



School of Planning and Architecture, Bhopal योजना एवं वास्तुकला विद्यालय, भोपाल

School of Planning and Architecture, Bhopal
(An Institution of National Importance,
Ministry of HRD, Govt. of India)
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EXPRESSION OF INTEREST (EOI) FOR ENTERPRISE RESOURCE PLANNING (ERP) AT SPA BHOPAL

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EXPRESSION OF INTEREST (EOI) FOR ENTERPRISE RESOURCE PLANNING (ERP) AT SPA BHOPAL

1. Important Dates:

Name of work	Invitation for Expression of Interest (EOI) for purchasing of Enterprise Resource Planning (ERP) Solution at SPA Bhopal campus at Bhauri, Bhopal
Last date of submission of EOI proposal (along with Annexure – 1)	30.8.2018 (5.00 pm)
Intimation to qualified firms for presentation	05.9.2018
Date of presentation before committee (Only for qualified Software firms)	11.9.2018
Last Date of submission of Technical and Financial proposals (only for qualified firms)	18.9.2018

2. About the Institute:

School of Planning and Architecture, Bhopal is established by Government of India as an Institute of National importance in the year 2008. SPA Bhopal is the Institute of National importance by act of Parliament Govt. of India. This school is committed to produce best Architects and Planners of the Nation to take up the challenges of physical and socio- environmental development of global standards. This will be developed as 'University of imagination', where a sense of enquiry will prevail amongst all stakeholders students, researchers, professors and society at large. School of Planning and Architecture will strive for social sustenance through universal design, cultural sustenance through conservation and environmental sustenance through the discipline of Architecture, Planning and Design.



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Courses at SPA

1. Undergraduate (UG)
 - B-Arch (5 year programme)
 - B-Plan (4 year programme)
2. Postgraduate (PG)
 - Eight different PG courses for two year
3. Ph.D.
 - Courses for UG are 5 & 4 years' duration and PG 2 Year. Examination pattern is semester wise (Odd and Even).
 - Every semester has two exams one Mid semester and other End semester.
 - Attendance of the students are through biometric machines.
 - UG admissions are made through CSAB and PG through own entrance(JET) examination.

Category of Modules :

1. Academics, Examination and students affairs
2. Hostel and Mess Management
3. Store Management
4. Integration of Library and Accounting and Finance modules with existing software program

3. Functional Requirements (Solution) : Brief scope of each Modules:

(i) Academics, Examination and Students Affairs

- Comprehensive database of students (current batch + passed out)
- Database of students from admission to completion of program
- Student registration, Payment of fees
- Personal Details, address,
- Course Management
- Generation of timetable
- Students access – self attendance, self result
- Exam Schedule
- Tabulation Sheet
- Submission of marks by faculty
- Feeding marks



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- Result notification
- Marks sheet, Degree
- Archives of record
- Transcript
- Character, Bonafide, migration, transfer certificates

(ii) Store Management

- Inventory
- Payment

(iii) Hostel and Mess Management

- Hostel Registration/Students personal records.
- Allotment of rooms
- Mess fee receipt system
- Payment to Mess service providers
- Hostel Fine Management system
- Mess accounting management
- Online Complaint Management System
- Inclusion of parents' email id.

(iv) Account & Finance Integration with existing software

- Salary
- Taxation
- Tally integration
- Fee Management

(v) Library integration with existing Library Software (KOHA)

(vi) Security and Backup arrangement of ERP Software

Users for ERP : There are around 800 students and 120 faculty & staff which may exceed upto 1000 students and around 200 faculty and staff.

Budget for ERP : Cost of ERP solution should not exceed Rs. 8.00 lakhs+ GST.



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4. Brief description of Prequalification criteria :

1. The bidder should be an Indian registered company engaged in the job of implementation of ERP for minimum of 3 years in India as on 31st March 2018.
2. The Bidder must have successfully implemented at least 3 ERP projects of an average value of Rs. 20.00 lakhs during the last three completed financial years out of which at least one ERP project should be from CFTI type institution as on 31st March 2018.
3. The Bidder should have a minimum average annual turnover of at least Rs. 50 Lakhs in last 3 years duly certified by Chartered Accountant (Annual Return/Balance sheet of last three years (FY 15-16,16-17 & 17-18) (document need to be attached as proof).
4. The bidder should submit an undertaking for 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.
5. PAN No. and GSTIN Registration Certificate and any other relevant certificate required from concern authorities shall be submitted.
6. Bidder must submit a Solvency certificate of Rs. 5.00 lakhs from the Nationalized Bank.
7. Atleast two letters of reference from past customers together with contact, address etc. showing past performance in the execution of projects of a comparable nature and complexity.
8. Bidder shall have to enclose documentary evidence in support of prequalification Criteria. In absence of such documents, application will be summarily rejected.

5. Other requirements and Important Terms and Conditions

The Expression of Interest (EOI) proposal (including annexure -1) and accompanying documents fulfilling prequalification criteria shall be submitted by post addressed to **Assistant Registrar (Stores & Purchase), School of Planning & Architecture,**



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Neelbad Road, Bhauri, Bhopal or to be delivered in the **Box kept in Security office at Gate Complex of the Institute**, in a sealed cover properly superscribing "**Expression of Interest for Supply & Installation of ERP Software**, so as to reach us by 30.8.2018 (5.00 pm).

- (i) Proposals of EOI will be evaluated by the committee of Institute. Firms qualified in prequalification criteria will be informed to make a presentation of their proposal on 11.9.2018.
- (ii) Based on detailed presentation and discussion with the committee of the institute, qualified companies will be asked to provide technical and financial Proposal latest by 18.9.2018.

6. Format of checklist documents for prequalification criteria (Annexure – 1)

Sr. No.	Prequalification Criteria	Document to be submitted for proof	Copy enclosed (Yes or No)	Remark (if any)	Page No.
1.	Bidder should be an Indian registered company				
2.	Authorization Certificate for Installation and Maintenance of ERP				
3.	Annual Return to support claim of having 50.00 lakhs. (FY 15-16, 16-17 and 17-18)				



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4.	The Bidder must have successfully implemented at least 3 ERP projects of an average value of Rs. 20.00 lakhs during the last three completed financial years out of which at least one ERP project should be from CFTI type institution as on 31st March 2018.				
5.	At least two reference letters of satisfactory installation of ERPs from authorized personnel of two organizations.				
6.	Bank Solvency Certificate for Rs. 5.00 lakhs.				
7.	The bidder should submit an undertaking for 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.				
8.	Registration for GST and PAN etc.				

Important Note : Firms submitting their proposal must ensure that attached documents are in the above order with proper mentioning of page no.