iv. Documentary proofs for each of the item need to be submitted along with the tender. Bids without documentary proofs would be rejected and no further correspondence in any form would be made with the bidders in this regard.
- v. Correspondence with the qualified and shortlisted bidders would be done through email only except mentioned otherwise. Primary contact number, fax number, email-id and name/designation of the contact person are required to be submitted along with the tender.
- vi. Participation by qualified and shortlisted bidders throughout the bidding process is compulsory and lack of interest or non-participation in any event mentioned in the calendar of events would be a sufficient reason to cancel the bid at any stage.
- vii. Technical bid should include schedule for modular implementation.
- viii. The billing shall commence only after complete implementation, testing and training.

Conditions:

- i. Conditional tenders will not be entertained & are liable to be rejected.
- ii. In case, the day of opening of tenders happens to be holiday the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- iii. The Veer Surendra Sai University of Technology Burla reserves the right to reject any tender or all the tenders without assigning any reasons thereof.
- iv. The tender without earnest money (EMD) will not be opened.



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- iv. The tender without earnest money (EMD) will not be opened.
- v. The jurisdiction of court will be at Sambalpur, Odisha.
- vi. The tender of the bidder who does not satisfy the eligibility criteria in the bid documents are liable to be rejected summarily without assigning any reason thereof and no claim whatsoever on this account will be considered.
- vii. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder withdraws his/her bid/tender before the said period or makes any modification in the Terms and Conditions of the bid, during the fixed validity period, the earnest money (EMD) shall stand forfeited. Bids shall be valid for 60 days from the date of bid closing. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

Note: The evaluation of Technical bid and Financial bid will be based on the assigned score by the committee for each of the parameter (in Annexure-A and Annexure-C). The final score will be awarded by the committee by giving due weightage to Technical bid and Financial bid. In the event of tie in final score, the vendor with higher Technical bid score will be considered. Further, in the event of tie in both Final score and Technical bid score, then the vendor having higher average turnover of last three year (2021-2022, 2022-2023, 2023-2024) will be considered.

3. Objectives of the Tender

The objective of this tender document is to solicit ERP proposals from the prospective bidders for providing a web based end-to-end ERP system.

Veer Surendra Sai University of Technology Burla has the following supporting sections and offices which take care of the various academic and administrative activities of the university:

- Vice Chancellor office
- Registrar Office
- Various Teaching departments of University
- Establishment Section
- Academic Section
- Account Section
- Central Stores and Purchases
- Scholarship Section
- Controller of Examinations Office
- Training and Placement cell
- Dean Student Welfare office
- IQAC Cell
- Students/ Halls of Residence Section
- Central Computer Facility Cell
- Medical Section
- RTI and Legal Cell
- Library
- Deans section (PGSR/F&P/SRIC/CDCE/Alumni Relations)
- Automation Cell
- Civil maintenance cell
- Electrical maintenance cell



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- Guest house
- Other cells/administrative offices

More detailed mapping of the organizational structure will be provided during the implementation phase of the ERP project.

4. Scope of Work

Proposal for design, development, implementation and support of ERP Solution for Veer Surendra Sai University of Technology Burla

- Veer Surendra Sai University of Technology Burla invites tenders to automate the mentioned activities of the university effectively through a software management system in the form of an ERP System based on existing State Government/University/AICTE/UGC Rules and Regulations and as updated from time to time.
- Most of the manual work, document flow, data entry and processing and subsequent storage which will be shifted or supplemented by this ERP system. This will enable processing, analyzing, reporting, retrieving, managing and rearranging the data and information much easier. At the same time work, process and document flow will be more in automated manners.
- The high-level scope of services for the bidder is defined below. Please refer to complete tender document for detailed requirements relevant to the scope of this tender, as well as elaboration on each of the items below.

