

KAUDIS/49/2023-DIS A1

Dated: 24.02.2024

E-TENDER DOCUMENT

(Two-part tender)

Title: “Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University”

**KERALA AGRICULTURAL UNIVERSITY
Directorate of Information System**

KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656

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<http://www.kau.in/tenders>

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Introduction

KERALA AGRICULTURAL UNIVERSITY (Herein as referred to as KAU) invites online bids in two cover systems from experienced Service providers/firms/Suppliers/Contractors for the “**Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University**” as per the schedule of requirements given in the BOQ, meeting the technical specifications, subject to the terms and conditions mentioned below.

Important Information

Bid Inviting Authority	KERALA AGRICULTURAL UNIVERSITY
Tender Notification Reference	Tender No: through http://etenders.kerala.gov.in/
Contact Person	Director Directorate of Information Systems, KAU Headquarters, Vellanikkara. KAU –PO, Thrissur – 680656 Ph: 0487-2438182
Mode of Tender Submission	Tender should be submitted online at “ etenders.kerala.gov.in ”
Nonrefundable Tender document fee and Earnest Money Deposit (EMD) payable ***	Tender Fee: 0.15% of quoted value + 18% GST subject to a maximum of Rs. 25,000 + GST EMD: 1% of quoted value (to be remitted online during bid submission)
Pre-Bid Meeting	4 March 2024
Last date & time for uploading the e-Bids [Cover I & Cover II]	11 March 2024 5 pm
Opening of Pre-Qualification cum Technical Bids (Cover I)	14 March 2024 11 am
Opening of Commercial Bids	Will be intimated later

***** EMD exemption is allowed to MSME companies as per Govt. rules.**

Scope of the Work

Driven by a commitment to leveraging cutting-edge technologies and adapting to its evolving requirements, Kerala Agricultural University (KAU) seeks to implement a robust, modern, and open-source-based Enterprise Resource Planning (ERP-ON) system. This system will operate in strict conformity with the established guidelines and regulations outlined in the KAU Academic Handbook, KAU Manual, and all relevant KAU Statutes.

The ERP system should also be user-friendly, accessible, and mobile-compatible to facilitate seamless access for all stakeholders. Additionally, KAU prioritises robust security features to safeguard sensitive data and ensure system integrity. Through this open-source solution, KAU aims to enhance its operational efficiency, promote transparency, and drive further innovation in agricultural education and research.

KAU's vision is to build an enterprise solution that covers the integration of business processes of the Student Information System (SIS) to develop a blueprint and roadmap for aligning business strategy with IT to enable efficient administrative and financial monitoring and controlling. The selected Implementation partner has not only to ensure the development of a robust software application and installation of required IT infrastructure, but it also has to address several other activities like Training and capacity building, data digitization, providing post-implementation maintenance for application and support.

1. An implementation plan should be prepared by the bidder and submitted to the Directorate Information Systems, KAU, before executing the work.
2. The bidder shall be responsible for the virtualisation solution's Supply, Installation, and implementation.
3. Training should be provided to the Administrator, IT team and Operators for day-to-day system administration and operations for the supplied solution
4. Project documentation, including the user manual should be provided by the bidder after the completion of the implementation of the ERP

Terms & Conditions

1. General Conditions

- 1.1 This tender document is not transferable. Tender documents shall be available only on the Internet and shall not be available for sale elsewhere.
- 1.2 KAU reserves the right to amend or cancel the tender in part or in full without prior notice at any point in time.
- 1.3 If KAU deems it appropriate to revise any part of this tender or to issue additional data to clarify an interpretation of provisions of this tender, it may issue supplements to this tender. Any such supplement shall be deemed to be incorporated by this reference to this tender.
- 1.4 The Special Instructions to the Contractors/Bidders for the e-submission of the bids are given under "Help to Contractors" on the website <http://etenders.kerala.gov.in>.
- 1.5 Offered rates and items should be available for a period of 365 days from the proposal due date (Proposal validity period). The validity of the quoted price should be clearly mentioned in the offer.
- 1.6 A tender fee of 0.15% of the quoted value + 18% GST) and EMD: 1% of the quoted value shall be remitted online mode.
- 1.7 Firms who are exempted from the payment of EMD should furnish copies of the currently valid certificates issued from the Stores Purchase Department, Government of Kerala.

- 1.8 Timely execution is the core of this project. Slippage if any, in execution, supply, Installation and Commissioning will lead to Penalty, cancellation of the Purchase Order and forfeiting of EMD.
- 1.9 The EMD/Security Deposits furnished will be forfeited in case the contract is not fulfilled as per the terms and conditions mentioned in the tender notice and agreement.
- 1.10 The Vendor shall be responsible for the supply, installation, commissioning, and warranty of the items installed.
- 1.11 EMD shall be remitted using the online payment features of the e-procurement system of Kerala. In the tender document, only NEFT is mentioned, whereas bidders can utilize SBI internet banking and RTGS mode (if the amount qualifies for RTGS payment).
- 1.12 All back-to-back terms of the customer from time to time will be applicable to the bidder.
- 1.13 The vendor has to accept all terms and conditions in full. Any deviation is likely to lead to rejection of the bid.
- 1.14 All the rules and regulations applicable to Government tenders will be applicable to this tender also
- 1.15 Any component that is not specifically mentioned in BOQ essential for the installation/integration with the existing system must be supplied by the vendor
- 1.16 Licensing/ Subscription period should cover the warranty period
- 1.17 The bidder should be a single party, or a consortium
- 1.18 The OEM must certify that the products offered by them will be supported for a period of at least three years from the date of supply over to KAU, i.e. RMA and Technical support will be provided for a period of five years from the date of supply, provided necessary payments toward services have been made.
- 1.19 The Bidder must submit a tender-specific authorization from the hardware and software OEM along with documentary confirmation of the points mentioned above (extended warranty of three years).
- 1.20 The tenderer should be a company registered under the Companies Act of 1956 or a registered firm (Indian/Global) for the last 3 years. Provide a copy of the certificate.
- 1.21 The tenderer must have valid ISO 27001:2013 or higher certifications like CE/FDA.
- 1.22 The tenderer/OEM should have net worth turnover value of 5 Crore for the last three financial years. Submit a CA's certificate registered office/Branch in Kerala State
- 1.23 A declaration that the Tenderer has not been debarred/blacklisted by any reputed Government /Semi-Government organization for the quality of services/products and that there is no major complaint against the quality of service/products by any organization
- 1.24 The tenderer should submit work order copies, completion certificates, performance certificates and contact details of the concerned persons for similar works completed.
- 1.25 The tenderer shall review the entire document and comply with all the terms and conditions. A Compliance statement in the form of —Complied" or —Not Complied" shall be given against each item and specification of the TENDER documents. The compliance statements should be supported by authentic documentation marked specifically. Please note that any deviation from the laid down requirements/specifications shall be duly signed and stamped by the Tenderer. Failing to comply with this requirement may result in the bid being rejected. Submit these documents along with the Technical Bid.
- 1.26 A single tenderer will only be selected for the entire project (for having a single point of contact for support)

1.27 See the Annexure 7 for Bidder Eligibility Criteria.

2. Preparation of Bids (Document Comprising the bid)

2.1 The bid shall be in two parts as follows

- 2.1.1 PART-I (PRE-QUALIFICATION CUM TECHNICAL BID)
- 2.1.2 PART-II (COMMERCIAL BID)

2.2 PART-I shall contain

- 2.2.1 Bidder Information Letter in Bidder's Original Letter Head in the Format listed as ANNEXURE-01.
- 2.2.2 Bid Form in the Format listed as ANNEXURE-02.
- 2.2.3 Certificate of Incorporation or Registration of the Firm
- 2.2.4 Copies of Tax Registration Certificates
- 2.2.5 Copy of the Permanent Account Number card
- 2.2.6 Compliance statement as shown in ANNEXURE-03 shall be submitted with compliance noted against each item in detailed technical specification shown in ANNEXURE-05
- 2.2.7 Datasheet of quoted item from OEM with all specifications sought marked or highlighted against each specification sought.
- 2.2.8 Detailed specification of the item offered (Copy of commercial bid without price details)
- 2.2.9 Letter of undertaking as shown in ANNEXURE-06

PART-II shall contain

- 2.2.10 Commercial Bid for the Schedule of Items quoted in the prescribed format (BOQ)

3 Pre-Qualification Criteria

- 3.1 The bidder should be a Company registered in India or a Registered Partnership/proprietary firm, proof to be attached: Copy of valid Registration Certificates/Copy of Certificates of incorporation
- 3.2 The bidder/s any one of the consortium partners should have an office in Kerala with GST details, Proof to be attached: Copy of Registration Certificate
- 3.3 Turnover shall be a minimum of Rs. 5 Cr./year during the past 3 years and registered office/Branch in Kerala State. Proof to be attached: CA Certified balance sheet.
- 3.4 The bidder should not have been blacklisted by any of the Government entities under the state/central government. Proof to be attached: Self-Certificate
- 3.5 The bidder should have a registered VAT/CST/GST where his business is located; proof to be attached: Copy of Registration Certificates
- 3.6 The project/solution must pass a third-party security audit
- 3.7 The bidder should have a registered Income Tax/PAN number. Proof to be attached: Copy of Registration Certificates.
- 3.8 The Bidder must be authorized by the proposed OEMs- Letter of undertaking to this effect on the OEM's letterhead, signed by an authorized signatory of OEM
- 3.9 Bidders should have their own Network Operation Centre (NOC) with 24x7 operation for remote support.

