

# **COTTON UNIVERSITY, ASSAM**

*(Established by an Act of Government of Assam, 2017)*

**Expression of Interest (EOI)  
for  
ERP System for University**

**COTTON UNIVERSITY, ASSAM  
Panbazar, Guwahati 781001**

Ver.3

*Dilip*  
*9/6/2022*  
**Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam**

**SECTION-I**

**Expression of Interest (EOI) Notice No:**

*CU/2020/01 Dated 09.06.2020.*

**1. EOI Notification:**

COTTON UNIVERSITY invites sealed expression of Interest from eligible, reputed companies/firms for ERP System for University as specified in this EOI document.

EOI document may be downloaded from COTTON UNIVERSITY website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) The prescribed EOI fee and Earnest Money Deposit (EMD), as mentioned in the EOI document, shall be sent with your offer through Demand Draft (DD) drawn in favor of "**Cotton University**", payable at Guwahati. Any subsequent amendments in the EOI will be available on the above mentioned website.

Duly filled-in documents must be submitted to the office of **The Registrar, Cotton University, Panbazar, Guwahati- 781001** by Speed Post/or by hand, on or before 30.06.2020 up to 2:00pm.

1	Name of the Work	EOI for ERP System for University
2	EOI Fee	Rs.3000/- (Non Refundable)
3	Earnest Money Deposit (EMD)	Required after being shortlisted in presentation
4	Date of issue of EOI	09.06.2020
5	Last date for receiving hard copy of all the documents along with EOI Fees.	30.06.2020, Upto 2 pm
6	Technical Opening Date	30.06.2020, 3pm
7	Address for Communication, Queries and Submission of filled EOI.	O/o The Registrar, Cotton University, Panbazar, Guwahati 781001

Eligibility Criteria, Terms and Conditions, Scope of Work, various format and Performa for submitting the EOI offer and other details are described in this document.

**The entire process will be held in TWO phases:**

**Phase 1: Presentation by eligible company/firm**

**Phase 2: Price quote to be called from company/firm which are shortlisted in the presentation**

Bidders are required to sign and submit all the pages of this EOI document and all other required supporting documents.

*Signature*  
*9/6/2020*  
Registrar  
Cotton University  
Guwahati-781001, Assam

**SECTION-II**  
**ELIGIBILITY CRITERIA FOR THE BIDDER**

**PRE-QUALIFICATION CRITERIA (Stage-I)**

- 1) The bidder/ Company should have been in the **software design and development business** for at least 7 (seven) years as on 1<sup>st</sup> June 2020
- 2) The bidder should have a turnover of at least 50 **Lacs** in average of the last 3 financial years, as revealed in audited balance sheet of the firm, indicating the turnover along with Income Tax Return for the last three years (to be enclosed).
- 3) The firm must have an experience of implementing similar ERP OR should have completed at least four modules (\*related to the modules stated under **Broad Aspect** of Scope of work below) inclusive of one based on **Student Life Cycle**, during the last 5 years in at least two (2) University/ Higher Education Institutes. The Purchase order and the certificate of satisfactory performance from the competent authority of the organization/ university in which it is running should be enclosed along with the bid.
- 4) Cotton University reserves the right to inspect the on-field performance of the implemented ERP.
- 5) The bidder/Company should not have been debarred/blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/University or any other organization. **Undertaking in this regard is to be submitted by Bidder.**
- 6) The bidder/Company should have submitted EOI Processing fees of Rs. 3,000 (Rupees Three Thousand on) in the form of Demand Draft in favour of "**COTTON UNIVERSITY.**"
- 7) Bidders are required to submit all supporting documents for above criteria with sign and stamp.
- 8) The company / firm should have their Registered Office based in Guwahati, Assam for any kind of future support.

*Suhm*  
*2/6/2020*  
**Registrar**  
**Cotton University**  
**Panbazar, Guwahati-781001, Assam**



## PRESENTATION TO THE EVALUATION COMMITTEE (Stage-II)

Companies/Agencies shortlisted in pre-qualification will be invited for making presentation in presence of Evaluation Committee at Cotton University, Guwahati. Each of the shortlisted Companies/Agencies will be given a slot of fixed time period. The Evaluation Committee will see the presentation of ERP System proposed by the bidder and assess competency of the Companies/Agencies, their capacity of understanding the needs, and sensitivity to provide services to Cotton University on below mentioned parameters:

- Presentation of proposed ERP System for University and its features
- Number of years of existence of Company
- Number of Key Professionals & their post qualification experience
- Projects completed with higher educational institute/University and presentation of their working modules.
- Brief presentation of independent modules
- Capability to provide support to Cotton University in the long run
- Track-record

**The Evaluation Committee will shortlist the Companies/Agencies on basis of above evaluation for further process and a financial document will be issued for quote the price along with the EMD.**

## SECTION-III

### GENERAL TERMS AND CONDITIONS

#### **1. Essential technical requirement:**

Permanent Account number /TIN (whichever applicable) and GST registration photocopy are to be enclosed.