Required Features

- Data (historical as well as current) of the University need to be incorporated in new ERP Solution.
- The ERP portal/software should accompany a comprehensive content management system to support a variety of users ranging from Administrators to Guests. It should allow the administrator to create user roles and allow the setting up of access rights ranging from entire solution to some specific modules.
- It should provide for flexibility by the VSSUT to modify the design when a major event has to be published.
- Design should be flexible to accommodate new customizable sections/ modules by the VSSUT based on the scope of work defined in this tender.
- Design should allow changing the interface templates for fresh new look as and when required.
- It should be compatible to various browsers (i.e. IE, Mozilla Firefox, Chrome, Opera etc.) and should be available as Apps on mobile platforms such as Android and iOS.
- The ERP portal/software must be capable of managing examinations (Pre examination-Conduct of Examination-Post examination work) through a centralized examination controller of the university. In such case, the ERP portal/software must be able to integrate third-party plagiarism software.

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- It should provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, student fees, examination fees, migration fees, registration fees, conference registration etc.
- It should allow users to share their views, feedback, solutions and suggestions online through the webmaster.
- It should provide a search module for efficient information retrieval.
- The ERP portal/software should incorporate necessary security features against hacking and defacement. All logins and payments transaction must operate on secure protocols.
- It should comply fully with the guidelines issued from time to time by the Government of Odisha and the Government of India for development and any other law in force in India.
- The portal/software for LMS should allow display of video lectures with extra space (if required after server audit) for purchase of additional cloud facility by Veer Surendra Sai University of Technology Burla.
- A helpline center needs to be created to resolve the various technical/ non-technical grievances of the students in specific time period as defined by the university.

5. General Scope

- Web-based ERP application should be hosted on cloud based server or on the in-house data-server of the University
- A replica server may be maintained at University campus
- Replica server data must be updated once in the week
- All applications accessible by replica server if required on intranet.
- Secure web-based access using https
- Interfacing with third-party payment gateways
- Capability for continuous improvement and upgradation
- Configurability through web-interface and client interface
- Provision for decision support mechanism
- Facilitate paperless working
- Workflow based process approval and archival mechanism
- Comprehensive data and application security features
- Adequate security provisions for preventing tampering of the software as well as data
- Archival of information and data
- Audit logs of user sessions
- Provision for role based access rights
- Provision of interactive validations of data entries
- Provision for data item based access rights
- Provision for reports generation as per requirements



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6. Proposed Modules

6.1 Academics & Student Lifecycle

1. Programme and Courses
2. Admission Management
3. Examination Management
4. Evaluation & Grading
5. Student Information Management
6. Time Table Management
7. Attendance Management & Monitoring
8. University Calendar Management
9. Assignment & Home Work Management
10. Research (PG/PHD)
11. Training and Placement
12. Student Portal
13. Faculty Portal
14. Alumni Portal
15. Parent Portal
16. System Admin
17. Dashboard
18. ID Card, Registration Card
19. Hostel Management
20. Library Integration System
21. LMS
22. IQAC Cell
23. Course Outcome/ Program Outcome Report for NBA/NIRF/IQAC & NAAC
24. Accreditation
25. SMS, Email, Messaging Engine
26. Student Feedback

6.2 Human Resources Management and employee lifecycle

1. Recruitment
2. Employment Management
3. Leave Management
4. Career Advancement (PAR/APAR)
5. Training of Trainers (ToT) Management

6.3 Finance, Accounts and Supply Chain

1. Budget & Accounts
2. Payroll Management
3. Research Project and Grants Management



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4. Fee Management
 5. Bill Management
 6. Asset and Inventory Management
- 6.4 Governance and Decision Support**
1. Grievance Management
 2. File Management & Tracking
 3. Estate Management System
 4. Residence Allocation Management
 5. RTI Management
 6. Legal Case Management
 7. Minutes Resolutions Archive
 8. Central Data Unit
 9. Central store and Purchase
 10. Electrical Maintenance
- 6.5 Other Facilities and Services**
1. Organizational Structure
 2. User Management
 3. Core Communication System
 4. Service Desk Management
 5. Content Federation System and Website APIs
 6. Health Management System
 7. Transport and Fleet Management
 8. Security Management System
 9. Sports Management System
 10. Other Essential Services as required during implementation

Other requirements, if any, will be provided during the implementation phase of the ERP project. In addition to above, the following are the key requirements for the proposed ERP system.

7. Implementation Methodology

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

- Quality of the solution deployed
- User satisfaction while deploying and usage
- Successful implementation in terms of completeness and timely accomplishment of the outcome

8. Functional Scope

The supplier shall supply the services as per following schedule:



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- Beginning of the implementation process of Modules within 60 days from the date of allotment of work order.

