



# TAMIL NADU NATIONAL LAW UNIVERSITY

(A University established by Tamil Nadu Act No.9 of 2012)

Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli – 620 027, Tamil Nadu, India  
Phone Off: 0431-2692111; Fax: 2692099 E-mail : [registrar@tnnlu.ac.in](mailto:registrar@tnnlu.ac.in) ; Website: [www.tnnlu.ac.in](http://www.tnnlu.ac.in)

## NOTICE INVITING TENDER FOR DEVELOPMENT AND IMPLEMENTATION OF ERP SYSTEM FOR TAMIL NADU NATIONAL LAW UNIVERSITY, TIRUCHIRAPPALLI

**TENDER No.TNNLU/ERP/1717/2021, Dated: 12.11.2021**

Details	Date	Time	Venue
Date of issue of Tender Document	12.11.2021	11.00 A.M	-----
Tender Document Download	The Tender Document can be downloaded from the TNNLU Website with effect from 12.11.2021- 11.00 A.M onwards.		
Last date for receipt of Tenders at TNNLU, Tiruchirappalli	11.12.2021	05.00 P.M	-----
Opening of Tender (Master Envelope).	13.12.2021	11.00 A.M	Campus of TNNLU
Opening of Financial Bids of Eligible Vendors (Cover 2)	Will be intimated at an appropriate time to the technically qualified bidders	-	Campus of TNNLU
Name of Work/ Service	Development and Implementation of ERP System for Tamil Nadu National Law University.		
Brief Scope of Work	Development and Implementation of ERP System to automate and streamline the core Academics, Financial, Examination, and other processes to improve administrative efficiencies and provide improved services to the stakeholders. For this purpose, it requires the services of a competent IT Company/Firm which can understand the University's requirements of ERP and provide a complete ERP Application with implementation. Hence, the University invites sealed proposals (as per the terms and conditions mentioned therein) from eligible, reputed companies/firms for ERP System for University as specified in this Tender Document.		
Tender type & validity	This is an Open Tender Process and the Validity of tenders will be for 90 days from the date of opening of Tenders. The bidder cannot withdraw their offer within the period of validity.		
Authority	The Registrar, Tamil Nadu National Law University reserves the right to amend/cancel any of the terms and conditions in the Tender Document or reject any or all tenders without giving any notice or assigning any reason.		

Earnest Money Deposit (EMD)	Is exempted at present (Govt. of India-Office Memorandum vide:F.9/4/2020-PPD) and subject to further orders of the Government.
Performance Security Deposit (PSD) (Refundable)	a) The successful tenderer will have to deposit a Performance Security of <b>5% (Five percent) of the value of the orders placed</b> within 15 days from the date of receipt of the formal order/signing of the agreement, failing which the work order will stand cancelled. The performance security will be furnished in the form of the Demand Draft drawn in favour of <b>“The Registrar, Tamil Nadu National Law University”</b> .
	b) The Performance Security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the Service Provider. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Service Provider will be liable to be forfeited by TNNLU besides annulment of the contract.  The above interest-free Security Deposit shall be refunded within 90 days after the expiry of the agreement and after adjusting applicable deduction if any.
Address for submission of Tender	The Registrar, Tamil Nadu National Law University, Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli – 620 027.
Mode of Submission of Tender	a) Bids should be submitted in two separate properly sealed covers; and both these covers will have to be again put in a single sealed cover, indicating also TECHNICAL BID/FINANCIAL BID as may be applicable. b) The outermost cover shall be superscribed as “TENDER FOR DEVELOPMENT AND IMPLEMENTATION OF ERP SYSTEM FOR TAMIL NADU NATIONAL LAW UNIVERSITY, TRICHY”, REF NO TNNLU/ERP/1717/2021, DATED 12.11.2021. c) The Bids, all correspondence, and documents relating to the bids shall be written in the English language. d) The Bid is to be submitted only through Speed Post or Registered Post or Courier. <b><u>No Hand delivery is permitted.</u></b>



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## **TENDER NOTICE FOR DEVELOPMENT AND IMPLEMENTATION OF ERP SYSTEM FOR TAMIL NADU NATIONAL LAW UNIVERSITY**

### **SECTION-1: ABOUT US**

Tamil Nadu National Law University (TNNLU) was established by the Government of Tamil Nadu by an Act of State Legislature (Act No. 9 of 2012) to provide quality legal education at the global level. TNNLU is the brainchild of the former Hon'ble Chief Minister Dr. J Jayalithaa who laid its foundation stone on 13<sup>th</sup> February 2012.