#### **2. EOI Fee & EMD:**

a) The Bidder has to submit Non-refundable **EOI Processing Fees of Rs. 3000/-** in the form of Demand Draft in the name of "Cotton University" payable at Guwahati from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI in the separate sealed cover should be remitted along with the bid. **EOI without Processing fees will not be termed valid.** In case of non-receipt of processing fees, as mentioned above your bid will be rejected by COTTON UNIVERSITY as non-responsive. **Exemption:** Bidders who are MSME/NSIC registered may claim exemption from **payment of EMD only**, subject to submission of valid documents in support of their claim. **The Application fee is mandatory for all irrespective of any registrations.**

#### **3. Submission of Bid:**

Technical Bid (Phase 1) and Price Bid (Phase 2) shall be submitted in two separate sealed envelopes quoting reference number of EOI at the top of the envelope.

*Signature*  
a/b/2020  
Registrar  
Cotton University  
Anapazar, Guwahati-781001, Assam



#### **4. Bid Evaluation:**

The Bidder will be evaluated based on the Pre-Qualification Criteria (Phase-I) and Assessment of Evaluation Committee (Phase-II). Price Bid of Shortlisted Bidders will be requested only after shortlisting of the presenters by the Evaluation Committee

#### **5. Amendment of EOI Document (Corrigendum):**

At any time prior to the deadline for submission of bids, COTTON UNIVERSITY may, for any reason, modify the EOI document and the corrigendum will be published on COTTON UNIVERSITY's website under URL: <https://cottonuniversity.ac.in>

#### **6. Assignment & Sub-Contract:**

The Agency shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the University.

#### **7. Confidentiality and Disclaimer**

All information supplied by the COTTON UNIVERSITY in connection with this EOI must be treated as confidential and, for the avoidance of doubt, all parts of the EOI are to be treated confidentially by the Bidders.

#### **8. Conditional EOI:**

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.

#### **9. Contract Agreement:**

The successful Bidder shall be required to execute a Contract Agreement with COTTON UNIVERSITY on the non-judicial stamp paper of prescribed denomination (to be notified). The cost of stamp paper shall be borne by successful Bidder. COTTON UNIVERSITY reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

#### **10. Force majeure:**

If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations here under by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

  
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Cotton University  
Manbazar, Guwahati-781001, Assam



**11. Interpretation:**

In the event of any difference in the interpretation of any of the clauses of the service contract and / or the documents, the clarification given by the Registrar of Cotton University shall be final and binding on the Parties.

**12. Exit Clause:** COTTON UNIVERSITY can terminate the contract at any time i.e. during the contract period without giving any notice or citing any reasons.

**13. Settlement of Disputes:**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.

**14.** Any dispute whatsoever shall be subject to the **jurisdiction of Gauhati High Court only.**

**15. IMPORTANT:**

- University may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the lowest bid. The University at its discretion may change the upgrade or drop the criteria or part thereof at any time before awarding the contract.
- A bid submitted with false information will not only be rejected but the agency will also be debarred from participation in future processes.
- Bidders are required to sign and submit all the pages of this EOI document and all other required supporting documents
- In case of any dispute, the decision of the Vice-Chancellor of this University shall be final and binding on the Bidders.
- For any query pertaining to this bid document, correspondence should be addressed to:  
**The Registrar, Cotton University, Assam.**
- No separate EOI paper will be issued from the office, one should only download form the University website ( [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in))
- Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to. **Payment of EOI processing fee is mandatory and is not exempted.** However, the University will make provisions for the EOI documents free of cost in its website

*9/6/2020*  
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Cotton University  
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- All payments will be made after successful implementation of respective modules in a phase manner. No advance payment will be made.

## SECTION-IV TECHNICAL

### 1. SCOPE OF WORK:

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

#### Broader Aspect

**A) Student Cycle:** Admissions - (Application /Entrance/ Counseling / ID card issue etc.) – Attendance – Fees -- **Examination** – Mid/Semester Results – Final examination – Convocation list preparation/ Certificate, Report generation

*To be included:* Hostel Management, Fee receipt generation, Timetable management, Alumni database , Payment Gateway Integration.

**B) Employee Cycle:** Recruitment- Joining –ID card - Staff / Employee Attendance –All Leave Management - Salary preparation and deposit inclusive of Bank integration – Retirement database , Report generation

**C) Financial Management:** Budget, Finance and Accounting, Receipts and Payment, Salary disbursement, Financial reporting, Report generation

**D) Inventory & Asset management** – Material Receipt/ issue- Asset register – Dept. login for issue, Relevant reports, Report generation.