9. Number of Users

Number of regular users (i.e., students, faculty and staff) accessing the ERP portal will be around 6000 (may increase in future).

10. Backup and Disaster Recovery

- The bidder must provide a detailed backup strategy plan, disaster recovery plan, storage recovery plan that ensure minimal downtime of the ERP system while keeping the cost to be minimal.
- The proposed solution must ensure a high degree of automation of incremental backup, full backup, data recovery, health monitoring of various services, etc. All necessary scripts, code, triggers, training and documentation must be provided with respect to health monitoring, backup and disaster recovery.

11. Frontend Design

- The user interface must follow principles of responsive design. The interface for all modules must ensure that the rendering of any pages/ forms are aesthetically pleasing as well as ensures better user experience by accommodating flexible designs that can cater to devices of all form factors (laptop/ desktop/ tablet/ mobile).
- All user interfaces must ensure compatibility across most of the popular browsers (Google Chrome/ Firefox/ Opera/ Safari/ Edge/ Internet Explorer) for at least last 3 of their versions.
- Input data validation/sanitization should be done both at the front end as well as at the back end to ensure security and safety.
- User interface design along with the back-end sanitization should ensure that attacks such as SQL injection, cross site scripting, buffer overflow and any other similar attacks are ineffective against the proposed ERP solution.

12. Scope of Services

The scope of services for the successful bidder is as follows.

- Procurement and Supply of software product/s licenses and associated solution components. The bidder must use free/open source components available to the maximum extent possible in the solution.
- Procurement and supply of database and operating systems
- Hardware / Infrastructure estimation and sizing and assistance in procurement
- Warranty Support
- Application Maintenance & Support Service
- Replica Server is to be maintained at the University

13. Time Period for Engagement

The contract for ERP will be for a period of two years from the date of successful implementation of the ERP Solution. Further extension may be provided if a technical panel appointed by Veer



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Surendra Sai University of Technology Burla recommends the same. In such case, the extension will be awarded on similar terms and conditions.

14. Eligibility Criteria

S. No.	Bidder's Eligibility Criteria
1.	The bidder must be registered with the competent authority under the appropriate Act / Rules for carrying on business relating to ERP/Software related activities
2.	The GST Annual Return for last three years - GSTR-9 of the tenderer must reflect profitability
3.	Copy of Income Tax Return filed during last three assessment years
4.	The bidder must submit an Affidavit on non-judicial stamp paper duly attested to the effect that they have not been debarred/ blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organization (as Annexure D)
5.	The bidder should have prior experience relating to ERP solutions for a minimum period of three years as on date in reputed universities
6.	The bidder is required to produce a Work Satisfaction Certificate from at least one reputed university
7.	The individual signing the tender or other document in connection with the tender must certify so as to whether he / she has signed as: a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor b. A Partner of the firm, if it be partnership in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. The alternative, all the partner should sign the tender. c. Authorized Signatory of Pub. Ltd. Corp. or Pub. Ltd. Co.
8.	Copy of Permanent Account No. (PAN) under Income Tax Act
9.	Only the firm which has possessed the GST No. can quote their rates for the tender
10.	HSN Code, if any, must be entered in the hard copy while quoting the rates
11.	Earnest Money (EMD) of ₹ 1,00,000 through online mode
12.	Tender fee of ₹ 2000/- through online mode
13.	Earnest Money (EMD), Tender Fee through any other mode is not acceptable

Note:

- Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.
- The Veer Surendra Sai University of Technology Burla, reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non- issue of work.

15. Other General Terms

- Please ensure that the date of establishment of the registered office, branch office, details of all partners into the firm should be invariably indicated in the application.



