



**Invitation of Expression of Interest (EOI)
From
Software Consultancy Organizations
For Providing
Admission, Operations & Management Support through IT
To
Dewanhat Mahavidyalaya, Dewanhat Cooch Behar**



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1. Invitation to Expression of Interest (EOI)

1.1 Invitation

Dewanhat Mahavidyalaya is Govt sponsored College under Department of Higher Education, Govt. of West Bengal. Presently it is under the circulam of Thakur Panchanan Barma University and North Bengal University.

The College need a competent soft ware to run admission process both online and off line and also other management activity like accounting certification student date base, library related soft ware etc.

Through this EOI, Dewanhat Mahavidyalaya is interested in short listing qualified Information Technology Consultancy Organizations for providing services for Operations and Management Support to its IT activities, through deployment of the required human resources, having required skills and experience in software development, training, implementation, maintenance, management and user technical support. The selected organization shall also be responsible for the complete turnkey operation of the IT systems (software only) to ensure a minimum of 99.5% uptime availability of all the applications under this project.

Dewanhat Mahavidyalaya invites Expression of Interest (EOI) from Organizations with experience in successfully executing similar projects. The consultant organization should have situated within the North Bengal.

This EOI document indicates the scope of work, qualifying requirements, forms and procedure for submission of proposal for interested Organizations. The short listed Organizations shall be provided with further opportunities for interaction with Dewanhat Mahavidyalaya to study and submit a detailed technical and financial proposal for the objectives set forth in this EOI document. The selection of the successful bidder among the short listed ones shall be based on technical and financial criteria, with 70% weightage for technical competency/capability and 30% weightage for financial proposal.

Dewanhat Mahavidyalaya authority reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Dewanhat Mahavidyalaya's approach for Selection of a suitable Consultancy Organization for Operations & Management Support

The selected Consultancy Organization shall provide software Development, Operations and Management Support to IT activities of Dewanhat Mahavidyalaya, through deployment of the required human resources, having required skills and experience in software development, training, implementation, maintenance, management and user support. The selected organization shall also be responsible for the complete turnkey operation of the IT systems (software only) to ensure a minimum of 99.5% uptime availability of all the applications under this project.

Apart from the above, it shall also include additional activities to be computerized, as per the requirements of Dewanhat Mahavidyalaya in future.

The Operations and Management Support shall be extended not only to Dewanhat Mahavidyalaya , but also to its external stakeholders like existing students, students interested to take admission , teachers , librarian, university, state govt. treasury Department of Public Instruction, Department of higher Education etc. as per requirements of the system for its effective usage and implementation.

1.3 SELECTION METHOD:

Stage I: Expression of Interest (EOI)

1. Dewanhat Mahavidyalaya invites Expression of Interest (EOI) only from experienced Software Consultancy Organizations with expertise in Software Development, Customization, Maintenance, Management and User support for e-Governance systems, preferably in the Educational Institute.
2. Dewanhat Mahavidyalaya shall short-list only those organizations who fulfill the following criteria:
 - i. The applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India & should have been in existence in India **for the last Five years**.
 - ii. The agency must be registered in India with appropriate tax and other administrative authorities.
 - iii. The organization should have had an average annual financial turnover of at least Rs.30 Lacs in the last three financial years from Software Consultancy Services, audited and certified by the Chartered Accountant of the Organization.
 - iv. The organization should have successfully executed **at least any one of the following in the last five years:**
 - a) Three similar completed e-Governance projects costing not less than Rs.4 lakhs in total, or
 - b) Two similar completed e-Governance projects costing not less than Rs.3 lakhs in total, or





- c) One similar completed e-Governance project costing not less than Rs.2 lakhs
 - v. Any one of the projects mentioned in point no. 2(iv), should be in the field of Educational Sector.
 - vi. Should have technically qualified and well-experienced strong in-house resource base on company role.
 - vii. A Processing fee of Rs. 1,000/- shall be in the form of Demand draft in favor of the Principal, Dewanhat Mahavidyalaya, payable at Cooch Behar, West Bengal. This processing fee is to cover the application processing cost and is non-refundable.
 - viii. The consultant organization or its office should be situated /located within the West Bengal Preferable from North Bengal Region .
 - ix. Documentary Support for all the above, with copies of documents / purchase orders & letter of completion from customers for projects completed in the last five years.
3. Dewanhat Mahavidyalaya shall short list the organisation, based on evaluation of the Expression of Interests submitted by them for further selection.

