



Request for Proposal (RFP)

Development & Deployment of Campus Management Solutions (Software)

For

**Sindh Madressatul Islam University
Karachi**

Last Date for Submission: 14/07/2014
Tender Opening Date: 15/07/2014 Time: 12:00 noon

Website: www.smiu.edu.pk
Email: finance@smiu.edu.pk
Tel No.: 021-99217501-3
Fax No.: 021-99211276



SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi (Pakistan)

Phones: (92-21) 99217501-02-03

Website: <http://www.smiu.edu.pk/>, email: info@smiu.edu.pk

The standard forms of bidding documents:

TERMS AND CONDITIONS FOR THE ELIGIBILITY OF Development & Deployment of Campus Management Solutions (CMS)

- 1 Price to be quoted on **Pak Rupee on free home delivery (F.O.R.)** basis for all items including all expenses, taxes, documentation etc.
- 2 Envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**Technical proposal** “ in bold and legible letters to avoid confusion in accordance with section **section 46(2)(b) of SPPRA-2010**
- 3 Certificate of Bank and Bank statement of the A/c No.
- 4 Registration with Income Tax Department (NTN certificates) and valid copy of CNIC of the contractor along with registration with SRB (Sindh Revenue Board).
- 5 Affidavit to the effect that contractor is not black listed. (anywhere)
- 6 The Contractor/Supply should be made in the shortest possible time as per requirement of the University.
- 7 An agreement shall be made on stamp paper between the supplier and ***Sindh Madressatul Islam (SMI) University, Karachi*** prior to placing supply order.
- 8 Advance payment will not be allowed.
- 9 Payment shall be made by crossed cheque upon submission of bill in duplicate and on verification of the Development & Deployment of Campus Management Solutions (Software) by the **I.T Department**, concerned / Purchase & Procurement Committee expert representative of the purchase & Procurement Committee and on completion of all codal formalities.
- 10 The University authorities reserve the right to fully or partially, change / forgo the requirement of any item / work and / or amend the specifications & quantity at any stage before award of the contract.
- 11 The University may reject any or all bids subject to the relevant provisions in ***SPPRA Rules 2010***.

- 12 **10% Performance Security** will be submitted by the Contractor/supplier at the time of Agreement in the shape of Pay order, schedule bank guarantee, or it may be deducted from bill for payment. The amount will be released after **01 Year** (Defect liability period), on the issuance of defect liability certificate by **I.T department** or the concerned department.
- 13 All those suppliers /firm are eligible to apply who has prior work experience of related nature of job
- 16 The earnest money at the rate of **2%** in the shape of Pay order/demand draft in the favour of **Sindh Madressatul Islam University** from any scheduled bank should be attached with the tenders. In case earnest money not accompanied with tender will be not entertained.
- 17 Bids must be offered on the prescribed tender form issued by **Executive Engineer (Civil) Sindh Madressatul Islam University Karachi**.
- 18 In case of any holiday or any disturbance the tender will be opened on next working day as per schedule
- 19 No compensation shall be allowed for any delay in execution of the work.
- 20 All equipment/items supplied under the control & shall be executed under the directions of **Dean Faculty of I.T & Technical evaluation committee of Sindh Madressatul Islam University Karachi**.
- 21 Supplier/Contractor is responsible to pay the **GST** as levied in accordance with the government General Sales
- 22 Income tax will be deducted at the source.
- 23 0.3% stamp duty is mandatory and liable on the supplier as per actual amount after supply & executing contract.

Executive Engineer (Civil)
SMIU, Karachi



SINDH MADRESSATUL ISLAM (SMI) UNIVERSITY
AIWAN-E-TIJARAT ROAD, KARACHI

SMIU/DPD&S/2014/TENDER

July 29-14, 2014

TENDER DOCUMENTS

As per details contained in the Separate Tender Documents for job

1. Sealed Tenders are to be submitted in duplicate by reputed firms/contractors registered with Sales Tax Department on the prescribed tender form and in accordance with the specification and terms & conditions laid down in the tender documents.
2. The tender documents can be obtained from the office of the **Directorate of Finance Sindh Madressatul Islam University** against a written request on deposition of tender fees **Rs.1000/=** in the form of Pay Order / Demand Draft in the favor of **Sindh Madressatul Islam University** or in Cash on any working day from the date of publication of NIT i-e **29/06/2014 to 14/07/2014**.
3. The filled sealed tender duly completed along with complete profile of the firm and addressed to the **Chairman Tender Committee SMIU, Karachi** be dropped in the Tender Box placed in the **Directorate of Finance of SMIU, Karachi, on 15th July 2014 up-to 11:00 hours, which shall be opened on the same day at 12:00 Hours in presence of the bidders who may wish to be presented.** In case of any unforeseen circumstances the Tender will be opened on the next day at the same time and place.
4. The University reserves the rights to accept or reject any or all tenders, extend the opening date assigning reason thereof will communicate the ground for rejection of bid/bids/tender on written request of bidder who submitted bid as per **PPRA / SPPRA Rules 2010**.
5. Tender be purchased and submitted as per specification mentioned in the Tender Documents.

