

**INVITATION FOR QUOTATIONS**  
**FOR ONLINE FEEDBACK AND ATTENDANCE D/MONITORING SYSTEM**  
**(OFAMS) UNDER SHOPPING METHOD/ PROCEDURES,**

Dear Sir,

Sub : **INVITATION FOR QUOTATIONS FOR SUPPLY OF OFAMS**

1. You are invited to submit your most competitive quotation for supply of OFAMS software (Package Name:-Academic OFAMS) at National Project Implementation Unit (NPIU), Copia Corporate Suites, Unit 301-302, 3rd Floor, Plot -9, Jasola Vihar, New Delhi -110025, India.
2. Details of item requirement

Sr. No	Item Name	Technical Specification	Quantity	Delivery Period(In days)	Place of Delivery	Installation Requirement (if any)
1	OFAMS software	Details given in Annexure-I	1 application software	30 Days	National Project Implementation Unit (NPIU), Copia Corporate Suites, Unit 301-302, 3rd Floor, Plot -9, Jasola Vihar, New Delhi - 110025, India	Yes

3. **Eligibility Criteria of Vendor**

S. No.	Qualification	Documentary Evidence to be attached
1	The Vendor should be an Indian registered and engaged in the job of maintenance/ service of Software Solutions/IT during last 2 years in India as on 31 <sup>st</sup> March 2018.	Copy of certificate
2	The Vendor should have Satisfactorily installed and customized the similar software/ERP software with any Govt. Dept./PSU/ Private for last two years as on 31.03.2018	Copy of work/service orders and Completion certificate.

3	The Vendor should have a minimum of 1000 live users of the required software	Copy and Proof of the Service
4	Company should be an <b>ISO 9001 &amp; 2001 ISO/IEC 20000-1: 2011/or the latest ISO</b> certified	Copy of valid Certificate
5	The Vendor should neither have been Debarred and / or blacklisted by any Central / State Govt. Department / Universities/Educational Institutions/ Organization etc. nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law.	Undertaking as per proforma The Vendor shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs. 100/-)
6	GST No., PAN No., TAN No., Service Tax No., ESIC No., EPF Registration No	Copy of valid certificates (Where applicable)

#### **Terms & Conditions stated below**

#### **4. Quotation Price**

- a) The rates quoted by the Vendor shall be fixed for the job order and shall not be subject to adjustment on any account.
- b) The contract shall be for the full quantity. Corrections, if any, shall be made by crossing out, initialing, dating and re writing to NPIU before last date quotation opening.
- c) All duties, taxes and other levies as applicable shall be payable by the vendor under the job order which shall be included in the total price.
- d) The Prices should be quoted in Indian Rupees only.

5. Each Vendor shall submit only one quotation.

#### **6. Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days from the date of issue of quotation.

#### **7. Evaluation of Quotations**

The Quotation Evaluation Committee, NPIU will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.
- (c) all requisite documents mentioned in terms & conditions

8. **Award of Job order**

The NPIU will award the Job order to the vendor whose quotation has been determined to be substantially responsive and offered the lowest evaluated quotation price.

9. Notwithstanding the above, the NPIU reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of contract.
10. The vendor whose quotation is accepted shall be notified of the award of job order by the NPIU prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
11. The 100% payment will be made only after complete delivery, successful commissioning & satisfactory acceptance by the purchaser
12. You are requested to provide your offer in sealed envelope in enclosed cost breakup (Annexure-A (II)) latest by **15:00 hours on 13<sup>th</sup> September 2018** & the quotation will be opened on the same day at NPIU Office at **16:00 hours**.
13. Disputes if any, arising shall be negotiated / discussed at once in order to resolve the same, failing which regular Courts at Delhi only will have jurisdiction to adjudicate upon the matter.

With regards,

**[Prof (Dr) P M Khodke]**  
Central Project Advisor  
National Project Implementation Unit  
Copia Corporate Suites,  
Unit 301-302, 3rd Floor, Plot -9,  
Jasola Vihar, New Delhi -110025

## Annexure-I

### TECHNICAL SPECIFICATIONS:

1. **Online Software for Attendance Monitoring & Feedback mechanism:** The Technical Education Quality Improvement Project (TEQIP III) is implemented by the Ministry of HRD, Government of India with focus on improving the quality of technical education in focus states of North-Eastern Region; Bihar; Chhattisgarh; Jharkhand; Madhya Pradesh; Odisha; Rajasthan; Uttar Pradesh; Himachal Pradesh; Jammu & Kashmir; Uttarakhand and Andaman & Nicobar Islands.

This becomes a herculean task to continuously monitor attendance of each individual student for entire period of training. Seeking feedback based on their learning experience and curriculum covered is another crucial task. Collecting both attendance and feedback online will help significantly to keep track of this information in real time. If all this information with some predefined formats is available with all the stakeholders simultaneously, it adds value to the entire process.