4 Technical Criteria

- 4.1 Only the parties who quote for the entire supply and installation will be considered for awarding the contract. Vendor shall quote for all items. Partial quotes will summarily get rejected.
- 4.2 The successful bidder will be selected on the Lowest Total Financial Quote (L1) basis for the overall quantity in the BOQ comparative chart as generated by the e-tender system. Where, the bidder having the Lowest Total Financial Quote amongst the bidders shortlisted for financial proposal evaluation shall be treated

as the successful bidder.

- 4.3 The specifications indicated in the Tender Notification are the minimum, and bids of the firms not complying with these minimum requirements or having deviations equivalent to the minimum requirements shall be rejected. However, higher than the minimum requirements shall be technically acceptable without any additional financial implications.
- 4.4 Supply of Unauthorized or Sub-Standard or Old materials detected at any date during or after warranty equipment/ materials shall be replaced forthwith by the Vendor at his own cost. Any penalty or litigations arising out of such supplies shall be the responsibility of the Vendor, and any consequential damages shall be fully compensated by the Vendor.
- 4.5 No change of specification after the placement of the Order shall be entertained unless the alternate model offered is equivalent or higher in specifications and approval of the competent authority (KAU) has been obtained in writing for such a change of model before the delivery of the product. Delivery of the alternate product without such approval shall not be accepted, and KAU shall not be responsible for any delay in the delivery schedule on this account.
- 4.6 Compliance statement for the quoted products shall be submitted as shown in ANNEXURE-03.
- 4.7 Bidder must attach required technical brochures/literature/data sheets for all the products asked in the tender to ensure that compliance to all the specifications given in the tender document can be verified. All the brochures/literature/datasheets shall be counter-signed and stamped by the vendor or authorized signatory of the vendor. Non-availability of specifications (as mentioned in the tender document) in the brochure/literature will be treated as non-compliance and no clarifications shall be asked in this regard.

- 4.8 The compliance statement submitted shall be duly supported by technical literature, equipment brochures, and other related reports/documents from the OEM. The compliance statement not supported by the documentary evidence shall not be considered. Such bids shall be considered non-responsive and may result in rejection on technical grounds.
- 4.9 Detailed description about all integration elements including Hardware, software, Connection accessories, licenses required to realize the proposed solution should be mentioned in the Technical BOQ. Supporting documents/datasheets should also be included. Any insufficient information leads to the rejection of Bid.
- 4.10 Bidder must not bid/supply any of the product that has been declared end of life and an undertaking supporting the same shall be submitted

5 Bid Submission

- 5.1 The bidder shall submit the above tender document online in PDF/Excel well in advance before the prescribed time.

6 Bid Prices

- 6.1 Prices in the commercial bid format shall be entered in the following manner: the unit price should include the GST in the respective cell of the BOQ sheet.
- 6.2 The price quoted should be inclusive of delivery, freight charges, insurance, extended warranty of the items and all other charges like fright, loading, unloading and GST.

7 Bid Evaluation

- 7.1 Evaluation of the Proposal will be done in two stages
 - 7.1.1 Pre-Qualification & Technical Bid
 - 7.1.2 Financial Bid.
- 7.2 PART-I (Pre-Qualification & Technical Bid) of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice
- 7.3 The PART-II (Financial Bid) will be opened at the second stage on the date and time as intimated after scrutiny of PART-I (Pre-Qualification & Technical Bid).
- 7.4 The financial proposal of only those bidders who meet the minimum pre-qualification criteria and technical criteria and submit the EMD and tender fee will be evaluated.
- 7.5 The tenderers whose PART-I (Pre-Qualification & Technical Bid) are found suitable/acceptable to the Purchaser will be given advance intimation by the purchaser
- 7.6 The technically unqualified tenderers will neither be given any intimation about the due date and time for opening PART-II (Financial Bid) of the tender nor will they be permitted to participate in the opening of the same.
- 7.7 PART-II (Financial Bid) of the technically disqualified tenderers will not be opened.
- 7.8 The decision of the Evaluation Committee in the evaluation of responses to the tender shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- 7.9 The Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- 7.10 KAU reserves the right to reject any or all proposals on the basis of any deviations. Each of the responses shall be evaluated as per the criteria and requirements specified in this tender.

8 Right to Accept/Reject the Tenders

- 8.1 The undersigned reserves the authority to accept or reject any or all of the offers for any particular item without assigning any reason whatsoever.
- 8.2 Tenders not accompanied with prescribed information or incomplete in any respect, and/or not meeting prescribed conditions, shall be considered as non-responsive and are liable to be rejected.
- 8.3 The undersigned reserves the authority to accept or reject any bid or a part of the bid or to annul the bidding process and reject all bids at any time prior to the award of the contract without assigning any reason whatsoever.
- 8.4 If the bidder gives wrong information in his tender, the undersigned reserves the right to reject such tender at any stage or to cancel the contract.
- 8.5 The quantities mentioned in Annexure -04 are approximate, and they may vary according to the customer's requirements. KAU have the right to increase/decrease the quantity mentioned on demand, and the supplier is obliged to supply the same. Billing will be done based on the actual quantities.
- 8.6 Complete deduction/ reduction/increase in number of any item listed, if necessary, at the time of purchase will be at the discretion of the undersigned.
- 8.7 If the procuring entity does not procure any subject matter of procurement specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- 8.8 The decision of the undersigned in finalizing the tenders shall be final and binding.

9 Issue of Letter of Intent/Supply Order

- 9.1 The acceptance of the tender will be intimated to the successful bidder by e-mail, fax or by post.
- 9.2 The issue of a Letter of Intent /Purchase order shall constitute the intention of KAU to enter into the contract with the bidder.
- 9.3 Purchase Order shall be released only after the receipt of customer (KAU) order.
- 9.4 The contractor shall execute an Agreement in Kerala stamp paper worth Rs.200/- with the KAU within a week of issuance of the letter of Intent/ Purchase Order. The format can be downloaded from the website <http://kau.in/tenders/> under the menu Tender documents.
- 9.5 The contractor shall furnish a Security Deposit of an amount equivalent to 5% of the contract value in the form of a Term Deposit /Bank Guarantee/ Demand Draft drawn in favour of the Registrar, KERALA AGRICULTURAL UNIVERSITY, KAU Headquarters (Branch Code: 70670), Thrissur. The format of the Bank Guarantee can be downloaded from the website <http://www.kau.in/tenders> under the menu Tender-related documents. The validity of the BG shall be for a period of 60 months. The same shall be submitted along with the Agreement. A 5 % amount will be retained in KAU if the contractor fails to submit BG or deposit in KAU

10 Supply/Work Completion

- 10.1 The successful bidder has to complete the supply and installation within a maximum of 15 weeks from the date of receipt of supply order.
- 10.2 The supplier shall agree to supply strictly as per the order terms in respect of quantity and quality and will be free from defects in material.
- 10.3 KAU reserves the right, not to receive material beyond the delivery date given in the order.
- 10.4 If the materials supplied are not as per the specification in the tender; it will be summarily rejected and may result in blacklisting of the Vendor.

- 10.5 The works under execution shall always be open to the Inspection and Supervision of the KAU authorities. KAU authorities' decision shall be final and conclusive on all matters of drawings, specifications, quality of workmanship and materials used in the work.
- 10.6 On completion of the work, the Vendor shall remove all temporary structures, debris, etc., from the site premises and hand over the site at which he has worked in clean condition.
- 10.7 The bidder should rectify any faults as per the conditions mentioned in the tender on handing over the site to the customer free of cost.
- 10.8 In case of damage to any of the equipment on account of fault, intentional or unintentional, on the part of the Vendor, KAU reserves the right to recover the cost of such damage from the Vendor's bill.
- 10.9 KAU is not liable for any loss or damages to the Vendors equipment as a result of variation in voltage or frequency or interruption in power supply or other losses to the Vendors arising there from. The failure or short supply of electricity does not relieve the Vendor of his responsibility for the timely completion of the work as stipulated in the contract.
- 10.10 All persons who work with electrical installation/ equipment shall be aware of the electrical hazards, use of protective devices and safe operational procedures.

11 Documentation

- 11.1 The work schedule has to be submitted before starting work after accepting the work order.
- 11.2 Work progress should be reported on a weekly basis.
- 11.3 Documentation of all configurations, back up plans and all other relevant documents details.

12 Training

- 12.1 Necessary onsite training should be given to the Directorate of Information Systems staff free of cost.

13 Warranty Conditions

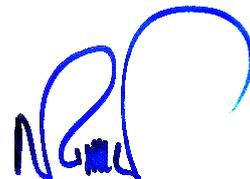
- 13.1 Given along with the Specification

14 Payment Conditions

- 14.1 If the price is quoted in INR, 100% of the bid amount will be paid on delivery and successful installations.
- 14.2 Payments will be made after the bills are duly verified and certified by KAU.

15 Contradiction & Clarifications

- 15.1 In case of any contradiction in or between the clauses above, the more stringent of the clauses shall prevail.
- 15.2 Any clarifications or information related to the conditions or specification can be had from the System Manager, Directorate of Information System, KAU Headquarters, Vellanikkara, Thrissur, Ph. 0487-2438182.