The University is functioning from the academic year 2013-2014. The Chief Justice of the Madras High Court, Hon'ble Mr. Justice Sanjib Banerjee is the present Chancellor of the University. The Minister for Law, Courts, Prisons, and Prevention of Corruption (Govt. of Tamil Nadu), Thiru S. Regupathy is the present Pro-Chancellor of the University. TNNLU offers a five-year integrated B.A., LL.B (Honours) degree, B.Com., LL.B (Honours) degree, and LL.M courses. Students are admitted to the above courses through the Common Law Admission Test (CLAT). The University currently has a total strength of 536 students in the current Academic Year 2021-22.

The University intends to implement an end-to-end ERP solution to automate and streamline its core Academics, Financial, Examination, and other processes to improve administrative efficiencies and provide improved services to our stakeholders. For this purpose, it requires the services of a competent IT Company/Firm which can understand the University's requirements of ERP and provide a complete ERP Application with implementation. Hence, the University invites sealed proposals (as per the terms and conditions mentioned herein) from eligible, reputed companies/firms for ERP System for University as specified in this Tender Document.

### **SECTION-2: INSTRUCTION TO THE BIDDERS**

The Bidder should carefully read all the instructions, terms and conditions, specifications, and annexures that are provided in the Bid Document. The tender may be rejected if any or all of the information asked for in this document is not furnished along with the tender.



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The Bidder shall bear all the costs associated with the preparation and submission of the bid. TNNLU will, in no case, be responsible or liable for any of the costs, related to preparation and submission of bid regardless of the conduct or outcome of the bidding process.

The bids shall remain valid for 120 days from the last date of submission.

### ***Submission of Proposals:***

All proposals will have to be submitted in bound form **with all pages sequentially numbered** either at the top or the bottom right corner of each page. It should also have an index giving page-wise information of the above documents. Bidders are required to sign and submit all the pages of this tender notice document and also to submit all supporting documents for the below-mentioned 'Pre-Qualification Criteria' (under Section-3) with a sign and stamp. Incomplete proposals or those received without necessary supporting documents shall summarily be rejected. All the Pages and Papers of the bid are to be numbered, sealed, and signed.

The Tender/Quotations shall be submitted in TWO PARTS i.e.

**(a) Technical bid and**

**(b) Financial bid**

Bids should be submitted in **two separate properly sealed covers**; and both these covers will have to be again put in a single sealed cover, indicating also **TECHNICAL BID/FINANCIAL BID** as may be applicable. The outermost cover shall be superscribed as **“TENDER FOR DEVELOPMENT AND IMPLEMENTATION OF ERP SYSTEM FOR TAMIL NADU NATIONAL LAW UNIVERSITY, TRICHY”, REF NO TNNLU/ERP/1717/2021, DATED 12.11.2021.**

[The bid shall be summarily be rejected & returned to the bidder if the sealed envelope containing the quotation is not superscribed as above.]

The Bid is to be submitted only through **Speed Post** or **Registered Post** or **Courier** addressed to the **Registrar, Tamil Nadu National Law University, Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli-620027**. The Bids,



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all correspondence, and documents relating to the bids shall be written in the English language.

All cutting, overwriting in the proposal should be authenticated by the initials of the authorized signatory with the stamp. In case of any calculation error, the unit rates shall prevail. The amount will also have to be written in words, wherever necessary.

A bid submitted with false information will not only be rejected but the agency will also be debarred from participation in future processes.

University shall accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the lowest bid. The University at its discretion shall change or upgrade or drop the criteria or part thereof at any time before awarding the contract.

**Termination for Default:** If the bidder fails to deliver any or all of the items/services within the period (s) specified in the purchase order or any extension thereof granted by TNNLU, then the University may terminate the contract/purchase order in whole or in part and forfeit the concerned deposits (if any) as applicable.