Executive Engineer (Civil)

SMIU, Karachi

Tender opened by:

Chairman Tender Committee
Sindh Madressatul Islam University Karachi

FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To: _____

Gentlemen,

1. Having examined the Bidding Documents including Bidding Data, terms & Conditions of Contract, Contract Data, Specifications, Drawings, if any, Schedule of Prices and Addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the Total Bid Price of Rs _____ (Rupees _____) or such other sum as may be ascertained in accordance with the said Documents.
2. We understand that all the Schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favour or made payable to you and valid for a period of twenty eight (28) days beyond the period of validity of Bid.
4. We undertake, if our Bid is accepted, to commence the Works and to deliver and complete the Works comprised in the Contract within the time(s) stated in Contract Data.
5. We agree to abide by this Bid for the period of _____ days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

7. We undertake, if our Bid is accepted, to execute the Performance Security referred to in Conditions of Contract for the due performance of the Contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 20

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

Address

Witness:

(Signature) _____

Name: _____

Address: _____



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OF

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Detail of specifications, quantities required and the terms & conditions of the tender

Following are the detail of the specifications, quantities required and the terms & conditions of the tender notice published in the newspapers on **Sunday June 29, 2014.**

1 Introduction

The Sindh Madressatul Islam University (SMIU) intends to obtain an off-the-shelf Campus Management Solution to be customized and implemented, in its main Campus in Karachi.

For this purpose, sealed bids are invited from well reputed IT companies. The sealed bid comprising of **Technical as well as Financial proposal (both separately)** are to be submitted on or before the due date for submission of bid.

Prior to customization, the vendor will be required to compile Software Requirement Specification (SRS) to be examine by SMIU IT Department, prepare prototype and get endorsed functional working model giving time bound schedule for implementing the system.

2 Functional Requirements

2.1 Student Management Module and Web Portal

- Maintain and update personal information of Student
- Access to library resources
- View/ Report about grade History, sessional marks, class schedule, attendance record, and Syllabus.
- Self Enrollment System
- Privileges and restrictions on enrollment based on CGPA
- Customize restriction to restrict individual or group of students from registration
- Automated Fee voucher calculation and printing based on per credit hour, per course, etc.
- Manage Enrollment based on minimum and maximum number of students.
- Display only the courses which the student has passed as per his/her scheme of studies.
- Displays class schedule with conflicts of chosen courses
- Indicate if offered course has reached its maximum seating capacity.
- Self Add and Drop Courses
- Maintain Log of all activities
- System Integrated with student account and reflect all changes made here on fee ledger.

2.2 Faculty Management Module and Web Portal

- Maintain and update personal and professional information of faculty.
- Online access to library resources.
- Provides their students grade History, sessional marks, class schedule, attendance record, and Syllabus reports through the system.
- View and report his/her semester classes
- Provides various assessment functions like sum, average, convert n-1.
- Provide their students Grade Report.
- Calculate GPA of each course and CGPA of each term
- Different customize warning scheme based on CGPA of Student
- Evaluates Faculty through various parameters

2.3 Multi-campus environment system

- Should Support Multiple Campus environment.
- Maintain and update information about Campus, Shift, Department and all their academic, students, faculty, students finance, Examination.

2.4 Academic Module

- Records and maintains course category wise with Prerequisite courses, credit hours, CGPA
- Records and maintains Co-requisite courses
- Records and maintains Substitute courses
- Records and maintains Elective courses
- Records and maintains Class schedule
- Records and maintains Student's classes schedule
- Records and maintains Faculty's classes schedule
- Records and maintains Class attendance
- Provides total Academic Sessions calculation of each class section
- Records Academic Sessions (Regular, Early, Makeup, Extra).
- Provides Auto drop from course on excess of absences

2.5 Admissions Module

- Provides Online Application Form submission
- Provides facilities for applicants/students to apply and register on multiple programs
- Enables applicants to apply through others means such as mailing of an application form
- Provide automated registration of selected students in the program.