Director of Information Systems

ANNEXURE-01: BIDDER INFORMATION LETTER**BIDDER INFORMATION LETTER**

(To be submitted in Letter Head)

To

The Director

Directorate of Information System

KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656.

Sir,

Sub: **“Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University”**I / We have downloaded tender document from the website <http://etenders.kerala.gov.in> for the Tender and furnishing the following details for your information.

My / our full address for communication (with Telephone/ FAX Nos.)	My/our full address on which PO to be placed (with Telephone/ FAX Nos.)

Signature of Bidder
(Seal)

ANNEXURE-02: BID FORM

BID FORM

(To be submitted in Letter Head)

To

The Director
Directorate of Information System
KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656,

Sir,

Sub: **“Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University”**

1. Having examined the conditions of the tender contract, the receipt of which is hereby duly acknowledged, I / We, the undersigned, offer to execute all works in conformity with the tender specifications referred to above and also to the said terms and conditions of contract for the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I / We undertake, if our Bid is accepted, to complete supply and installation by 15 weeks from the date of confirmed P.O.
3. I / We agree to abide by this Bid up to 180 days from the date of confirmed P.O. and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specifications of the items quoted by me/us.
6. The tender document for the works mentioned above has been obtained by me from the URL <https://etenders.kerala.gov.in> the official website Government of Kerala, and I / We hereby certify that I / We have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / We shall abide by the conditions/ clauses contained therein.
7. I / We hereby unconditionally accept the conditions of tender document in its entirety for the above supplies.

Dated thisday of.....2024

Signatur

e of In

capacity

of

Duly authorized to sign the bid for and on behalf of -----

Witness 1 _____
Signature

Name & Address

Witness 2 _____
Signature

Name & Address

ANNEXURE-03: COMPLIANCE STATEMENT**COMPLIANCE STATEMENT**

Sub: "Supply and installation of Complete Enterprise Resource Planning Solution for Kerala Agricultural University"

No.	Name & Model No. of product offered	Specification as per tender	Specification of the item offered	Variation	Remarks

Name & Address of Company

Signature of Bidder
(Seal)

ANNEXURE-04: BILL OF QUANTITIES**BILL OF QUANTITIES (BOQ)**

Sub: **“Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University”**

Sl. No.	Description	Qty.
1	Development & implementation ERP System	1
2	Cloud infrastructure for hosting the ERP system and related activities for 3 years	1

Name & Address of Company

Signature of Bidder
(Seal)

ANNEXURE-05: DETAILED TECHNICAL SPECIFICATION

DETAILED TECHNICAL SPECIFICATION

Sub: **“Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University”**

Scope of Work

KAU has made certain IT initiatives for various departments of the University and has an advanced IT infrastructure that runs the operations. However, KAU would like to move towards evaluating and assessing the needs for further enhancement, upgradation, and replacement of these applications as per the updated business process and finally establishing a seamless integrated environment for all these applications across the university. KAU seeks opportunities for innovation, adopts global best practices and endeavours to move from paper-based systems to complete automated systems.

KAU's vision is to build an enterprise solution that covers the integration of business processes of Student Information System (SIS) to develop a blueprint and roadmap for aligning business strategy with IT to enable efficient administrative and financial monitoring and controlling. The selected Implementation partner has not only to ensure the development of a robust software application and installation of required IT infrastructure, it also has to address several other activities like Training and capacity building, data digitization, providing post implementation maintenance for application and support.

Desired System Architecture

The proposed solution should be a comprehensive, hot-pluggable software suite for building, deployment and management of a Service Oriented Architecture (SOA). This should include the service-oriented development of applications, service-oriented integration of applications and IT systems and process orchestration of system services and process monitoring solutions. This should externalise and standardise interfaces for building scalable and open invocation frameworks between various applications of KAU.

The solution should have capability where any services like Payment Gateway, the mobile devices including GPS-enabled handheld devices for queries/ reporting and providing day-to-day approvals by competent authorities as per authorised workflow for different kinds of requests. The consolidated architecture needs to consider all the major processes/ sub processes and should choose/map all the solution components complying with the specifications mentioned in the Tender Document. This end-to-end architecture blueprint should be based on SOA architecture.

All solutions should be deployed with extreme flexibility so that new services and operational requirements can be made whenever needed by modifying existing processes. All software modules should be tightly integrated with each other as per the business requirement and the integration should be achieved under Enterprise Application Interface (EAI) framework using industry standard connector/ adapter. Applications should be near linear scalable with multi-layered and multi-tiers, distributed, component-based architecture for reusability and scalability with full support load balancing functionality. Provision for future services within the overall design architecture of convergent, multi-service provisioning and activation system should be available.

The solution should accommodate the exponential growth projections of KAU by enabling the architecture to be independent of the technology and the vendor thereby allowing its evolution in a

'plug-and-play' environment. The tenderers can also propose if phase wise implementation is required or not for KAU.

The Integration environment should focus on components that would help in realisation of principles of service oriented architecture (SOA). The architecture should envisage a service delivery environment for creation of services that share the main concepts of services, service descriptions, the specification of an associated data model, and the use of a service contract to help in realisation of combinational services via vertical integration. It would also help in faster and cheaper deployment of new services for silo based applications. One of the key architectural principles while designing the solution for the SOA compliant architecture should mostly be of out-of-box functionality and based on best practices in implementing a forward looking and future proof services. Selected Non-functional features would be:

- The solution must be based on an open source technology platform, where functionalities of the system can be amended either by direct editing of the source code or through using the set of tools bundled in the development framework provided.
- The solution architecture should be built on sound architectural principles enabling fault-tolerance, high-performance, and scalability both on the software and hardware levels
- Solution architecture must support web services standards including XML, SOAP, UDDI and WSDL
- Solution architecture must be loosely coupled so as to integrate additional systems in future.
- Solution architecture must support trace logging, error notification and resolution and exception handling.
- The system architecture should include adequate security covering management of identity, threat and vulnerability. The architecture should cover mention of network, host, application and data security.
- The solution shall provide the functionality to configure the parameters to de- fine the business rules with the application.
- The solution shall be able to interoperate with standard RDBMS platforms like Oracle, MS SQL, MY SQL, Postgres, DB2, Informix, Sybase or any other RDBMS confirming to ANSI/ISO SQL-200n standards; Operating systems - Windows, Unix, Solaris; and Web browsers - Internet explorer, Mozilla Firefox, Opera, Chrome, Edge.

The tenderer should propose detailed system architecture describing solution integration, security and deployment and addressing scalability, availability, performance and manageability. The solution architecture should also cover proposed hardware configurations to ensure high availability, integrity, scalability, distribution and concurrency.

Modules

The project will encompass the development and implementation of the following modules:

Student Life Cycle Module

Examiner Management Panel Creation

- User Roles and Permissions: Define roles for examiners, providing varying levels of access based on responsibilities.

- Panel Assignment: Enable dynamic assignment of examiners to examination panels.
- Communication Tools: Integration of communication tools for collaboration

Admission Management

- Admission Notification
- Online Application for admission to various programmes
- Online verification of applications and Approval
- Hall tickets for Entrance Examinations
- Entrance examination mark processing
- Rank List Generation
- Choice/Option Submission
- Online Allotment

Admission of Allotted Candidate and Issuing Admit Card

Student Management

- Student Registration
- Student Profile and History
- Break of Study, Rejoin and Scheme Migration
- Student Cancellation
- Student Activity Points and Credits
- Tracking Student History
- Alumni Management

Student Life Cycle Management

- Provisional Degree Certificate,
- Transcript.
- Migration certificate,
- Various Other certificates required by students,
- College level certificates like No dues,
- Transfer certificate,
- conduct certificate,
- NLC,
- Identification letter etc
- Admission and completion Record

Academic Auditing

- Submitting Institution Monthly Reports
- Viewing Monthly Reports by University
- Managing Auditors
- Mapping Auditors to Institutions
- Dynamic Audit Rating Management
- Audit Rating Entry by Auditors
- Viewing Audit Reports by University
- Annual Reports by Institutions

Academic Management

- Course Management: Facilitate the creation, modification, and deletion of courses.
- Class Scheduling: Automated scheduling of classes, labs, and examinations
- Curriculum Mapping: Align course content with academic standards and learning outcomes.
- Resource Allocation: Manage faculty assignments and resource allocation for academic activities.

QP Management

- Uploading Question Papers by University/Cluster
- Choosing Question Papers for an Exam
- Downloading Question Papers at Institution
- Bulk/Individual Download of Question Papers
- Monitoring of download by University
- QP Managers for every Cluster
- Managing QPM Contacts of Institutions
- Encryption and OTP Protection

Valuation Management

- Valuation Camp Management
- Posting of Camp Officials
- Preparing Answer Script Packets for Distribution
- Distributing Answer Script Packets
- Mark Entry and Submission by Examiner
- Second and Third Valuation
- Answer Script Copy

Revaluation Management

- Review of Answer Script
- Revaluation Registration and Fee Payment
- Revaluation Registration Report
- Revaluation Answer Script Identification and Packet

Examination and Results

- Exam Creation: Streamline the process of exam creation, including setting question papers and exam parameters.
- Results Processing: Automated result generation and publication, including grading and transcripts.
- Revaluation Request: Provide a mechanism for students to request revaluation of their exam papers.
- Analytics Dashboard: A visual representation of examination and result data for analysis.