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- ii. All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iii. No proposal shall be entertained in Joint venture/Consortium.
- iv. The tenderer should allocate single point of contact who can provide support during the development and implementation stage.
- v. The registered users include only students, faculty, non-teaching staff and administrators of Veer Surendra Sai University of Technology Burla. Limited access provided to parents/legal guardian for only viewing selective data concerning the educational progress of their ward. Similarly, limited access will be provided to alumni of Veer Surendra Sai University of Technology Burla for viewing activities pertaining to the alumni.
- vi. The tenderer needs to implement the external API according to the requirements, ensuring that only authorized personnel from the university can access the data. Unauthorized access to data by other individuals is prohibited without permission.
- vii. All updates to the solution will be provided to the university at free of cost over the period of contract. However, the Veer Surendra Sai University of Technology Burla reserves the right to terminate the contract by giving three months' notice. In case of termination, the tenderer shall provide all data in Excel/PDF format to the university authority.
- viii. The tenderer will make the development/customization of the various modules as per need of the University to find the solution.
- ix. A team of technical persons should be allotted for the training and implementation of various tasks using ERP software to all the users for the agreed time in the university campus.
- x. The Software requirement and specification (SRS) must be prepared by respective vendor in Coordination with University Officers of various sections and Automation Cell.
- xi. The tenderer will have to provide identity card to its staff and will be responsible for any type of consequences happened with staff during the working. The staff deployed by the tenderer will be the employees of firm and firm will be responsible for all dues payable to them. Such staff will have to maintain the discipline and decorum as per University rules.
- xii. A penalty clause shall be a part of the final agreement/contract signed between the university and the successful bidder. The terms of the penalty clause shall be worked out at the time of the signing of the final contract.
- xiii. Secrecy of work is to be maintained as per norms/instructions of the University.
- xiv. The University will ensure and provide proper power supply, internet facility, Computer, Printer, Stationery and proper space for staff etc.
- xv. The firm or any partner of the firm should not have been black listed by any Government Departments/Universities or any other organization in respect of any assignment or behavior. The firm has to submit the "No blacklisting certificate" as per **Annexure-D**.
- xvi. Any other conditions as may be deemed appropriate shall be announced at the time of opening of tenders in the presence of bidders. The agency / firm shall also append the declaration as Annexure A with the tender.

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- xvii. In case, the supplier / vendor backs out of its contract, its Earnest Money (EMD) shall be forfeited, and / or other action will be taken as deemed fit by the university.
- xviii. The firm shall not sublet the work allotted to it, to any other firm. If it is found, action as deemed fit shall be taken against the defaulting firm.
- xix. The firm, which is assigned the Work Order for "Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Veer Surendra Sai University of Technology Burla" shall be required to continue its services till the new tender is honored / invited, on the same rate and terms & conditions as applicable for the present works.
- xx. The quality of services of the Firm / Vendor shall be got tested/verified from experts, if required, and in case, the quality of services is found poor / low according to specification, the firm will be liable for imposing any kind of penalty as decided by the Committee. Besides penalty, the expenses for testing of services shall also be recovered from the supplying firm.
- xxi. In case of dispute of any kind, Courts at SAMBALPUR, Odisha only shall have the jurisdiction. Further, all the disputes shall be settled at SAMBALPUR, Odisha only.
- xxii. The scale of services during the period of Contract can, however, be increased or decreased at the discretion of the University.
- xxiii. The firm shall be responsible for the safe custody and security of all data related to the students/staff of university. In case, at any time, it comes to the notice of the University that data has been leaked/manipulated, through its connivance or negligence, the action as deemed fit by the University will be taken which could be to the extent of forfeiture of whole payment and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security / payment of the bill. The firm shall have to deposit amount of penalty as imposed by the University within a fortnight from the date of issue of the letter, failing which the Registrar, Veer Surendra Sai University of Technology Burla shall have the right to recover the amount through the Court of Law and all expenses incurred on litigation by the University, shall be borne by the firm.
- xxiv. In case, the services are not honored within the prescribed time limit, the Vice Chancellor, Veer Surendra Sai University of Technology Burla reserves the right to cancel the Order and forfeit the entire amount of security, blacklist the firm and recover the difference of cost whatsoever in getting the services and allot the work to any other party or may relax the time limit maximum up to 45 days in addition to the above limit.
- xxv. The services of the firm will be accepted subject to the approval by the Review Committee constituted by the Vice Chancellor.
- xxvi. No advance payment will be made to the firm, which are assigned, the Work Order for "Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Veer Surendra Sai University of Technology Burla". The bank draft / cheque of amount of each bill shall only be handed over to the firm after work progress report by committee constituted by Vice Chancellor.
- xxvii. The Completion Certificate is also required to be given by the firm.