Stage II: Request for Proposal (RFP)

1. Dewanhat Mahavidyalaya shall circulate a detailed format(RFP) among the short listed consultants.
 2. The short listed organizations may also carry out the required study of the requirements, at their own cost, based on the requirement of Dewanhat Mahavidyalaya.
 3. The short listed consultants shall submit a detailed Technical and Financial Proposal as per format (RFP).
 4. The technical proposals submitted by the Consultancy Organization shall include all details as per Format shared with them (to be provided later to the short listed organizations only) and shall be evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70.
 5. The financial proposals shall be submitted as per format shared with them (to be provided later to the short listed companies only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30, with the Lowest bidder getting 30 and all other bidders getting marks relative to the Lowest bid.
4. The combined score of technical and financial will be taken into consideration and the organizations shall be ranked as per the combined score and shall be selected for further contract discussion.



2. Brief Introduction & Scope of Work

2.1 Introduction

Dewanhat Mahavidyalaya is Govt. sponsored college under Department of higher Education Govt of West Bengal. The college recently started online admission procedure as per govt order.

2.2 The Scope of Work :

1. Development of online admission software through internet based web technology. The software must be windows based and user friendly.
2. Admission of persons as students of the selected subject with or without honours on payment of such fees through net banking or debit and credit card or through generation of online challan paid at specific bank.
3. Generation of report as on head wise, subject wise, cast wise etc.
4. Integrated software management for library through in house checking system of availability of books , requisition, issue , timely submission, imposition of penalty, fine etc.
5. Integrated management system of day to day accounting and report there on.
6. Maintenance of teachers data including leave, promotion, additional qualification etc.
7. Such other matters as may be prescribed.

3. Instruction to interested organisations

3.1 Sealing of Envelopes & Submission

- a) The Expression of Interest along with Demand Draft is sealed in an envelope super scribing "Expression of Interest – Admission and Management Support for IT Activities of Dewanhat Mahavidyalaya".
- b) This envelope shall be addressed to the Principal , Dewanhat Mahavidyalaya Dewanhat Cooch Behar, West Bengal and submitted on or before **19/05/2017 by 3:00 pm.**
- c) The Expression of Interests will be opened on **19/05/2017 at 4:30 pm.** in presence of the bidders who may wish to be present.
- d) Dewanhat Mahavidyalaya reserves the right to reject any or all the EOIs without assigning any reasons.



3.2 Documents to accompany EOI

The applications shall be complete with the following documents:

1. Processing Fee of Rs. 1,000/- in the shape of Demand draft drawn in favor of the Principal , Dewanhat Mahavidyalaya, payable at Coochbehar.
2. Letter of Authorization.
3. Each page of the EOI document duly seal and signed by the authorized person.
4. Expression of Interest in Form – I. and Form-II
5. Pre-qualification eligibility criteria form along with supporting documents.
6. Any other information likes to provide.

The applicant, in addition to furnishing complete information in the Forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include full justification for procedures to be adopted.

3.3 Time Period

The O&M contract shall be valid for a period of five years; the same shall be reviewed every year and will be renewed annually subject to satisfactory performance. Dewanhat Mahavidyalaya reserves the right to extend the contract further or terminate early without assigning any reason what so ever.

3.2 Presentation

As a part of Evaluation of Expression of Interests submitted by the applicants, Dewanhat Mahavidyalaya may seek further information or a presentation from the Organizations at a short notice for evaluation purposes.