Preparation

- Revaluation Refund Report Generation

Result Management

- Pre-processing Validations
- Result Processing
- Post Processing Validations
- Malpractice/Withheld Results
- Individual Result Processing
- Revaluation Result Processing
- Result Publication – Website/Student Login/Institution Login
- Grace Marks and Moderation
- Result Correction
- Grade list Generation
- GPA Calculation and Semester Grade Card Generation

Fee Management System

- Fee Structure Configuration: Define and manage fee structures for different courses.
- Payment Gateway Integration: Facilitate online fee payments for students.
- Fee Waivers and Discounts: Implement a system for managing fee waivers and discounts.

- Late Fee Handling: Automated late fee calculations and notifications

Faculty Management

- Comprehensive Data about Colleges
- Managing Institution Staff and Faculty Profile
- Deficiency Report Calculations and Reports
- Notifications to colleges at various stages
- Reports, Issue Notices and Orders

PG/PhD Research Management

- Scholar Selection Process
- Supervisor Management
- Scholar Registrations
- Doctoral Committee Formation
- Course Work
- Qualifying exam
- Comprehensive exam
- Defense
- Thesis Submission and Evaluation
- Certificate Management

KAU Academic Portal

- University e-Gov Portal to automate University processes
- Dynamic Website managed through the e-Gov Portal
- E-interaction for all activities – from Affiliation till Certificate Issuing
- Secure Question paper upload/download
- Online payments and remuneration processing
- Completion of Valuation and Result Publication in record time

Remuneration Management

- Remuneration for Activities such as Valuation, QP Authoring etc

- Management of Remuneration Positions
- Generation of Remuneration according to rules
- Submission, Verification and Approval of Remuneration
- Bank File Generation

Ticket/Grievance Management

- Adding Tickets/Complaints
- Manual Assignment of Tickets
- Automatic Routing of Tickets
- Ticket Dashboard and Statistics
- Taking Action on Tickets
- Resolving Tickets
- Closing and Reopening of Tickets
- Ticket Reports
- Status Updates and Notifications

Hostel Management

- Room Allocation: Automated room allocation based on student preferences and availability.
- Attendance Tracking: Monitor hostel attendance and implement necessary alerts.
- Mess Management: Integration with mess facilities for meal planning and tracking.

Online Counselling System (UG/PG/Diploma/Ph.D./Foreign)

- Appointment Scheduling: Allow students to schedule counselling sessions with faculty or counsellors
- Virtual Counselling Rooms: Integration of virtual meeting rooms for online counselling
- Document Submission: Secure document submission for counselling purposes.
- Counselling Feedback: A mechanism for students to provide feedback on counselling sessions

PhD Student Life Cycle Management

- Research Proposal Submission: Online submission and tracking of research proposals
- Supervisor Allocation: Automated allocation of research supervisors
- Progress Tracking: Monitor and evaluate the progress of Ph.D. students.
- Thesis Submission: Streamlined process for thesis submission and evaluation

Scholarship Management

- Application Processing: Online application submission and processing for scholarships
- Eligibility Criteria: Define and manage eligibility criteria for various scholarships.
- Disbursement Tracking: Monitor and track scholarship disbursement to eligible students.
- Communication Platform: Automated communication with scholarship recipients

Student Attendance Management

- Biometric/RFID Integration: Implement biometric or RFID systems for accurate attendance tracking.
- Automated Notifications: Alerts for low attendance or irregularities.
- Integration with Academic System: Sync attendance data with academic records.

Student Feedback Management

- Course Feedback Surveys: Automated surveys for collecting student feedback on courses
- Instructor Evaluation: Evaluation of faculty performance through student feedback
- Feedback Analysis: Analyse feedback data for continuous improvement.

Student Self-Service Portal

- Personalised Dashboards: customised portals for students displaying relevant information
- Registration and Enrolment: self-service registration and enrolment for courses
- Document Repository: Secure storage for academic records, transcripts, and certificates
- Communication Center: centralised platform for university announcements and notifications
- Student ID Card : Facility to generate and Issue ID card to Students

Certificate Management

- Provisional Certificate, Consolidated Grade Sheet and Official Transcript
- Position Certificate
- Degree Certificate
- Certificate Fee Configuration
- Certificate Request from Student Login
- Certificate Request Approval and Generation
- Certificate Dispatch
- Certificate Download from Student Login
- Digital Signatures in Certificates
- Online verification of Certificates by other Departments and Agencies

- Online application for Certificates

Convocation Management

- Convocation Notification
- Announcements, Notices and Instructions
- Online Application for convocation
- Online Application verification
- Issuing Certificates

NSS

- Managing NSS Units
- Assigning NSS Officials – Program Coordinator and Program Officers
- NSS Enrollment to Units
- NSS Activities and Attendance
- NSS Certificates

Research Management

- Research Projects Management Information System
- Plan and EAPs
- Project preparation,
- Department level/ PC group level discussions, FRC approvals,
- submission to the funding agency, project approvals, AS & TS, FS issuance, project monitoring at different levels, project budget management, final report submission

E-Commerce portal

Physical Plant

- Project Information and Cost Estimation
- Integration with Price software.
- Quarters Management Information System

Security

- Password/OTP based Authentication
- Users and User Types

- Roles and Permissions
- Permission Mapping to User Types
- Checksum
- Temporary and Permanent Disabling of Users
- Seat Management

Administrative Office Module

Alumni Management

- Alumni Database: A centralised database of alumni with contact information
- Events and Reunions: Event management for alumni gatherings and reunions

Asset Management System

- Asset Tracking: Inventory management for university assets
- Maintenance Schedule: Automated scheduling for asset maintenance
- Asset Usage Logs: Tracking usage and movement of assets

Bill Processing System

- Invoice Submission: Online submission of invoices and bills
- Approval Workflow: Automated approval workflow for bill processing
- Payment Integration: Integration with financial systems for payment processing

Budget Management System

- Budget Planning: Collaborative budget planning and allocation
- Expense Tracking: Real-time tracking of expenses against budget allocations
- Budget Approval Workflow: Streamlined workflow for budget approval

Employee/Faculty Portal

- Leave Requests: Online submission and tracking of leave requests
- Performance Reviews: Automated performance review processes
- Professional Development: Management of Professional development activities

Finance Management System-IFMS

- Accounting Integration: Integration with accounting systems for financial reporting.
- Financial Statements: Automated generation of financial statements
- Audit Trails: Detailed audit trails for financial transactions

Human Resource Management System (HRMS)

- Employee Database: A centralised database of employee information
- Recruitment Module: Streamlined process for hiring and onboarding
- Training and Development: Tracking employee training and development

Income Tax Management

- Tax Compliance: Automated systems for income tax compliance
- Employee Tax Declarations: Online Submission and Tracking of Tax Declarations
- Tax Filing Integration: Integration with tax filing systems

Leave Management

- Leave Policies: Define and manage organisation-wide leave policies.
- Calendar Integration: Leave calendar integration for better planning.
- Attendance and Leave Reports: Generate reports for attendance and leave data

Pension Management

- Pension Calculation: Automated calculation of pension benefits
- Arrear calculation & disbursement
- Pensioner Database: A centralised database of pensioner information
- Mobile app and WhatsApp & Web Chatbot facility
- PPO Card generation, ID card generation, CFA distribution

Store and Purchase Management

- Purchase Requisition: Online submission of purchase requisitions
- Vendor Management: Database of approved vendors and suppliers
- Purchase Order Processing: Streamlined processing of purchase orders

User Management-Admin for Role Assignment to University Officials

- Role-Based Access Control (RBAC): Granular control over user access and permissions.
- User Onboarding/Offboarding: Streamlined processes for adding/removing user accounts
- Access Logs: Detailed logs of user access and activities

Grievance Management

- Online Grievance Submission: Platform for submitting grievances
- Escalation Workflow: Automated escalation process for unresolved grievances
- Resolution Tracking: Monitor and report on grievance resolutions.

Establishment Management

- Employee Records: Secure storage and management of employee records.
- Promotion and Transfer Requests: Online submission and tracking of promotion and transfer requests
- Employee Benefits Management: Administration of employee benefits

Research Project Management System

- Project Proposal Submission: Online submission and tracking of research project proposals
- Budget Allocation: Allocate budgets for research projects
- Project Progress Monitoring: Track and evaluate the progress of research projects

Additional functionalities

- Online Valuation
- Digilocker Integration
- Mobile Platform
- Question Authoring Tool Dynamic Report Builder
- Aadhaar based Authentication

Solution features should be

- Simple and User Friendly
- Multiple Payment Gateway Support
- Highly Secure – Role, Permissions and OTP based Authorization
- Single Sign-On for Integration with related applications
- SMS and Email Notifications at every stage
- Easily configurable by admin users
- Efficient Self-Service by Student and Faculty Users

Sales

- Station wise sales with.
- B2B Sales
- B2C Sales
- Both above sales with and Without Discount and Credit. Discount depending on Party/Item /Party Type

- Making Internal and Free Use of stock
- Sales, Day End and, Sales Report, Stock Register and Sales Register
- Export the Sales and Stock Details in Excel
- GST filing online
- GST reports
- Sales of non-GST station
- Billing only through registered Systems in stations
- Category wise of Items
- Online Portal for Sales and Advance booking
- Supply chain management

Farm Management System

Seed and Planting Management System

- Seed Bank
- Supply

Fleet and Travel Management System

- Common pool management
- Fuel Management
- Driver Management
- Driver TA Management
- Licenses, Insurance, Pollution, permits etc.