2. The contents of the OFAMS Software may include-
  - a. NPIU Admins, Institute Admins, Training Agency Admins, Trainer, Students Log-ins
  - b. OTP based Password (email), Contact Information of all the stakeholders.
  - c. The Real Time information – Institute and Training agency Information, Training Schedule, Content in Training, Progress of Training, Feedback, Suggestions.
3. The Web & Mobile based OFAMS application will allow timely, secure and transparent storage of data, easy handling of storage, processing and retrieval of large quantities of data, flow of information and easy generation of reports.

- **Requirement/Customization**

- Vendor will customized the software based on the required specification.
- Vendor will provide the updates on construction for review to the Vendee on regular basis. Vendor will also provide the demos of modules as and when they are Customized.
- Vendor will provide web & mobile-based OFAMS Software.

- **Validation and Verification**

- Vendor will verify and validate that the customized and integrated system meets the requirement in totality.
- Vendor will further test the customized application.

- **User Acceptance Test after customization**

- Set up the UAT environment (as required)
- Vendor will provide the training to the set of users

- user groups for different tasks/activities viz. Admin, Finance, Institute, Super Admin to be tested
- UAT plan and timeline will provide by the Vendor.
- **Implementation of OFAMS software for all users/Go-Live**
  - After UAT, vendor will first implement a pilot for Vendee users before the final deployment
  - Master data will include Employees Information, Institute Information etc.

## **I. FACILITIES PROVIDED BY THE VENDEE**

Vendee will provide following facilities-

1. Provide requirement for customization of OFAMS software.
2. Provide feedback on the demo during the customized phase.
3. Provide master data to vendor for data entry.
4. Provide acceptance on accessibility of OFAMS at the levels viz. Institutions and centre.

## **II. Detailed requirement as per business module**

To achieve the objective of the assignment, the Vendee is seeking an application for real time online monitoring and feedback mechanism of training activities under TEQIP-III.

- Vendee wishes to use a web and mobile enabled centralized solution with security features. The new technology and practices in the areas of online monitoring and feedback mechanism should enable Vendee to achieve the objectives of operational quality, efficiency and outcomes.
- This online software will be an application with user-friendly, GUI based front end, powerful retrievable database in compatible form as back end. The software will be a menu driven easy to use system developed on self-help basis, guiding the users with appropriate help/error messages.
- The online software will allow timely, secure and transparent storage, processing and retrieval of large quantities of data, flow of information, searching and sorting of information uniformly, accurately and quickly & easy generation of reports.
- Dashboard facility may be provided to Vendee as Admin User.
- Security measures will be taken against the data hacking/tempering, data access and data in transmit etc.
- Real time, role based, conditional access to the nominated person with defined level of access and appropriate security.
- Capturing data at source and performing validation checks and crosscheck which will prevent spurious data to be entered.
- The software is a standalone application and will not be integration with any other application. However, there will be provision for data export/ import to other application & different format like excel, word, PDF etc.
- Maintain Master details of NPIU admin, Institute Coordinators, Training agency admin.

### **III. System Requirement Specifications:**

- **Data Management:** The Software data will be managed and maintained by vendor for the period of 01 years (Twelve Months). The cloud server should not be outside of India.
- **Technology Architecture:** Consistency in technology standards chose for the design and customization of software to be maintained to ensure the consistency and compatibility. The architecture will be customize to accommodate future expansion/update.
- **Software Platform:** A combination of web and mobile based application will allow to synchronise the data from all the users in real time. The system will provide flexible, interactive user-friendly interface, produce standard reports, provide evaluation mechanism of predefined stakeholders in a structured manner and other reports for analysis as and when required.
- **Software Support:** This includes installation & support of the application for the period of twelve Months.
- **Training and user Manual/video tutorial:** Training program of the application will be undertaken by vendor for Vendee users. A User's manual/video tutorial will also be developed which includes the description of the Software and input instructions. The training programme will be completed immediately before go live of the software. The training programme will also be repeated after any major changes in the application.
- **IT infrastructure :** Vendor will deploy the necessary IT infrastructure like Domain registration, cloud space etc.
- **Data porting:** Vendor will port the data in to the software and Vendee will verify before the final deployment. Master data will include Institute Details, Training Agency Details.
- **Cloud Support:** Vendor will ensure 99% uptime for system during hours of 9:00AM to 9:00PM on working days (Monday to Sunday); online report should be generated through application to ensure the server availability.
- **Time period for support:** The Vendor will provide the support for the software for a period of twelve months after installation and also expected to support the system after mutual consent.

### **IV. Final Output required**

- The vendor shall hand over a fully functional web and mobile based OFAMS to Vendee.
- The vendor shall be responsible to provide the web and mobile based OFAMS software, security, bandwidth etc. and shall provide the portal available over the internet.
- The vendor shall be responsible for the support system.

**FORMAT OF QUOTATION \***

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount	
						In Figures	In Words

**Gross Total Cost : Rs. ....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. ....(amount in figures ) (Rs. .... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of ..... months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier**

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

\* *Applicable while the bids are being invited for more than one item and would be evaluated for all the items together. Modify where evaluation would be made for each item separately.*