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- xxviii. Successful bidder must submit / execute an Agreement on non-judicial stamp papers duly attested with UNIVERSITY before taking up the job to follow up the Terms & Conditions of the Tender.
- xxix. The successful bidder must sign an integrity pact with the university before beginning the work.

16. Payment Terms

- The professional fee quoted by the vendor shall be valid for the entire contract period. Payment will be made on the recommendation of the committee constituted by Vice Chancellor.
- Invoice should be raised in duplicate in favor of the Comptroller of Finance, Veer Surendra Sai University of Technology Burla.
- Statutory Taxes will be paid at prescribed rate during the contract period.
- TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by the University.

17. Documentation for ERP Development

The bidder will provide detailed final system documentation for the reference of VSSUT. The bidder shall provide ongoing relevant product information for reference purposes and facilitating self-education for VSSUT personnel. Two sets of product documentation to include hard copies and soft copies to be supplied and shall include following (but not limited).

- Configuration document consisting of system setting and parameters for each functional module
 - Standard operational procedure (SOP) manuals
 - Documents related to data structures / tables
 - On-line help manual
 - Technical manuals
 - Installation guides
 - System administration manuals
 - Toolkit guides and troubleshooting guides
- User manuals including system instructions and use cases, how to run a program to perform specific task in the system with sample reports, screen formats, etc.
 - Program flow and descriptions
 - Any other documentation required for usage of implemented solution



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All documents mentioned above or any other standard documentation for the product to be submitted to VSSUT as applicable throughout the lifecycle of the project.

18. Termination of Contract

18.1 VSSUT may without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Firm, terminate the contract in whole or part,

- If the Firm fails to deliver any or all the services within the time period (s) specified in the Contract, or within any extension thereof granted by VSSUT; or
- If the Firm fails to perform any of the obligation(s) under the contract; or
- If the Firm has engaged in fraudulent and corrupt practices in competing for or in executing the contract.

18.2 In the event of VSSUT terminating the Contract in whole or in part, VSSUT may engage other Bidders, upon terms and in such manner as it deems appropriate, services like those delivered and the FIRM shall be liable to VSSUT for any additional costs for such similar services limited to the total amount paid. However, the Firm shall continue the performance of the Contract to the extent not terminated.

18.3. Termination for Insolvency: VSSUT may terminate the Contract by giving written notice to the Firm, without compensation to the FIRM, if the FIRM becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the VSSUT

18.4 VSSUT may by written notice, with a notice period of 30 days sent to the Firm may terminate the Contract in whole or in-part at any time for its convenience. The notice of termination shall specify whether the termination is for VSSUT's convenience, the extent to which performance of work under the Firm is terminated and the date upon which such termination becomes effective. On termination, the Firm is entitled for compensation to the extent of work done till the date of termination.

19. Timeline of Activities for Delivery and Commissioning

The timeline for the project development with below points shall be part of contract.

Timeliness of the following activities:

- a) Completion of the overall Architecture and Design for the core and other modules.
- b) Successful delivery of Conference Room Pilot (CRP) Demos of the core and other modules.
- c) Successful completion of Cross functional integration test, load and stress test, and subsequent release of beta version Go-Live to all the users of VSSUT.
- d) Commissioning of stable version Go-Live at the institute level with the user acceptance test(UAT).



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20. Right to accept or reject the bids

The VSSUT, Burla reserves the right to accept the bids in full or in parts or reject them summarily or partly without assigning any reason. VSSUT also reserves the right to cancel this tender without any financial and legal obligations on VSSUT, Burla.

21. Liquidated Damages

- i. The date of the delivery of the services stipulated in the acceptance of tender should be deemed to be the essence of the contract and the delivery must be completed no later than the dates specified therein.
- ii. Any delay due to the Force Majeure conditions or delay due to reasons not attributable to the Implementing Agency will be excluded from the delivery schedule.
- iii. In the event of failure by the Implementing Agency to fulfil the delivery conditions, VSSUT at its discretion may initiate any of the actions as given below.
 - a) Extension of time may be permitted to complete the work.
 - b) The contract with the Firm terminated as per the Termination clause.
 - c) Any other action as may be deemed fit by VSSUT in the best interest of the Institute.