Labour Management Systems

- Overtime
- Holiday work assignments
- Worksheet
- Contract Management
- Wage Management
- Leave Management

Purchase and Stores Management System

- Leave Management

Audit Management System

- Internal
- LFA
- AG
- Departmental Enquiries

Press and Print Management System

- Question papers
- Commercial
- Books and Periodicals

Archive and Repository Management System

Extension Management

- Project Management module
- Training Management module
- Farmer Outreach module
- BLAKC (Block level Agricultural Knowledge Centre) Activity module
- Farmer Query Response System

Each Scientist should have separate login ID & Password. Controlling Officer shall verify and approve it monthly. It has to be linked with CAP application submission

Scope for integration with mobile app

Separate cloud storage permission for DoE

Modules for publications of KAU Scientists with the scope to upload papers

Online Annual Report of KAU

- Online Asset Management System
- Fixed and other Assets management
- Online Stock Management

HR Management System

- Transfer and posting
- Appraisal
- Recruitment

- Grievance Management

Legal Management System

- Court cases
- Affidavits
- Legal Suit Management

Administrative and Executive Bodies Management System

- Questions
- Reports
- LA Questions
- Election Management System

Library Management System

- Books
- Thesis
- Subscriptions
- Fines
- Copyright checks

Student welfare management System

- Gym
- Hostels
- Sports Management
- Other Student Amenities

University Union Management System

- Union Management
- Magazine
- Cultural Events Management
- Other Union activities

Additional Features

S/No	Features
1	<p>SBI Payment Gateway Integration</p> <p>Objective: Enable secure online fee payments for students.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Online fee submission through the SBI payment gateway ● Real-time payment status tracking ● Integration with the fee management system
2	<p>Admission through NEET</p> <p>Objective: Streamline the admission process for undergraduate medical courses.</p> <p>Features:</p> <ul style="list-style-type: none"> ● NEET score submission and verification ● Merit list generation based on academic performance and NEET scores ● Online counselling system for course selection
3	<p>Subject Registration and Mark Entry Automation</p> <p>Objective: Streamline subject registration and automate the mark entry process.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Online subject registration for students ● Automated mark entry and grading system ● Integration with academic management system
4	<p>E-Grantz Based Concession</p> <p>Objective: Manage and process e-Grantz based concessions for eligible students.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Automated application submission and processing ● Verification and approval workflows ● Integration with the financial system for concession tracking
5	<p>Koha Library Integration</p> <p>Objective: Enhance library management through integration with Koha.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Seamless access to the Koha library system ● Online catalogue search and book checkout ● Integration with student and faculty records
6	<p>Medium of Instruction in TC</p> <p>Objective: Include the medium of instruction in Transfer Certificates (TC).</p> <p>Features:</p> <ul style="list-style-type: none"> ● Automatic inclusion of medium of instruction in TC generation ● Integration with academic records

7	<p>Social Media Integration</p> <p>Objective: Facilitate communication and engagement through social media.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Integration with social media platforms ● Automatic posting of university updates and events on timelines
8	<p>Plagiarism Checking for Seminars/Projects/Papers</p> <p>Objective: Ensure academic integrity through plagiarism checking.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Integration with plagiarism detection tools ● Automatic checking of submitted work for plagiarism
9	<p>E-Office System Integration</p> <p>Objective: Streamline administrative processes through e-office integration.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Automated document handling and approval workflows ● Integration with existing administrative and accounting systems
10	<p>Unispark for Employee Attendance</p> <p>Objective: Integrate Unispark for employee attendance management.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Employee attendance tracking through Unispark ● Integration with HRMS for comprehensive employee data
11	<p>Moodle Platform Integration</p> <p>Objective: Enhance learning management through integration with Moodle.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Seamless access to Moodle courses and content ● Synchronisation of student and faculty data
12	<p>Assets Management</p> <p>Objective: Efficiently manage university inventory and assets.</p> <p>Features: Automated tracking of assets Maintenance schedules and depreciation calculations</p> <p>Objective:</p> <ul style="list-style-type: none"> ● Integration with finance, Purchase systems
13	<p>Student and Staff Demographics</p> <p>Objective: Manage demographic data for students, office staff, and teachers.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Secure storage and management of personal information

	<ul style="list-style-type: none"> ● Compliance with data protection regulations
14	<p>Pensioners Management Module</p> <p>Objective: Streamline pension-related processes for retired staff.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Pension calculation and disbursement ● Arrear calculation and disbursement ● CFA Calculation and distribution ● Pensioner database management ● Mobile App and WhatsApp & Web Chatbot Facility
15	<p>Research Management Module</p> <p>Objective: Streamline the management of research projects.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Budget allocation and progress monitoring
16	<p>Hostel Management</p> <p>Objective: Efficiently manage hostel facilities for students.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Room allocation, attendance tracking, and facility booking ● Integration with student records
17	<p>Access Rights Based on Organization</p> <p>Objective: Implement role-based access control for user permissions.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Granular control over user access and permissions ● Regular review and updates of access rights
18	<p>Sales and Inventory Module</p> <p>Objective: Manage and track university-related sales activities.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Sales tracking, order processing, and inventory updates ● GST and Integration with financial and inventory systems
19	<p>E-Commerce Module</p> <p>Objective: Facilitate online Sales, booking activities for the university products and Services.</p> <p>Features:</p> <ul style="list-style-type: none"> ● Online merchandise sales and payment processing <p>Integration with the financial system and Inventory Systems</p>

Detailed Functionality of the Desired System

The bidders are to provide their response against each of the functionality in the column of “Bidder’s Response” with one of the Code only.

Code	Full Form	Description
F	Fully Provided	Functionality asked can be provided by the proposed solution
CO	Configuration required	Functionality asked can be provided by the proposed solution with some configurational changes
CU	Customization Required	Functionality asked can be provided by the proposed solution with some customization
NA	Not Available	Functionality cannot be provided
TP	Third Part S/W required	To achieve the functionally third party S/W is required.

Sl. No.	Detailed Functionality	Implementation Priority (Essential/Desirable/Nice to Have)	Bidder’s Response (F/ CO/ CU/ NA/ TP)
1	System should have the facility for automatically announcing new programs on a predefined date.	Essential	
2	System should have the facility to consolidate all the new PG program details shared by different colleges and publish the advertisement in the KAU website.	Essential	
3	System should have facilities to record the information about courses, modules and the relationships between them. It should also hold a detailed description of all course specifications, module specifications and other associated data e.g. learning outcomes, course material, assessment patterns, entry requirements.	Essential	
4	System should have facilities to store past, current versions of courses and modules and their structures.	Essential	
5	System should have a facility to audit and track all changes happening to the course materials and course structure.	Essential	
6	System should have facility to extract all, or a subset of, course, module and other related data, in different formats	Essential	
7	System should have facility to link courses and modules to the respective stakeholders through the HRMS system to allocate ownership	Essential	
8	System should allow user/ student to register online and automatically attach a date received at the University to each new application record	Essential	
9	Comprehensive and customizable admission forms should be available. Facilities like multiple guardian addition, emergency contact details, to capture previous education details from HEAC, to capture/ upload certificates/ other documents/ photographs should be available.	Essential	

10	System should have facility to validate program and course minimum entry requirements and conditions of offer, to enable automatic offer or rejection with the opportunity to confirm or alter decisions	Essential	
11	Automated alerts regarding the application received should be generated to stakeholders	Essential	
12	System should have the facility for finalising the exam and interview dates taking into consideration the no of applicant, courses applied	Essential	
13	System should have the facility to notify selectors of exam/ Interview timetable by workflow	Essential	
14	System should have the facility to generate standard letters to advise Applicants of the status of their Application and also regarding the exam and interview dates via SMS and email.	Essential	
15	System should have the facility to allow selectors to view all new Applications by Program on screen using the admissions system enquiry facilities	Essential	
16	System should have the facility to allow applicants to view the status of his/ her application at any point of time of the registration on the basis of entry parameters like university reference number, person number, or search on a Surname character string	Essential	
17	System should have facility to record the identity of Selectors and Potential Supervisors to whom the Application has been referred for selection decision, together with dates issued, for progress monitoring	Essential	
18	System should have facility to automatically create an interview decision form for each candidate to be available for update on screen and with a print option	Essential	
19	System should have facility to record the rejected Applicants, details like the rejection date, the rejection reason and selector or selection panel, with supportive notes where necessary	Essential	
20	System should have facility to automatically create Waiting Lists for User Specified Programs or Courses, where the Target or Quota has been reached	Essential	
21	System should have facility to identify and flag up any incomplete or unsuccessful transmissions between the University and the or vice versa	Essential	
22	System should have facility to automatically generate Tracking Reminders to the appropriate Selectors, of outstanding actions, excessive response time and delays in processing Applications by workflow	Essential	
23	System should check and inform if the student is on probation	Essential	
24	System should allow user to Add/ Drop courses online	Essential	
25	System should check for conflict in timetable or Final exam	Essential	
26	In case of conflict in the time table or Final exam, the system should generate and send rejection information.	Essential	
27	In case of non probationary students, system should check for availability of seats	Essential	
28	In case no seats are available, system should alert Course Instructor for request for authorization	Essential	