## **SECTION-3: PRE-QUALIFICATION CRITERIA FOR THE BIDDERS**

1. The firm should be an Indian registered company/ Agency /Limited Liability Partnership (LLP) engaged in the job of design/consulting for a minimum of 5 years in India as of the date of this notice.

***Enclose: Certificate of incorporation or Certificate of Commencement or Certificate confirming LLP***

2. The firm must have successfully implemented at least 3 similar ERP projects (Either part or full) during the last 5 years in National Law Universities/ Central University/ State Affiliating University/ IITs/IIMs/NITs/educational institution's/ any institute of equivalent repute.

***Enclose: Copy of work/service orders. Client certificate should be available with the firm for verification of the same if so desired by TNNLU.***



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3. The firm should have valid ISO certifications (expired certifications shall be rejected).

**Enclose:** *Valid Certificates (Self-attested copy).*

4. The bidder must have provision for Business Continuity Plan (BCP) site & Disaster Recovery (DR) for ensuring the continuous availability of the solution.

**Enclose:** *Details of the Datacenters along with the Computer Emergency Response Team (CERT-In) certification.*

5. The bidder should be able to make changes as and when required on a mutually agreed basis in any of the components of the software/source code being utilized for the purpose throughout the term of Agreement with TNNLU.

**Enclose:** *Self Declaration of the same.*

6. The bidder should neither have been Debarred and/or blacklisted by any Central / State Govt. Department / Universities / Educational Institutions/Organization etc. nor should have any litigation enquiry pending and/or initiated by any of these Departments or the Court of Law with regards to the works executed by it in the last five years.

**Enclose:** *Self Declaration of the same.*

7. The firm should be a profit-making concern for the last three consecutive years.

**Enclose:** *Self-attested audited balance sheet of the agency for proof.*

8. Non-Disclosure: The firm and their personnel shall not disclose any proprietary or confidential information relating to the services, contract, terms, prices, or the client's business or operations details either during the term or after expiration of this contract (if awarded) without the prior written consent of the TNNLU.

**Enclose:** *Self Declaration of the same.*

## **SECTION -4: SCOPE OF WORK**

The broad functional areas/modules identified, as per our requirement under 'The ERP System for University' include; but are not restricted to-

- a) **Academics & Admission:**



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1. Academic Programs Master- Ability to create a master with details of Program Name, Start Date, Course Structure, Curriculum / Syllabus, Academic Session, Academic Calendar, etc.
2. Timetable Scheduling- Ability to create/edit class timetable for the semester as per the academic calendar based on Program wise & Course wise Faculty Guest/Visiting Faculty availability for the academic year with provisions for scheduling and swapping options.
3. Attendance marking and makeup options- By incorporating master data from the Academic Program module, this module should be able to capture daily attendance through Smart Cards/ manual entry/ Mobile Application, etc. Online leave application and approvals. Alert generation for short attendance as per rule through SMS/Email as applicable. Maintenance of academic year-wise, course-wise, student-wise leave/attendance record. Adjustment of attendance claims to take into consideration of Moot Court Participation, Internship, conference, seminars, medical leave, academic leave, sports, or any other competition representing the University. Publication of Cumulative attendance, attendance certificates, debarred list for examinations, etc.
4. Admission management- Student Registration/Student Logins as per the prescribed admission modes of the institution considering various aspects such as merit, reservation, quotas, direct admission, etc. This module should feature Student Application Data (online/offline), Details of various fees and fines, Verification & approval, Allocation of Program, Up-gradation/transfer of seat, from/to various streams, Student Master Data creation (with photograph & signature) and online approval, Updating / Import of shortlisted student data into the database, cancellation of student registration, Allocation of Registration no. etc.
5. Learning Management System (LMS)- A platform where students can access the student dashboard with all their registration details, attendance details (with makeup options), faculty details, class timetable, syllabus, announcements, ongoing courses, course materials/video lectures, marks & results, etc.