3.9 Rejection of EOI

The application is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated in Section 3.2 above.
- b) Not in prescribed forms and not containing all required details.
- c) Not properly seal and signed as per requirements.
- d) Received after the expiry of due date and time.
- e) Offer is received by fax, telegram or e-mail.
- f) Bid received without the processing fees.
- g) Missing of any supporting document(s) with the EOI



3.10 Disclaimer

- a. The Dewanhat Mahavidyalaya shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. The Dewanhat Mahavidyalaya reserves the right
 - To reject any/all applications without assigning any reasons thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Dewanhat Mahavidyalaya without assigning any reasons thereof.
 - To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

4. Pre-qualification Criteria

Eligibility Criteria and supporting documents required for Submission of Expression of Interest

S.No	Eligibility Criteria	Supporting Document Required	Yes / No and Deviation, if any
1	The applicant shall be a single entity, registered as a Company, Firm or Society, Proprietorship, Partnership under respective acts in India & Should have been in existence in India for the last five years	Valid Trade License in the Name of the Organisation for FY:2017-18	
2	The agency must be registered in India with appropriate tax and other administrative authorities.	1)Service Tax Registration 2)VAT Registration and VAT Return upto 31st March'2017 3)PAN Card- IT Return for Assessment Year 2016-17.	
3	The organization should have had an average business turnover of at least Rs.30 lakhs in the last three years from Software Consultancy Services	Certificate from the Chartered Accountant of the Organization. Audited Balance sheets for last three years.	



4	Should have successfully executed at least any one of the following in the last five years: i) Three similar completed e-Governance projects costing not less than Rs. 4 lakhs in total, or ii) Two similar completed e-Governance projects costing not less than Rs.3 lakhs in total, or iii) One similar completed e-Governance project costing not less than Rs.2 lakhs	Letter from Customers indicating value of the services provided for the project, work order copies, completion certificates and a Form II (filled up)	
5	Copies of documents / purchase orders & letter of completion from customers for projects completed in the last five years.	Copies of the major projects completed during the last 5 years.	
6	Processing fee of Rs. 1,000/ - (non - refundable.)	Demand draft drawn in favor of the Principal , Dewanhat Mahavidyalaya, payable in Coochbehar	
7	The consultant organization or its office should be situated / located within the West Bengal Preferably within North Bengal	Provide a copy of the address proof	

Principal 11.5.17

**Principal
Dewanhat Mahavidyalaya**

*Principal
Dewanhat Mahavidyalaya
Dewanhat, Cooch Behar*

5. Formats for Submission

FORM I EOI Letter Performa



To
The Principal,
Dewanhat Mahavidyalaya
Dewanhat Cooch Behar

Sub: Expression of Interest for short-listing of Consultancy Organizations for Admiision & Management Support to IT activities of Dewanhat Mahavidyalaya

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

S.No	Description	Response
1.	Name of the Consultancy Organization	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. Letter of Authorization.
2. Form I should be submitted on the company's letter head duly seal and signed by the authorized person.
3. Processing Fee of Rs. 1,000/ in the form of a Demand draft drawn in favor of the Principal, Dewanhat Mahavidyalaya, Payable at Coochbehar.
4. Pre-qualification eligibility criteria Form.
5. Details of experience in e-Governance project in Form-II.
6. Self Attested copies of Supporting Documents.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date: _____ Place _____

Witness by - Signature:

Name :

Address:

Date : _____



FORM-II

DETAILS OF EXPERIENCE IN E-GOVERNANCE PROJECTS IN EDUCATION/ OTHER SECTOR

A. Customer References related to e-Governance Projects that the applicant has been engaged during the last Five years:

S.No.	Name & Address of The client	Date of start Of the work	Date of Completion	Website Address	Value of the Project
1.					
2.					
3.					
4.					

B. Customer References related to the education & other sector that the applicant has been engaged during the last Five years:

S.No.	Name & Address of The client	Date of start Of the work	Date of Completion	Website Address	Value of the Project
1.					
2.					
3.					
4.					

Note:

Please also note that the copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above.