29	System should allow Course Instructor to provide authorization	Essential	
30	In case of no conflict in timetable or Final exam and subject to authorization available from Course Instructor (in case of non probationary students), system should allow user with option to make payment online or offline	Essential	
31	Upon receipt of confirmation of successful payment, system gets updated with student registration details	Essential	
32	System should send intimation to all stakeholders upon successful registration	Essential	
33	System should have a facility for authorised users to change the registration date of a Student where incorrect.	Essential	
34	System should have facility to record allocation of multiple program Directors, Supervisors, Tu tors, and Advisors, (internal and external to the University) at both program and Student levels.	Essential	
35	The ability to input parameters for the automatic allocation of students to personal advisers and tutorial groups.	Essential	
36	Allocate students to tutorial, seminar, practice, language, laboratory and other subdivided teaching groups.	Essential	
37	System should have facilities to provide student self service facilities to enable students to: amend personal data, including phone number and alternate email address and Change course enrolments.	Essential	
38	System should allow user to apply online for Extension of program, which can be sent by workflow to the appropriate member of academic staff	Essential	
39	System should allow workflow based approval for request	Essential	
40	Upon final approval from Registration Section of PG, system should prompt student for payment of additional fees	Essential	
41	System should allow online payment of fee	Essential	
42	Upon payment of additional fee, the status of the student should change.	Essential	
43	System should allow user to fill form and submit request for Postponement/ Withdrawal of program, which can be sent by workflow to the appropriate member of academic staff	Essential	
44	System should generate alerts for stakeholders based on decision (rejection/ approval) at every level of workflow.	Essential	
45	System should intimate student to initiate process of clearance upon approval from relevant authorities	Essential	
46	System should allow users to initiate clearance from departments online.	Essential	
47	System should allow different departments to process clearance online.	Essential	
48	System should provide consolidated status of clearance from all departments.	Essential	
49	System should capture final decision and intimate decision to all stakeholders	Essential	
50	System should allow users to update Scholarship programs in the system.	Essential	

51	System should allow users to apply online and submit online documents for scholarships.	Essential	
52	System should allow KAU to evaluate scholarship applications	Essential	
53	System should allow KAU to nominate students for scholarship	Essential	
54	System should allow Scholarship section to prepare list of eligible students based on the defined criteria	Essential	
55	System should allow workflow based approval. System should generate alerts for stakeholders based on decision (rejection/ approval) at every level of workflow.	Essential	
56	System should allow user to request distribution of scholarship	Essential	
57	System should allow workflow based approval. System should generate alerts for stakeholders based on decision (rejection/ approval) at every level of workflow.	Essential	
58	System should have facility to prepare the draft letter to be signed by competent authorities	Essential	
59	Upon final approval, competent would digitally sign the letter which is received by Scholarship section	Essential	
60	System should allow Scholarship section to capture draft contract and send alert to all stakeholders	Essential	
61	System should allow Student to update bank details	Essential	
62	System should allow Scholarship section to capture Final contract and send alert to all stakeholders	Essential	
63	System should allow users to apply for withdrawal of scholarship. Alert should be generated to stakeholders.	Essential	
64	System should allow admin to verify the application and decide	Essential	
65	Finance user should receive alert upon acceptance of request by admin	Essential	
66	System should allow the Finance user to calculate the payment due on the Student. Intimation should go to stakeholders.	Essential	
67	System should have facility to generate alert to respective stakeholder to provide feedback on scholarship students' performance	Essential	
68	System should allow Student Supervisor to fill form and submit the application	Essential	
69	System should allow Scholarship section user to evaluate the feedback	Essential	
70	System should allow the Scholarship section user to update the status of the student from scholarship to self, based on the feedback of the supervisor.	Essential	
71	System should have facility to maintain information like multiple Sponsors and Internal Awards or Scholarships, together with amount payable, per Fee Type, per year of study against each Student	Essential	
72	System should have facility to allow any or all of the Fee amounts relating to each Student to be fully payable by the Student, or to be split between Student and Sponsors	Essential	
73	System should have a facility to split Tuition and other Fees between	Essential	

	students and sponsors. Creation of Fee splits must sum to the total amount due for each Fee Type with correct due date and payee		
74	System should have facility to record agreements for Payment by Instalments based upon predefined Instalment Plans, or instalments specific to a Student, generating amounts due by payee by due date	Essential	
75	System should have facility to automatically generate Invoice records based upon the split of Fees between Student and Sponsors	Essential	
76	Invoice records should be created for Fees due from every Student, and be transferred electronically for posting to the relevant Student Account within the University Sales Ledger	Essential	
77	Invoice records should be created for Fees due from each external Sponsor per Student, and be transferred electronically for posting to the relevant Sponsor Account within the University Sales Ledger	Essential	
78	System should have facility to generate separate Invoices for each Fee type per Student or Sponsor	Essential	
79	System should have facility for consolidation of Student Fees payable by the same Sponsor into a single Sponsor Statement	Essential	
80	System should have facility to create upload file of invoices and credits for import to Financial management System	Essential	
81	System should allow Fee Section to publish Fee payment schedule	Essential	
82	System should have facility for students to seamlessly access their fee accounts over the web, supporting both enquiry and payment	Essential	
83	System should have facility to identify Student Records, which are exceptions to the Fee matching rules and to manually assign the appropriate Fees	Essential	
84	System should have facility to calculate Fees for Students based upon Home / Overseas, Course or Credit Points, Mode of Study, and special circumstances, and to automatically attach the appropriate Fee to the Student Record.	Essential	
85	System should have facility to create and maintain flexible logical rules, to specify the Fee Determination Rules by which a fee is calculated for any program or Course	Essential	
86	System should have facility to override Fee Determination Rules for a specified program or Course, allowing manual correction by Authorised Users	Essential	
87	System should have facility for recording Categories of Students	Essential	
88	System should have facility to automatically generate Fee Rates from current year Fees to create Fee Rates for next and future years, by application of a percentage or value inflation / reduction per future year	Essential	
89	System should have facility to record codes and descriptions for Discounts and Concessions types and subtypes	Essential	
90	System should have facility to define validation rules to apply to types or subtypes of Discounts or Concessions to be automatically applied by the system	Essential	
91	System should allow user to make online fee payment	Essential	
92	System should allow the Fee section to receive intimation from the Student about offline fee payment and update status.	Essential	

93	System should allow the Fee Section to prepare a list of students who have not paid fees as per Fee payment schedule.	Essential	
94	System should have facility to generate the details of defaulting students	Essential	
95	System should have facility to add additional Fees to the Student record (e.g. Late Payment Fee, Examination Resit Fee) with automatic generation of Invoices	Essential	
96	System should allow Director to extend the Fee payment schedule	Essential	
97	System should intimate Director decision to stakeholders	Essential	
98	System should record the details of students who have not paid fees even after extension.	Essential	
99	System should allow Fee section user to de register students who have not paid fee	Essential	
100	System should allow users to capture details of students dropping out of course.	Essential	
101	System should have a facility to calculate the fees to be refunded in case students withdraw or postpone the program.	Essential	
102	System should have a facility to calculate the refund of fees based on different reasons for dropping the program like the reason by KAU, within the add/ drop period or before or after "W" period.	Essential	
103	System should have facility to share the consolidated list of student and amount to be refunded with finance for further processing	Essential	
104	System should allow Department/ College users to submit Thesis committee forms.	Essential	
105	System should have a facility to consolidate the view of Thesis Committee form received.	Essential	
106	System should have the facility to maintain the information regarding the student's publication of paper, attendance in international seminar and presentation of paper	Essential	
107	System should allow Supervisory Committee to submit Thesis Readiness form, while submission of the form system should check whether the student has achieved all prerequisite or not	Essential	
108	System should have provision to maintain the CVs of all prospective committee members and provide a consolidated report regarding the members experience and expertise	Essential	
109	System should allow KAU to form thesis examination committee, the consolidated report should be available to the Dean while recommending the formation of the committee	Essential	
110	System should have facility to generate standard invitation letter to all thesis examining committee members	Essential	
111	System should have provision to capture the major, minor changes against the thesis defence	Essential	
112	System should have provision of capturing the feedback of the thesis examination committee	Essential	
113	System should allow dean to review progress details of candidates	Essential	
114	System should capture DPS decision to approve/ reject further processing of thesis and automatic alerts should be generated to	Essential	

	respective stakeholders		
115	System should allow Student to upload the final copy of Thesis for Approved/ Approved with Minor changes and automatic alerts should be generated to stakeholders (as per the workflow)	Essential	
116	System should allow Program coordinator to recommend a date and members for comprehensive exam	Essential	
117	System should have the facility to provide the details of the student's performance and accordingly the initiation of termination process	Essential	
118	System should present DPS with details of Students who obtained necessary credits and cleared all required semester for graduation	Essential	
119	System should allow DPS to accept or reject details of students	Essential	
120	System should generate alert about the decision of DPS to stakeholders	Essential	
121	System should allow Students to apply for clearance from all required departments.	Essential	
122	System should capture clearance provided by departments	Essential	
123	System should allow DPS to prepare official transcript and Degree Statement	Essential	
124	System should have facility to contact students flagged as debtors warning that debt must be cleared prior to graduation	Essential	
125	The certificate should take all the data from the system by entering a student ID. The person responsible for issuing the transcript/ degree certificate shouldn't be able to edit any information	Essential	
126	System should have a facility for students to acknowledge graduation invitations online.	Essential	
127	System should have a facility for students to accept invitations to graduation ceremonies online.	Essential	
128	System should have a facility to defer graduation ceremonies online.	Essential	
129	System should have facilities for the students to decline the invitation to attend online and provide details for how to obtain the award certificate. E.g. postal address, or collect from university.	Essential	
130	System should have facility to add student to alumni of college at the time of receiving the degree certificate	Essential	
131	System should allow colleges to define details of the new program, this should have details like minimum entry requirements and conditions of offer.	Essential	
132	System should have provision to capture details like the objective of the program, need assessment information including requests from students/ faculty/ form of survey data, need for the program, expected no of students, overall learning outcome based on the program objective and others.	Essential	
133	System should have provision to upload supporting documents along with the request.	Essential	
134	System should allow workflow based approval for the program. Approval/ Rejection can happen at every level of workflow. Alerts for stakeholders are generated at every approval/ rejection.	Essential	