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## b) Examination:

This module should cover all activities of examinations and assessment. Various pre-conduct, conduct, and post-conduct activities, the entire process of evaluation of all courses. It should also cover:

1. Exam enrolments- For normal Exams & Repeat exams.
2. Examination management - Exam schedule, Exam hall Ticket generation, Exam hall real-time Attendance / Absentee List generation, Barcode Answer Scripts, Dummy numbering for evaluation, etc.
3. Results management-Porting Marks-as per University's Marking scheme (Semester-wise pattern) for different Assessment Components(Mid-Sem, Project, Continuous Evaluation, Viva-voce on the project, End semester, Repeat exam, Special exam, etc.), Marks Moderation-special cases, Final Marks-Grade Calculation – SGPA (Semester Grade Point Average) & CGPA (Cumulative Grade Point Average) calculation processing, Tabulation of Grades, Printing of Grade/Marks Sheet, Transcript, Provisional Certificate, Conduct Certificate, Bonafide Certificate, Preparation of master result, Consolidated Mark Statement generation & various MIS reports.
4. The examination module to include students filing of applications, online continuous assessment submissions, online examination, and digital evaluation of answer scripts. Also should be feasible to accommodate the introduction of a Unique Code Number, Course Code, and Programme Code by the Examination department during the ERP implementation process.
5. Repeat exam management.

## c) Finance:

1. Integration with Tally ERP.
2. Fee Collection (various types) & Receipt Management.
3. Guest House Booking management (Room Allotment & Fees collection).
4. Fine collection management.
5. SMS Gateway/ Payment Gateway integrations.
6. Salary slip generation.
7. Annual CPS/PF statements generation.





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## d) Hostel Management:

1. Admission and allotment of Hostel Rooms- Clearance from Academic Office and Finance Section, Admission Form, Allotment of Hostel Rooms and inventories with serial number, Visitors' stay and admission in case of university events.
2. Student Profile Management- Basic Details, Entry of Medical Records – To be reviewed by Campus Doctor, Parents/Local Guardian Contact Details, Disciplinary Issues and Records Maintenance.
3. Attendance Management- Attendance (After Curfew), SMS and Email Notification to Parents / Local Guardian, Integrated Attendance Management (Main Gate, Library, Classroom and Hostel), Leave Request and Gate Pass (Automated Message to Parents/Local Guardian –Requires Confirmation), Curfew Extension (Automated Message to Parents/Local Guardian – Requires Confirmation)
4. Student Affairs- Complaint Management System for Mess Committee, Disciplinary and Welfare Committee, Anti-Ragging & Prevention of Sexual Harassment.
5. Inventory Management- Hostel wise stocks, Damaged items, Repair Works i.e. Assignment of works (Electrician, Plumber etc.), Completion of Works (Report to Hostel Warden), Imposition of Fine for negligence and damages.
6. Vacating Hostels- Fine Payments (If any) & Issuance of No-Due Certificate (to be completely system based).
7. Leave Requests / Gate Pass generation- Campus Curfew Relaxation, Individual Curfew Relaxation Request, Gate Pass on Holidays (Automated Messages to be sent to Parents / Local Guardian), Emergency requests (Automated Messages to be sent to Parents/Local Guardian). All of the above requests as per the approval system of the University.

## e) Others:

1. Alumni Management System to maintain the TNNLU Alumni network which includes Alumni database management (profile, occupation, mailing list details, etc.) which facilitates engagement, community building, networking, and communications between the old students and the University.



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2. Online class solutions with all its related features, considering the ongoing pandemic situation.
3. Library Integration (Koha).
4. Survey/Feedback Management (includes all Stakeholders) and MIS reports on the analysis of the respective feedbacks.
5. Staff Management- Confidential administrative reports like Employee personal & professional details, appointment letters, creation of masters, maintenance of increments, other allowances like arrears, calculation of supplementary bills, advances taken against the salary, etc.
6. Online Class (Video) module integration.
7. Dashboards, MIS & Reporting (of all the sub-sections under Section-4).
8. The existing formats used by the University with regard to the running serial no's/ folio no's/register no's etc, are to be integrated as such in the proposed ERP to maintain the continuity of records.
9. Other MIS reports/ data templates on activities/events/certifications/achievements of students, faculties, and University (itself) required by various external accreditation/ranking bodies (NAAC, NIRF, etc.)
10. All forms and certificates generated to be of dynamic formats.

