**Notice inviting Expression of Interest**

Expression of interest is invited for hiring/appointment of consultant for preparation of Request for proposal (RFP) & Software requirement specifications (SRS) for implementation of ERP in 04 Centrally Funded Technical Institutes established by Central Govt. For details, please visit www.sliet.ac.in.

Registrar

**Detailed Notice inviting Expression of Interest**

**Introduction**

Sant Longowal Institute of Engineering and Technology (SLIET) seeks to appoint a Consultant for Providing Services for preparation of Request for proposal (RFP) & Software requirement specifications (SRS) for implementation of ERP in the following 04 autonomous educational institutes established by Central Govt.:

1. Sant Longowal Institute of Engineering and Technology (SLIET), Longowal
2. Central Institute of Technology, Kokrajhar
3. North Eastern Regional Institute of Science & Technology, Itanagar
4. Ghani Khan Choudhury Institute of Technology, Malda

**About SLIET**

Sant Longowal Institute of Engineering & Technology (SLIET), established by the Government of India, provides technical education in emerging areas of Engineering & Technology. It caters to the requirement of technical manpower at various levels by adopting the concept of modular system in imparting technical education with emphasis on practical training in industry. Set up in 1989 under Rajiv Gandhi - Longowal accord with an aim to fulfill the cherished dreams of late Sant Harchand Singh Longowal, the Institute has carved for itself a niche place among the professional Institutes and Universities of the country. The educational programmes of this institute are non-conventional, innovative, practical oriented and contain all aspects of new education policy (1986) of Govt. of India. The Institute offers programmes at Certificate, Diploma, Degree, Post-graduate (M.Tech., MBA and M.Sc.) and Ph.D. level in Science, Humanities, Management, Engineering and Technology. The Institute is a Deemed University since year 2007. The institute has about 5000 users including faculty, staff and students spread in various departments/ sections.

**Scope of work**

For the purpose, it requires services of a competent Consulting Individual/Organization/Firm (hereinafter referred to as the Consultant) which can assist SLIET for preparation of Request for proposal (RFP) & Software requirement specifications (SRS) to draw a roadmap for implementation of ERP.

The Consultant is expected to familiarize himself with the complete SLIET along with other above mentioned institutes, their operating philosophy and organization structure and short term & long term goals, while preparing RFP and SRS based upon the Concept Plan. However, the Consultant shall also undertake any other activities as required for the fulfillment of the contract even if it is not specifically mentioned in the EOI.

**General Methodology for Consultancy**

• Review of existing administrative processes, procedures, and systems (both horizontal and

vertical administrative levels) for the Institute.

• Consultative meetings with the stakeholders.

• Review of extant rules, procedures, legislative documents and assignment related documentation.

• Consultation and collaboration with other ongoing and relevant consultancies (if any).

• Focus group discussions with officials at all levels of administration.

• Review of best practices.

The above methodology is a generic outline and the consultant is free to adopt/suggest approaches and methodologies based on their own experience and expertise.

**Duration**

The expected duration of consultant’s assignment for preparation of Request for proposal (RFP) & Software requirement specifications (SRS) is up to 2 months from the date of issue of letter of engagement. Duration of this phase can be extended by mutual consent with the approval of the Director SLIET, if it is justified that extra time is essential for improving the content and quality of documents.

**Pre-qualifications and other requirements in Higher Education Domain**

1. The consultant should have experience for preparation of RFP/SRS for implementing ERP/University Management System in at least 03 (three) reputed Institutes preferably in IIT, NIT, Central Universities, State Universities or Deemed Universities. A copy of letter of engagement and satisfactory performance issued by the Institution in which it is implemented should be enclosed along with the EOI.
2. The consultant should have IT background/IT Company/IT System Integrator and should have engaged in IT Projects/Solutions.
3. The consultant must have Permanent Account Number (PAN) and Service Tax Number (if applicable).
4. The consultant shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India/ State Government/ any other regulatory agency.
5. SLIET reserves the right to carry out the capability assessment of the consultant and its decision in this regard shall be final and binding to all.

**Time Schedule**

EOI should reach the office of the Faculty I/c (Store & Purchase), Sant Longowal Institute of Engineering & Technology (SLIET), Longowal 148106, Distt. Sangrur Punjab as per schedule given below:

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| --- | --- | --- |
| **S. No.** | **Particulars** | **Date** |
| 1. | Publication of Advertisement in newspaper/website | 18.10.16 |
| 2. | Last date of submission of EOI | 02.11.16 |
| 3. | Opening of EOI | 03.11.16 |
| 4. | Release of the list of shortlisted consultants | 04.11.16 |
| 5. | Technical presentation by the shortlisted consultant(s) | 08.11.16 |
| 6. | Submission of financial bid up to 5:00 PM | 10.11.16 |
| 7. | Opening of Financial Bid | 11.11.16 |

**NOTE:**

1. **The consultant appointed for preparation of RFP & SRS shall not be eligible for participation in the 2nd stage of process i.e. for development and implementation of ERP/ University Management System.**
2. **The Draft Concept Plan available on the website of the Institute** [**www.sliet.ac.in**](http://www.sliet.ac.in) **may be referred for the preparation of SRS and RFP document.**

**Form: CVs**

The format for submission of CVs is the following:

1. Name:

2. Profession / Present Designation:

3. Years with firm:

4. Nationality:

5. Key Qualification:

6. Professional Certification:

7. Area of Specialization:

8. Proposed Position on Team:

9. Experience:

10. Education:

11. Key Experience:

Signature: ……………………………..

Name: ………………………………

Date: ………………………………

Address: ………………………………

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