In addition to the above, this document also has a vision for the following:

1. It should have certain futuristic dimension and should be a landmark type mechanism for the entire NE region in view of the changes required to cope with the post COVID-19 world. Ideally a few features that is desired to be part of the system are as follows (may be added in phases)
  - Total end to end campus automation with Smart Card, RFID, IOS, Android device integration
  - Database Platform Independent – Open source version preferred

*Dr. Anu*  
21/6/2020  
**Registrar**  
**Cotton University**  
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- Exceptional database security and stability (cloud based solutions preferred)
- Module based architecture – Slot for selecting certain modules which are relevant at a given point of time
- Possibility of integration with existing software used by the institute (e.g. tally, Koha etc.)
- Artificial intelligence based content search and extraction
- Role based access, end to end encryption
- Focus on outcome based learning
- Ability to work with temporary no-access to internet
- Stress on functionality virtualization
- Modules to be included but not limited to:

#### **A. Student**

1. Student Information System
2. Admission management system
3. Hostel Management
4. RFID based / face-recognition based general attendance management
5. Student Feedback & Surveys
6. Course registration and progression
7. Examination Management(online mode, assignment integration and management)
8. Student Self-service e-portal including scholarships
9. Library access/ integration with Library software.
10. Training & Placement
11. Alumni Management
12. Parent Self-service e-portal
13. Student Fees Management
14. Counselling
15. Extra-Curricular Activity Management

#### **B. Faculty**

1. Faculty Self-service e-portal
2. Learning Management System & Learning Content (Collaborative and blended learning) Management System
3. Library access
4. Integration with relevant website pages

#### **C. Administration**

1. Recruitment and Human Resource Management
2. General Attendance
3. Leave Management
4. Finance, Payroll and Tax Management
5. Assets / Inventory Management
6. Purchase Management
7. Fund & Grant Management
8. Accreditation Management System
9. E-noticing / Help desk
10. MIS reporting tools

#### **D. Campus Management**

1. Premises Access and Security Management
2. Cleanliness and Hygiene Management
3. Essential Services Management
4. Internet Management

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5. Electric Power Supply Management (Installation, Repair Maintenance)
6. Water Supply Management
7. Vehicle Management
8. Information display Management
9. Canteen Management
10. Civil Engineering (New Construction, Repair and Maintenance)

While above inclusions are to guide the core functionality expected, these may however be added/amended based on University's requirement. University reserves the right to procure any one or combination of modules listed above or proposed by the bidder with necessary required customization/modification. The participating bidders are expected to be reputed IT Company/firm and having carried out similar assignments in the past.

**(II) Platform/Other Technical Details related to ERP System to be declared:**

- 1) Software Development Platform/Frontend/Programming Languages etc (Open Source preferred)
- 2) Backend Database Software/Platform
- 3) Compatibility with Operating System
- 4) Browser Compatibility
- 5) Software Licenses requirements to use/run ERP System (if any)
- 6) Onsite /Cloud Based provisions
- 7) Security Parameter/Measures in ERP system
- 8) Any Other Application/System Related Technical Details
- 9) Hardware requirement

**Implementation:**

1. To implement the solution at locations - as required by the University.
  - a) University may implement the ERP in phases.
  - b) University may contact the organization where ERP has been successfully implemented.
2. To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures and disaster recovery
3. The Bidder is expected to incorporate all changes in business requirement in the application during the term of the project if any such changes arise.

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*9/6/2020*  
Registrar  
Cotton University  
Lazar, Guwahati-781001, Assam

4. Data integration/migration from the existing system to the ERP System of University.
5. The bidder is required to depute adequate number of appropriate personnel at the user sites for required number of days during the ERP Project Implementation.
6. **An effective System Analysis of the required processes need to be carried out and an System Requirement Specification document to be provided to Cotton University, before the implementation of the project (which may be module wise).**

**Training to the Users/Staff while handholding:**

1. To prepare training schedule of ERP System/Modules for staff/users and take approval from the University.
2. To train the designated technical and section wise end user staff to enable them to effectively operate the ERP System/Modules.
3. To prepare training manuals for ERP System/Modules and submit to the university.

**Warranty:**

The Bidder/Company/firm has to give full support for at least **three (03)** years after the entire ERP system goes live with no additional cost and should thereafter continue to extend maintenance service if desired, on payment as per mutually agreed terms/as quoted.

**Details of ERP System for University :**

**Bidders are required to provide details of ERP System on module basis. For Additional/More details bidder can attach Separate Sheet/Brochure/Documents in the Technical Bid with Authorized sign and stamp.**

**Checklist of documents to be attached with Technical Bid**

- a) Copy of Company/Firm registration certificate
- b) EOI fee & Earnest Money Deposit (Demand Draft) – Note: EOI Fee is mandatory irrespective of any kind of registration.
- c) Audited Annual Financial statement of last three years
- d) Work order & completion certificate of at least two similar projects of ERP System developed for a Higher Education Institute.
- e) Undertaking that the bidder/company/firm is not blacklisted by any Govt. Department /Semi-Govt. Dept./ Education Institute/ University or any other organization.
- f) Firm Registration under Guwahati Municipal Corporation

*Signature*  
9/6/2020  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam




SECTION-V  
DECLARATION

1. I, ----- Son /Daughter of Mr./Ms. -----  
Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----  
----- am competent to sign this declaration and execute this document.
2. I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to the summarily rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the EOI document and papers submitted is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Signatory

(With Seal)

Place:  
Date:

  
9/6/2020  
**Registrar**  
**Cotton University**  
**Panbazar, Guwahati-781001, Assam**