While the above inclusions are to guide the core functionality expected, these may however be added/amended based on University's requirement. Also, we require to have customization and high scalability for all of these modules considering the growth of the institution in the future. The University shall finally decide on the modules required considering the cost and other related factors.

## **SECTION-5: DURATION OF SUPPLY/DEVELOPMENT OF ERP SYSTEM WITH PROJECT IMPLEMENTATION:**

Within 120 days from the date of issue of purchase order/work order.

## **SECTION-6: IMPLEMENTATION:**

1. To implement the solution at locations - as required by the University.
2. University shall implement the ERP in phases;



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## *Study Phase:*

- Understanding the requirement.
- Understanding the flow of data.
- Mapping of technologies.
- Scoping of the work.

## *Implementation Phase:*

- Implementation/establishment of approved modules.
- Mapping of requirements with the proposed system.
- Configuration of the system to meet the institute requirements.
- Collection of master data and loading the same in the system.
- Setting up the MIS reports and dashboards as needed.

## *Training Phase:*

- To train the designated technical and end-user staff to enable them to effectively operate the ERP System/Modules.
- To prepare training schedule of ERP System/Modules for staff/users and take necessary approval from the University.
- To prepare training manuals for ERP systems/Modules and submit them to the university.

## *System Acceptance Phase:*

- Demonstration of set up completion and system readiness to Institute's team.

## *Support Phase:*

- Understanding additional requirements and change requests.
  - Issue monitoring and resolution.
3. University may contact the organization where ERP has been successfully implemented by the bidder.
  4. To ensure that the software design and implementation take care of necessary security aspects such as data safety, access controls, integrity, backup measures, disaster recovery plan, and the bidder is responsible for the compliance to the respective Security Audit Guidelines.
  5. The bidder is expected to incorporate all changes in business requirements in the application during the term of the project if any such changes arise.



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6. Data integration/migration from the existing system to the ERP System of the University and to provide technical support for the smooth implementation of all the modules.
7. The bidder is required to depute the adequate number of appropriate personnel at the user sites or make equally suitable arrangements for the required no. of days during the ERP Project Implementation.

## **SECTION-7: PRICES, TAXES, AND DUTIES:**

The bidder should quote firm prices/ rates taking into account all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, and all other expenditure required to be incurred by him/her for providing required services, etc. during the contract period as indicated above and afterward no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes. The Bidders are informed that discount, if any, should be included in the total price. The University reserves the right to finalize the bid depending on the module-wise requirement hence the bidder should provide the Module-wise break up of the cost with additional details of costs (clearly specified) in the format enclosed in Annexure-02: Price Schedule, which shall form the Financial bid.

## **SECTION-8: EVALUATION OF BIDS:**

The evaluation shall consist of the following phases:

### **a) Phase I – Evaluation of Technical bid along with Presentation:**

The Bidder shall have to fulfill all the Prequalification Criteria (Section-3). Those documents will be scrutinized along with the Technical bid in this phase of evaluation. Those bidders who do not fulfill the terms and conditions of Pre-qualification Criteria with necessary documentation as specified in this tender or whose Technical bid is non-responsive will not be considered.

The technical bid of the Bidders would be evaluated for the clause-by-clause compliance of the scope of work as mentioned under Section-4 in the bid document. The detailed technical evaluation shall be carried out and other conditions in the tender document to determine the substantial responsiveness of each tender.



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## *The technical bid shall be given scoring as below:*

The technical bid will be assigned a Technical score (T's) out of a maximum of 100 marks. As per the Annexure-01: Technical Parameters Checklist.

Bidders should acquire more than 70 marks in that Technical bid to qualify for the opening of the Financial Bid.

The service provider should give a detailed presentation within the stipulated time of 30 minutes explaining the salient features of their software and how their technology is best suited for the Institute. This presentation is a part of the Technical Parameter-Checklist (Annexure-01). Date and mode of presentation to be informed by TNNLU later).

The evaluation process of Pre-qualification and Technical bid by the respective Technical Committee of TNNLU constituted for that purpose shall not be questioned by any of the Bidders. TNNLU reserves the right to ask for a technical elaboration/clarification from the Bidder on the already submitted Technical bid at any point of time before the opening of the Financial Bid. The Technical Committee, at the first phase, only when satisfied on Pre-qualification Criteria and Technical bid shall open the Financial bid.