135	System should allow Students to apply online for financial assistance.	Essential	
136	System should workflow based approval for the request.	Essential	
137	Upon final approval, the system should provide alert to Finance/ Procurement for credit of payment/ procurement of tickets.	Essential	
138	System should allow user to register online	Essential	
139	System should check if the student is on probation/ Overload	Essential	
140	In case of Student on Probation/ Overload, system should allow student to fill Probation/ Overload form	Essential	
141	In case of no Probation/ Overload, system should allow user to Add/ Drop courses online	Essential	
142	System should check for conflict in timetable, Final exam and Availability of seats	Essential	
143	In case of conflict in time table or Final exam, the system should generate and send rejection information.	Essential	
144	Upon submission of Probation/ Overload form or on nonavailability of seat or on conflict with final exam, the request should go through a workflow based approval process. Upon final approval, the student should get registered for the course.	Essential	
145	System should have the facility to allow applicants to view the status of his/ her application at any point of time of the registration on the basis of entry parameters like university reference number, person number, or search on a Surname character string	Essential	
146	System should have facility to identify and flag up any incomplete or unsuccessful transmissions between the University and the or vice versa	Essential	
147	System should have facility to automatically generate Tracking Reminders to the appropriate stakeholders of outstanding actions, excessive response time and delays in processing Applications by workflow	Essential	
148	In case of non probationary students, system should check for availability of seats	Essential	
149	In case no seats are available, system should alert Course Instructor for request for authorization	Essential	
150	System should send intimation to all stakeholders upon successful registration	Essential	
151	System should have facility to record allocation of multiple Program Directors, Supervisors, Tutors, and Advisors, (internal and external to the University) at both Program and Student levels.	Essential	
152	The ability to input parameters for the automatic allocation of students to personal advisers and tutorial groups.	Essential	
153	Allocate students to tutorial, seminar, practice, language, laboratory and other subdivided teaching groups.	Essential	
154	System should have facility to provide student self service facilities to enable student to: amend personal data, including phone number and alternate email address and Change course enrolments	Essential	
155	System should present information of students who have failed in	Essential	

	exams for the 1st time, 2nd time and 3rd time.		
156	System should provide different warning notices to failed students. Automatic alerts should be generated to stakeholders as per the workflow.	Essential	
157	System should have provision for the student to register requisite credits in the system upon approval by the supervisor	Essential	
158	System should have provision to capture the comments of the academic staff in case of advance notice served to the student.	Essential	
159	System should allow students to request for postponement of semester and upload required documents.	Essential	
160	System should allow a workflow based approval process for the request.	Essential	
161	System should have facility for auto generation of alerts to different department's for providing clearance to the student	Essential	
162	System should have facility to capture clearance provided by different departments and auto generated alerts should be available to stakeholders including the student.	Essential	
163	Upon final approval, the system should allow a change in status of student.	Essential	
164	The system should provide the facility to the examiners to enter results with grading scales according to course level.	Essential	
165	System should allow student to submit grievance about his/ her grade	Essential	
166	System should allow college to submit revised grade sheet	Essential	
167	System should allow colleges to update decisions on student grievances.	Essential	
168	System should allow the Registration section to update decisions on revised grade sheets.	Essential	
169	System should allow Registration section to prepare list of forced withdrawal/ readmission students based on the predefined business rules like if he/she Was not attending classes for 2 consecutive semesters <ul style="list-style-type: none"> ● Is under advanced probation ● Exceeds the time limit Students may be readmitted if he/she ● Was sick and has a valid sick leaves ● Was expected to graduate 	Essential	
170	System should allow admin to update student wise decision	Essential	
171	System should allow admin to prepare in the system and alerts to be generated to stakeholders as per the defined workflow	Essential	
172	System should allow Admission section to analyse vacant seats	Essential	
173	System should allow Admission section to communicate with Academic Council about the vacant seats	Essential	
174	System should allow capture of decision of Academic council	Essential	
175	System should have facility to receive the shortlisted candidate list	Essential	

176	System should have facility to segregate the list of candidates applied per department	Essential	
177	System should have facilities to complete the registration of the candidates who have not applied for any departments. Automated alerts along with the list of candidates and their IDs should be generated	Essential	
178	System should have the facility for finalising the exam and interview dates taking into consideration the number of applicants and courses applied.	Essential	
179	System should have the facility to notify selectors of exam/ Interview timetable by workflow	Essential	
180	System should have the facility to generate standard letters to advise Applicants of the status of their Application and also regarding the exam and interview dates via SMS and email.	Essential	
181	System should have the facility to allow selectors to view all new Applications by program on screen using the admissions system enquiry facilities	Essential	
182	System should have the facility to allow applicants to view the status of his/ her application at any point of time of the admission process on the basis of entry parameters like university reference number, person number, or search on a Surname character string	Essential	
183	System should have facility to automatically generate Tracking Reminders to the appropriate stakeholders of outstanding actions, excessive response time and delays in processing Applications by workflow	Essential	
184	System should have facility to record the identity of Selectors and Potential Supervisors to whom the Application has been referred for selection decision, together with dates issued, for progress monitoring	Essential	
185	System should have facility to automatically create an interview decision form for each candidate to be available for update on screen and with a print option	Essential	
186	System should have facility to record the rejected Applicants, details like the rejection date, the rejection reason and selector or selection panel, with supportive notes where necessary	Essential	
187	System should have facility to automatically create Waiting Lists for User Specified Programs or Courses, where the Target or Quota has been reached	Essential	
188	System should have facility to identify and flag up any incomplete or unsuccessful transmissions between the University and the or vice versa	Essential	
189	System should have facility to automatically generate Tracking Reminders to the appropriate Selectors, of outstanding actions, excessive response time and delays in processing Applications by workflow	Essential	
190	System should have facilities to generate the final selected list of candidates for the courses.	Essential	

191	System should have facility to receive the updated final list for the courses.	Essential	
192	System should allow user/ student to register online and automatically attach a date received at the University to each new Application record	Essential	
193	Comprehensive and customizable admission forms should be available. Facilities like multiple guardian addition, emergency contact details, to capture/ upload certificates/ other documents/ photographs should be available	Essential	
194	System should have facility to validate program and course minimum entry requirements and conditions of offer, to enable automatic offer or rejection with the opportunity to confirm or alter decisions	Essential	
195	Automated alerts regarding the application received should be generated to stakeholders	Essential	
196	System should have the facility to complete registration and generate student IDs if all the prerequisites are completed. System gets updated with student registration details.	Essential	
197	System should send intimation to all stakeholders upon successful registration	Essential	
198	System should have facility for authorised users to change the registration date of a Student where incorrect.	Essential	
199	System should have facilities to record the information about courses and the relationships between them. It should also hold a detailed description of all course specifications, and other associated data e.g. learning outcomes, course material, assessment patterns, entry requirements	Essential	
200	System should have facility to store past, current versions of courses and modules and their structures	Essential	
201	System should have facility to audit and track all changes happening to the course materials and course structure	Essential	
202	System should have facility to extract all, or a subset of, course, module and other related data, in different formats	Essential	
203	System should have facility to link courses to the respective stakeholders through the HRMS system to allocate ownership	Essential	
204	System should have facility to publish notification regarding the start of transfer to KAU from outside university	Essential	
205	System should allow students to submit an online form, Comprehensive and customizable admission/ transfer forms should be available. Facilities like multiple guardian addition, emergency contact details, to capture/ upload certificates/ other documents/ photographs should be available	Essential	
206	System should have facility to validate minimum entry requirements for transfer	Essential	
207	System should allow Admission section user to verify submitted form and record decision	Essential	
208	System should allow college users to verify submitted forms and record decisions.	Essential	

209	System should have facility to capture the decision of the college and automated alerts regarding the decision of the college should be generated to stakeholders	Essential	
210	System should allow students to apply online for withdrawal. Automated alerts to be generated to stakeholders as per the workflow	Essential	
211	System should allow different departments to process clearance online.	Essential	
212	System should provide the admission section the consolidated status of clearance from all departments. Automated alerts to be generated to all stakeholders as per the workflow	Essential	
213	System should capture final decision of admission section and intimate decision to all stakeholders	Essential	
214	System should have facility to change the status of the student	Essential	
215	System should allow student to request for readmission online	Essential	
216	System should have facility to provide the applicant all the required minimum eligibility criteria for readmission	Essential	
217	System should have facility to validate minimum requirements for student readmission request	Essential	
218	System should allow workflow based approval for request of readmission	Essential	
219	System should allow capture of final decision and update status of student.	Essential	
220	System should present with details of Students who obtained necessary credits and cleared all required semester for graduation	Essential	
221	System should have facility to accept or reject details of students provided by the authorised user	Essential	
222	System should generate alert about the decision of authorised user to stakeholders	Essential	
223	System should allow Students to apply for clearance from all required departments.	Essential	
224	System should capture clearance provided by departments	Essential	
225	System should allow authorise user to prepare official transcript and Degree Statement	Essential	
226	System should have facility to contact students flagged as debtors warning that debt must be cleared prior to graduation	Essential	
227	The certificate should take all the data from the system by entering a student ID. The person responsible for issuing the transcript/ degree certificate shouldn't be able to edit any information	Essential	
228	System should have a facility for students to acknowledge graduation invitations online.	Essential	
229	System should have a facility for students to accept invitations to graduation ceremonies online.	Essential	
230	System should have a facility to defer graduation ceremonies online.	Essential	