End of Tender Document

Registrar
VSSUT, Burla



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Annexure A

Sl. No	Technical Parameters – Checklist
1	Average Annual Turnover from similar work of the Bidder during the last three (3) financial years (FY 21-22, 22-23, 23-24)
2	ERP implemented in Indian Higher Education Institutes in last 10 years.
3	Employee strength of the Bidder/organization: No.of employees employed in software design, development, implementation, testing, service and Support.
4	Total No. of student, in one University, where the solution has been implemented.
5	ISO/IEC certificate for software standards 27001, 20001, 9001, 27001, 20001, 27001
6	CMMi level Certification of the Bidder: Level 5 or Level 4 or Level 3
7	Capability to develop mobile applications for ERP system
8	Technical presentation by the bidder on approach and Methodology (focusing on educational ERP), DEMO (working prototype), Graphical User Interface (GUI), Security Features, disaster recovery provision, AI integration, Data Flow and synchronization, frequency of backup in external drive, Detail report and summary report/Management report, System Performance time etc.)
9	Proposed Project Plan detailing out dependencies and Assumptions with action plan.
10	Understanding of the objectives of the assignment: The extent to which the consultant's approach and work plan respond to the objectives indicated in this proposal.

NB: All the firms are requested to submit the supporting document for above table.

As the services relating to Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Veer Surendra Sai University of Technology Burla involves special importance and sanctity, hence, before making allotment, the reputation, quality of services, technical expertise and capacity of firm shall be taken into account. Merely fulfilment of minimum eligibility and rates alone will not be the deciding factor. Thereafter, the UNIVERSITY reserves the right to reject any / all the tender(s) without assigning any reason, and assign the work to any of the bidder / vendor.

The rates for " Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for VSSUT Burla to be quoted for about 6000 students per year inclusive of all taxes except GST as per government rules in the prescribed Schedule of Specifications and Scope of Work as mentioned in the Tender Document. The number of students will be calculated on the basis of number of registered students in particular session (Data will be taken from RR/CRR data). GST under Govt. Rules as applicable, shall be extra, if so, quoted by the Firm in the Tender / Quotation subject to the certificate in the bill of costs as follows:

"Certified that the Taxes charged in this bill is liable under govt. Rules"



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Annexure B

Server Specification (As prescribed below or higher specification)

Cloud Service	Amazone Web Services
Write Server	Minimum 16 vCPUs 64GB RAM, M5.4XLarge Amazon RDS (for Production Server and Production data storing), Minimum 2050GB Hard Disk
Read Server	Minimum 16 vCPUs 64GB RAM, M5.4XLarge Amazon RDS - For Read Server (For Dashboards, Reports and Mobile Apps Traffic etc.), Minimum 2050GB Hard Disk
Data backup	Minimum 1 TB of Amazon S3 Storage provision with data security
Any Other	If any



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Annexure C

NAME OF THE FIRM						
Sl No.	Type of Charges	Implementation	Recurring Charges for 1st Year (from the date of GO-LIVE)	Recurring Charges for 2st Year		
	One Time Setup Cost for Development, Implementation, Testing and Training		NA	NA		
2	Cloud Charges(Read, Write) for Cloud Service with Prescribed configuration in Annexure-B in Tender Document	NA				
3	Charges for 6000 Students	NA				
4	Per Student Charges after 6000 Students	NA				
5	Resource Person Charges After Implementation in VSSUT (One Onsite Support Engineer)	NA				
6	Cost chargeable for per each major Modification in ERP after implementation, if any	NA				
7	Any Other Charges (Specify with justification)	NA				
	Total Cost					
					Cumulative Total for two year including implementation	

Note : All the prices should be quoted including all applicable taxes.



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Annexure-D

Undertaking

I / We the following partners of M/s _____, do here by jointly and severely verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been blacklisted/debarred or cautioned by any university/Govt./autonomous body/organization, (if debarred, give details);

Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm

Date

Attested:

(Public Notary / Executive Magistrate)