## **b) Phase II - Evaluation of Financial bids:**

The Financial bid shall be opened to only those Bidders who are technically qualified in Phase-I. The Financial bids shall be opened by the Financial Committee constituted by TNNLU for that purpose.

## *The financial bid shall be given scoring as below:*

The bidder who has quoted the lowest price will be assigned a score of 100 in the Financial bid. The other bidders will be allotted scores relative to the score of the bidder with the lowest quote as below:

$$F_s = 100 * F_1 / F$$

Where:

F<sub>s</sub> = The financial score of the Financial Proposal being evaluated

F<sub>1</sub> = The price of lowest-priced Financial Proposal



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F = The quoted price of the Financial Proposal under consideration

**Method of Final Evaluation (Technical bid + Financial bid)**

**CQCCBS (Combined Quality Cum Cost Based System) Evaluation**

The score of the Technical bid including presentation would be given 60% weightage, and the Financial bid would be given 40% weightage. The weighted combined score of the Technical bid including presentation (Ts), and Financial bid (Fs) shall be used to rank the bidders based on the formula given as below:

$$\text{Combined Score} = 60 \% * Ts + 40 \% * Fs$$

The bidder with the highest Combined Score shall be declared selected Bidder. If two or more Bidders/Organizations with the same final score, the Bidder with more marks in Technical evaluation shall be selected. The University reserves the right to finalize the bid depending on the module-wise requirement, hence bidders should provide the Module-wise break up of the cost as already mentioned under Section-7.

**SECTION-9: WARRANTY & SUPPORT:**

The bidder has to give full support for one year after the ERP system goes live with no additional cost and should thereafter continue to extend maintenance service if desired, on payment as per mutually agreed terms/as quoted. Hence Annual Fee for maintenance and hosting for the next four years is also to be quoted in the Price Schedule (Annexure-02) along with the Terms of the Service, Support & Maintenance Activities along with the SLA resolution and response times.

**SECTION-10: OTHER DETAILS OF PROPOSED ERP SYSTEM FOR UNIVERSITY:**

Bidders are required to provide the following details of the proposed ERP System;

1. Modules that are available in the proposed ERP System of the University.
2. Platform/Other Technical Details related to proposed ERP System.
3. Software Development Platform/Frontend/Programming Languages etc.
4. Backend Database Software/Platform.



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5. Compatibility with Operating Systems.
  6. Browser Compatibility.
  7. Software Licenses requirements to use/run ERP System (if any): Onsite & Cloud-based.
  8. Security Parameter/Measures in ERP System.
  9. Any Other Application/System Related Technical Details.
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## ANNEXURE – 01

### TECHNICAL BID

[Includes the details of General Information, Pre-Qualification Criteria & Technical Parameters (with scores)]

Sl. No.	Particulars	Details/ Enclosures
	<b><u>General Information:</u></b>	
1.	Name and Address of the Applicant/ bidder with Telephone/ Fax/ Mobile and Mail ID	
2.	Year of Establishment/Incorporation	
3.	(a) Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law) b) Statutory details (Photocopies to be attached): PAN No. GIR No of the Agency/firm GST No. /TAN No. of the Agency/firm	
4.	Legal Status of the bidder (In the case of Partnership Firm, an authenticated copy of Partnership Deed, in the case of Private or Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, Proprietary Firm Registration Certificate should be enclosed as documentary proof)	
5.	Biodata or Profile containing name, educational qualifications, occupation, and postal address of Proprietor/Partners/Directors/Managing Director/ Chairman and Managing Director (please use a separate sheet if found necessary)	