2.6 Examination Module

- Calculate Total Points of each course
- Calculate GPA / CGPA of each term as per SMIU examination rules
- Provides Computerized seating plans for all types of exams; Hourly, Mid-Term, Final, etc.
- Provides exam seats to students according to available seats in each Exam Room
- Provides transcript reports for alumnus taking all his/her passed course in the current program as per program syllabus (excluding course exempted).
- Provides Major Reports
- Provides Transcript report of the alumnus
- Provides Program wise list of transcripts issued in the term/semester
- Provide Facility of Graduate Directory

2.7 Student Finance Module

- Records and maintains different department Fee structures
- Provides Chart of account for different fee heads
- Provide Fee collection
- Provide automated facility of Fee voucher generation
- The system should also provide facilities for a defaulter subsystem to maintain the students “records, calculate surcharge and penalty charge and initiate actions on hold for some University processes, e.g. withholding students” final course results, withholding student graduation, etc. for students who fail to repay the loan or installment according to a defined schedule
- Provide Discount structures (Scholarships/ other discounts)
- Provide CGPA based discounts from overall discount

2.8 Transport Management System

- Provides Student bus/points management
- Provides Student transport fee collection
- Provides Roots management

2.9 Library Information System

- Records maintain books, journal, tutorials and other library resources
- Provides facility of book issue / book receipt to students, faculty members and staff
- Allows books/journal search facility through various parameters (book accession id, book title, author, publisher, supplier, etc.)

2.10 System Administrator Module

- Provides User privileges management.
- Record Logs for different critical activity

- Provide complete backup and recovery

2.11 Reports

- All Sort of students, faculty, courses, Grading, etc. reports as per need of SMIU.

3 Non-Functional Requirements

3.1 Training

A user level training explaining the functionality and day to day usage of application must be carried out for the end users of all the modules. A technical level training of the IT staff must be carried out for the smooth functioning of the applications after the implementation of the project. This will include embedding of 2-4 members of the IT team in the successful bidder's implementation teams. Proper mentoring of these embedded members of the IT team will be the responsibility of the successful bidder's implementation teams.

3.2 User Manuals

A detailed user level manual covering each and every module individually should be provided. It should cover in detail every aspect of effectively and efficiently using the modules. It should be written in simple English avoiding technical jargons where possible. It should not be totally text based and must contain screen shots of actual module for proper elaboration of the system.

3.3 Disaster Recovery

Licensing, services and hardware infrastructure specific to the bidder's solution in terms of appropriate setup for the solution in disaster recovery centre must be mentioned in the technical proposal. Cost of the Licensing, services and hardware infrastructure specific to be bidder's solution in terms of appropriate setup for the application in disaster recovery centre must be mentioned as a separate item in the financial proposal.

3.3 Hardware Requirement

The supply of hardware for the project is not a part of the tender. However, it is required that the minimum hardware specifications for the successful implementation and deployment of the system should be specified as part of the technical proposal.

3.4 Implementation Plan

The technical proposal should include the implementation plan for the project, including the deliverables for each milestone, such as Requirement Analysis and SRS preparation, Sign off of the SRS, Preparation of Functional Specifications and Prototypes, Design/ Development, Implementation, Deployment, and User Acceptance.

3.5 Warranty

The details of the warranty are to be provided. Also there should be a provision of at least One (01) year software maintenance contract after the acceptance by SMIU.

4 Eligible Companies

Sealed bids are invited from well reputed IT companies. The sealed bid comprising of **Technical as well as Financial proposal (both separately)** are to be submitted.

⇒ Tendering for the project is open to all companies fulfilling the following criteria:

- I. Company should offer a nationally recognized off-the-shelf Campus Administrative Solution (CMS) capable of meeting the requirements of universities as well as HEC.
- II. The offered solution must have at least (02) major implementations nationally

⇒ The bidding companies must also provide the following information:

- I. Name
- II. Address
- III. Number of years established in Pakistan
- IV. Total number of employees in Pakistan
- V. Number of functional employees
- VI. NTN number
- VII. GST number
- VIII. Company Registration number

⇒ Solution Offered:

- I. Please specify the database and the software development platform on which the application is based upon.

⇒ Please, provide the following information for each project to cover your experience in Software/ Solution deployment and integration highlighting those closely related to the requirements of this RFP:

- I. Name of Client
- II. Sector of client
- III. Value of project in Pakistan Rupees
- IV. Duration of the project, including start and end dates
- V. Other relevant details

⇒ If any other vendors were involved in the project, please, provide following details for each of them:

- I. Vendor Name
- II. Details of involvement in the project

⇒ Please provide the following information about the client contact for reference purposes:

- I. Name

- II. Title
- III. Address
- IV. e-mail address
- V. Office phone/ Fax number
- VI. Company/ Organization

⇒ Please provide the following details of the employees who will be working on the implementation of the solution at SMIU:

- I. Resumes of employees of your company who will form the implementation team for the project at SMIU (in case of successful bid). Highlight the projects in which the employee worked on and successfully implemented similar software solutions. Also, specify whether experience on implementation of software solutions was obtained while being with the bidding company or some other company (in case of different company, specify name).
- II. In case any member of the implementation team specified in the proposal is not a part of the team at the actual time of implementation, the successful bidder will be required to give the reason in writing, and also provide a written guarantee that the absence of the specific resource would not affect the project in any way. Alternatively the bidder will be required to introduce another skilled professional of similar caliber as member of the implementation team and will also provide the resume of the same.

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