231	System should have facilities for the students to decline the invitation to attend online and provide details for how to obtain the award certificate. E.g. postal address, or collect from university.	Essential	
232	System should have facility to add student to alumni of college at the time of receiving the degree certificate	Essential	
233	System should allow Student to request for replacement of degree certificate	Essential	
234	System should allow admin to review request and up date decision	Essential	
235	System should track the status of request and upon approval, system should send alert to stake holders.	Essential	
236	System should have facility to capture the different process of replacement of degree certificate like printing of degree certificate, with all the signatures	Essential	
237	System should have provision to capture the acknowledgement from the student upon receiving the degree certificate	Essential	
238	System should generate alert towards the end of each semester for colleges to upload loading sheets	Essential	
239	System should have facility to assist the authorised users while preparing the timetable by taking into consideration the below mentioned information	Essential	
240	System should have the facility to capture and utilise the information related to the subject. The information should be Prerequisite subjects Type of subject Academic level of subject Total number of sections for every subjects	Essential	
241	System should have the facility to capture and utilise the information related to classrooms. The information should be Type of classrooms (labs, auditorium) Total no of classrooms available for each type Capacity of every classrooms	Essential	
242	System should have the facility to capture and utilise the information related to time. The information should be Slots of time (how many hours are allocated for each section) Allowed total no of slots at a day	Essential	
243	System should have the facility to capture and utilise the information related to Curriculum. The information should be Total number of subjects undergraduate study plan have The credit hours for each subject Subject number	Essential	
244	System should have the facility to capture and utilise the information related to the Lecturer/ faculty/ instructor. The information should be Total number of qualified Lecturer/ faculty/ instructor could teach a specified subject A convenient time for the Lecturer/ faculty/ instructor The number of sections for each lecturer as per KAU regulation	Essential	
245	System should have the facility to capture and utilise the information related to students. The information should be	Essential	

	Total number of students Total number of students that desired to take the subject in the next term and they satisfied the conditions to register it		
246	System should have facility to capture and maintain academic space inventory it can be segregated into different categories like General space designated as open to all programs without scheduling restriction Priority Space designated to an approved program, and which is timetabled as a first priority to that program space in this category becomes available for general timetabling after course sections from the approved program have been timetabled in the event the approved program no longer requires priority access, the space will be reclassified Allocated space space restricted to an approved program for their exclusive use	Essential	
247	While suggesting the timetable the system should have facility to take into consideration different parameters (student as well as Lecturer/ faculty/ instructor) like Maximum elapsed time per day Maximum numbers of hours from the beginning of the first hour for a particular academic block (a collection of course sections that share a common academic program) to the end of last hour of the on any given day.	Essential	
248	Maximum consecutive periods for a particular academic block Minimum break period after maximum consecutive periods Maximum time per day	Essential	
249	The system should assist in creation of timetables and assignment of staff and students to courses. The below mentioned feature should be available in the system Create Timetables using the drag and drop facility Alerts on subject limits per week Alerts on employee subject limits while creating timetable Edit/Delete timetable facility available Publish timetable with separate views for students & teachers Examination timetabling Academic Calendar creation and publication Room and teaching resource management	Essential	
250	System should allow capture of suggestion/ approval of colleges on the timetable	Essential	
251	System should allow timetable department to prepare exam timetable	Essential	
252	System should allow publishing of timetable and generate alert for stakeholders	Essential	
253	System should allow the user to update the course characterization form.	Essential	
254	System should have facilities to record the information about courses and the relationships between them. It should also hold a detailed description (English and Arabic) of all course specifications and other associated data e.g. learning out comes, course material, assessment patterns, entry requirements, credits and contact hours, pre requisites, corequisites, equivalent, in compatible, combined equivalent,	Essential	
255	System should have facility to store past, current versions of courses	Essential	

	and their structures		
256	System should have facility to audit and track all changes happening to the course materials and course structure	Essential	
257	System should have facility to extract all, or a subset of, course and other related data, in different formats	Essential	
258	System should have facility to link courses to the respective stakeholders through the HRMS system to allocate ownership	Essential	
259	System should allow user to request for reservation	Essential	
260	System should allow Timetable department to check availability.	Essential	
261	System should allow the timetable department to approve/ reject requests.	Essential	
262	System should allow college user to create/ revise degree plan	Essential	
263	System should allow Academic council to update decision on the new/ revised degree plan	Essential	
264	System should allow Timetable department to segregate courses	Essential	
265	System should allow user to publish new degree plan on the website.	Essential	
266	The system should have provision to store and utilize all previous discussion details between the advisor and student	Essential	
267	System should have provision for the advisors to store and use the notes based on the discussion with the student.	Essential	
268	System should have provision using which the student herself/ himself can check their course of study	Essential	
269	The system should have provision produce a report that students can review and discuss with their counsellor	Essential	
270	System should have provision to assist students thinking about changing their major or adding a minor can request a "what if" analysis	Essential	
271	System should have provision to assist students in determining how courses they have already completed would apply to the new major or minor and what courses they would need to complete	Essential	
272	The system should have provision to indicate the program and graduation requirements that have been completed as well as those areas requiring completion prior to graduation	Essential	
273	The system should have provision to provide details like total number of credits completed to ward graduation, total number of credits needed to graduate, number of credits for which the student is enrolled, the required minimum GPA	Essential	
274	System should have provision to capture and utilise the long and short term academic plans that students and their advisors have created for future semesters	Essential	

ANNEXURE-06: UNDERTAKING ON THE FINANCIAL BID**UNDERTAKING OF THE FINANCIAL BID**

(To be submitted in Letter Head)

To

The Director,
Directorate of Information System
KAU Main Campus, KAU P.O., Thrissur, Kerala, 680 656,

Sir,

Sub: **“Development, Supply, Installation and training of a Complete Enterprise Resource Planning Solution for Kerala Agricultural University”**

Regarding the above tender, we submit our undertaking for the “Supply and installation of Complete Enterprise Resource Planning Solution for Kerala Agricultural University”

1. I/We read and agree to all points given in this undertaking.
2. I/We confirm that Mr./Ms.....is authorized personnel to sign the tender document on behalf of *<Full name of Company>*
3. The unit price quoted in the BOQ includes the basic price and all applicable taxes at prevailing rates.
4. L1 will be computed as the total price (number of units x unit price, including all applicable taxes) as given in the BOQ.
5. Price details in pdf format with basic price, and all taxes (if applicable) shall be uploaded along with the financial bid in pdf format as an attachment. This should match with the price details given in the BOQ. In case if the tax component mentioned in price details is exceeding the prevailing rates, then KAU shall have the right to deduct the amount while making payment. In case if the tax component mentioned in the price details is less than the prevailing rates, then any additional liability towards tax shall be borne by the bidder without any additional price overheads to KAU.

Signature with seal:

Name and contact no:

ANNEXURE-07:**Bidder Eligibility Criteria**

Sl No	Parameter Specific Requirements	Documents
1.	The bidder must be a company registered in India, preferably should be part of KSUM, Start-up India, with a Unique ID or DPIIT number. Shall have been in operation for a period of at least 5 years as of bid submission date.	Valid documentary proof of Certificate of incorporation Valid GST registration certificate to be attached
2.	The Bidder should have been actively engaged in the field and shall have a registered office in Kerala for the last five years.	Attached relevant document (Copy of Rental Agreement or Purchase deed)
3.	Bidder should have an average annual turnover of at least 5 Cr INR during the last 3 financial years.	Profit & Loss Account Statement of audited balance sheet and Statutory Auditor Certificate confirming turnover.
4.	The Bidder should have positive net worth for the last tree audited Financial Year	Copy of audited profit and loss account/ balance sheet of the last three financial years, highlighting the requisite figure related to positive net worth and profitability.
5.	The Bidding entity should not have been black listed for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice, breach of contract or restrictive practice by any Central/ State Government/PSU/Semi-Government bodies as on bid submission date	Self-Certification/ Declaration duly signed by authorized signatory on company letter head.
6.	Detailed Bill of Materials for all the required components should be mentioned else the bidder will be disqualified.	BOM should be Submitted
7.	The Bidders should have experience in	Project Completion Certificate to be

	successfully completing at least 3 similar works in Central Government / Central Autonomous Body/Central Public Sector Undertaking/ State Government /State Public sector undertaking during the last 5 years	attached
8.	The OEM from a country which shares a land border with India will be eligible only if they are registered with the competent authority as per Govt. of India order, issued by Ministry of Finance vide No.F.No.6/18/2019-PPD dated 23/07/2020	Copy of document of registration with DPIIT, Govt. of India

-END-