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<b>Pre-Qualification Criteria Details:</b>	
6.	The firm must have successfully implemented at least 3 similar ERP projects (Either part or full) during the last 5 years in National Law Universities/ Central University/ State Affiliating University/ IITs/IIMs/NITs/educational institution's/ any institute of equivalent repute.
7.	The firm should have valid ISO certifications (expired certifications shall be rejected).
8.	The bidder must have provision for Business Continuity Plan (BCP) site & Disaster Recovery (DR) for ensuring the continuous availability of the solution
9.	The bidder should be able to make changes as and when required on a mutually agreed basis in any of the components of the software/source code being utilized for the purpose throughout the term of Agreement with TNNLU.
10.	The bidder should neither have been Debarred and/or blacklisted by any Central / State Govt. Department / Universities / Educational Institutions/Organization etc. nor should have any litigation enquiry pending and/or initiated by any of these Departments or the Court of Law with regards to the works executed by it in the last five years
11.	The firm should be a profit-making concern for the last three consecutive years.
12.	Non-Disclosure: The firm and their personnel shall not disclose any proprietary or confidential information relating to the services, contract, terms, prices, or the client's business or operations details either during the term or after expiration of this contract (if awarded) without the prior written consent of the TNNLU.



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Navalurkuttappattu, Dindigul Main Road, Tiruchirappalli – 620 027, Tamil Nadu, India.

<b>Other additional information:</b>			
13.	Name, designation, and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/Partnership Firm/Private or Public Limited company (Please attach Power of Attorney/authorization for signing the document. In the case of Proprietary concern, a bidder may submit an attested copy of the PAN card /Passport of the Proprietor and authorized signatory in case of the proprietor is not signing the tender document)		
14.	Name and Designation of the Contact Person/ Representative/ Manager of the Agency/ firm/ company with mobile number & email ID		
15.	Annual Turnover during the last three financial years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	<b>Year</b>	<b>Annual Turnover of the bidder (Rupees in Lakhs)</b>
		2018-2019	
		2019-2020	
		2020-2021	
16.	Average Turnover in last three consecutive years. Please submit documentary evidence i.e. Income Tax Returns filed and audited accounts statements for the last three financial years 2018-19, 2019-20, and 2020-21.	INR in..... lakhs	
17.	Total-experience (years/ months) Central Educational Institution:  Institutional Organizational		



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18.	Have your firm/ company ever changed its name at any time? If yes, provide the previous name and the reasons therefore?	
19.	Whether the company/firm ever required to suspend services for more than six months continuously? If yes, state the reasons.	
20.	Details of bank mandate; Name of the Bank : Name of the Branch : Account No: Type of Account : IFSC Code : (copy of the cancelled cheque should be enclosed)	
21.	Give details of Termination of the previous contract, <b>if any</b>	
22.	Give information, if any, regarding the proceeding for bankruptcy, insolvency, or winding up in which the bidder is/was involved	
23.	Any other information, a document that may help TNNLU in assessing your capabilities, may be enclosed.  The bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach a catalogue and other annexures that would help in providing quality food and services.	
24.	Details of Awards, if any received or Reviews in the Media, if any	
25.	Whether the agency was blacklisted by any client. Suppression of the fact will lead to rejection of the bid. After execution of the contract, if it is noticed later that the agency was blacklisted, the contract will be cancelled.	



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## **Technical Parameters – Checklist (Total Marks=100)**

**1. Compliance to the functional areas/modules identified, as per our requirement under ‘The ERP System for University’ mentioned under Section-4 -Max Score =10 marks:**

- a) Academics & Admission, Examination, Finance, Hostel Management & Others : (10 marks)
- b) Academics & Admission, Examination, Finance & Others: (7.5 marks)
- c) Academics & Admission, Examination, Finance: (5 marks)
- d) Academics & Admission, Examination: (2.5 marks)

**2. Bidder’s experience in implementation of own education ERP product in Educational Institutions in India during last 5 Financial Years (FY 16-17 onwards)- Max Score =10 marks:**

- a)  $\geq 6$  Institutes/ Universities : (10 marks)
- b)  $\geq 4$  Institutes/ Universities : (7.5 marks)
- c)  $\geq 2$  Institutes/ Universities : (05 marks)
- d)  $< 2$  Institutes/ Universities : (0 marks)

**3. Total No. of student users (per academic year) , in 1 University / Institute, where the solution has been implemented- Max Score =10 marks:**

- a)  $\geq 5,000$  student Users or  $\geq 500$  student Users in Law University :(10 marks)
- b)  $\geq 2,500$  student Users and  $< 5,000$  student Users or  $< 500$  student Users in Law University (7.5 marks)
- c)  $\geq 1,000$  student Users and  $< 2,500$  student Users (5 marks)
- d)  $< 1,000$  student Users (0 marks)



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- 4. Cert-in Certification of the Data Centers along with ownership of the data centers. Max Score =10 marks:**
- a) Both the data centers (primary and secondary) are owned by the bidder/ group of companies : (10 Marks)
  - b) Both the data centers (primary and secondary) are hired (7.5 Marks)
- 5. Total employees on pay-roll of the bidder for the proper execution of the contract: - Max Score =10 marks:**
- a)  $\geq 50$  employees : 10 (marks)
  - b)  $\geq 20$  employees : 7.5 (marks)
  - c)  $\geq 10$  employees : 05 (marks)
- 6. Technical Presentation - Demonstration of firm's own developed software solution (currently in use by some clients) having functions as per the requirements in the Tender Notice of TNNLU- Max Score =50 marks**

## **Note:**

1. All the above documents that need to be enclosed to the Technical Bid should be arranged and submitted in the same serial order as they appear on the Technical Bid.
2. All the pages of tender documents must be serially numbered, duly signed, and stamped by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full typewritten name and current address. In the case of a partnership firm, all the partners of the firm or a partner holding power of attorney for the firm (a certified copy of the power of attorney should accompany the documents) should sign. In both cases, a certified copy of the partnership deed and the current address of all the partners of the firm should be furnished. In case of a limited company or a corporation, the documents shall be signed by a duly authorized person holding power of attorney for signing the documents, accompanied by copies of the letter of power of attorney



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and the Memorandum and Articles of Association duly attested by a Notary Public.

## **Declaration:-**

- a. I/ we hereby certify that the information furnished in this tender document is complete and correct to the best of my/our knowledge.
- b. I/ we understand that furnishing of false information could result in disqualifying for the award of the contract.
- c. I/ We also authorize the TNNLU or its authorized representative to approach individuals, employers, firms, and corporations to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.
- d. I/ We do hereby offer to perform and execute the contract in conformity with the terms and conditions of the contract.
- e. I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the TNNLU, Tiruchirappalli and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

**Place:**

**Signature of the bidder with  
Name and seal**

**Date:**

**Name :**

**Seal :**

**Designation :**



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## ANNEXURE-02: Price Schedule

Sl. No.	Modules (as mentioned under Section-4)	Qty	Units	Basic Rate (INR)	GST (INR)	Total Amount (INR)
1	a)Academics & Admission-Subscription Fee (including Development, implementation, Hosting & Maintenance in all complete for 1st year)	1	No.			
2	b) Examination-Subscription Fee (including Development, implementation, Hosting & Maintenance in all complete for 1st year)	1	No.			
3	c) Finance-Subscription Fee (including Development, implementation, Hosting & Maintenance in all complete for 1st year)	1	No.			
4	d) Hostel Management-Subscription Fee (including Development, implementation, Hosting & Maintenance in all	1	No.			



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	complete for 1st year)					
5	d) Others-Subscription Fee (including Development, implementation, Hosting & Maintenance in all complete for 1st year)	1	No.			
6	a)Academics & Admission-Annual Fee (including Hosting & Maintenance) for 2 <sup>nd</sup> -5 <sup>th</sup> years	1	No.			
7	b) Examination-Annual Fee (including Hosting & Maintenance) for 2 <sup>nd</sup> -5 <sup>th</sup> years	1	No.			
8	c) Finance-Annual Fee (including Hosting & Maintenance) for 2 <sup>nd</sup> -5 <sup>th</sup> years	1	No.			
9	d) Hostel Management-Annual Fee (including Hosting & Maintenance) for 2 <sup>nd</sup> -5 <sup>th</sup> years	1	No.			





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10	d) Others-Annual Fee (including Hosting & Maintenance) for 2 <sup>nd</sup> -5 <sup>th</sup> years	1	No.			
11	Any other cost (please specify):	1	No.			
<b>Total Amount (INR)</b>						
<b>Total Amount in Words:</b>						

*Note: Do not change the above template.*

**Place:**

**Signature of the bidder with  
Name and seal**

**Date:**

**Name :**

**Seal :**

**Designation :**