**Short Notice inviting Expression of Interest**

Expression of interest is invited for hiring/appointment of a consultant for the preparation of Request for proposal (RFP) & Software requirement specifications (SRS) that will be used for obtaining offers from IT solution providers for implementation of complete IT solutions. 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 hire/appoint a Consultant for providing services for preparation of Request for Proposal (RFP) & Software Requirement Specifications (SRS) to be used for obtaining offers for implementation of Complete IT Solutions in the following 03 CFTIs established by Government of India:

1. Sant Longowal Institute of Engineering and Technology (SLIET), Longowal, Punjab
2. Central Institute of Technology (CIT), Kokrajhar, Assam
3. Ghani Khan Choudhury Institute of Technology (GKCIT), Malda, West Bengal

Initially, the RFP and SRS are to be prepared which may be used to appoint a Consultant for development and Implementation of Complete IT Solutions at SLIET, Longowal. The same may be extended for implementation of Complete IT solution in the other two institutions mentioned at point (2) and (3) above, later on. The interested companies/consultants are required to submit their Technical and Financial bids in sealed envelopes separately as per schedule. The financial bids may further be submitted in two separate sealed envelopes for the following categories:-

|  |  |
| --- | --- |
| **Category-1** | **Financial bid for preparation of RFP and SRS for SLIET**  |
| **Category-2** | **Financial bid for preparation of RFP and SRS for SLIET + CIT + GKCIT** |

**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.

**About CIT**

Central Institute of Technology, Kokrajhar is a public engineering institution established by the G[overnment](https://en.wikipedia.org/wiki/Government_of_India) of [India](https://en.wikipedia.org/wiki/India) in 2006. It is situated in the north-eastern State of [Assam](https://en.wikipedia.org/wiki/Assam). The Institute is spread across 20 acres in the area of Debargaon-Tiniali Patch, [Kokrajhar](https://en.wikipedia.org/w/index.php?title=Kokrjhar&action=edit&redlink=1). The institute offers Diploma and Degree programs in Engineering and Technology. The intake capacity for the Degree programs are 60 each, for diploma 30 each. Nearly 1,500 students are enrolled in a year. The genesis of this Institute was the memorandum of Settlement on Bodoland Territorial Council (BTC) signed between the Assam Government, the Government of India and the Bodo Liberation Tigers, on February 10, 2003, in New Delhi. The Institute is an autonomous body registered under the Societies Registration Act., 1860 and functions under Board of Governors (BOG).

**About GKCIET**

Ghani Khan Choudhury Institute of Engineering & Technology, Malda is established in 2010 by Ministry of Human Resource Development, Govt. of India under the mentorship of National Institute of Technology, Durgapur in the memory of Sri A.B.A. Ghani Khan Choudhury who had contributed immensely to societal development of the region. The Institute is located at Malda, West Bengal with the bordering districts of Bihar, Jharkhand and North Eastern states. The main objective of institute is to create a multi-layered inter disciplinary and inter-sectorial efficient professional technical manpower to act as an international podium for the development and transfer of technical competence in academics. It is committed to provide best possible technical education from grass route level to higher level and to cater to the specific needs of women, school dropouts and other disadvantaged sections of society by organizing a large no of short/long term skills orientation programmes for economic upliftment and inclusive growth of society. It was formulated that the Institute, besides catering to the needs of formal education would undertake the non-formal education to prepare the skilled and qualified manpower for self-employment. Further, the Institute would take up a strategic research and development activities, which along with entrepreneurship will help in extending the efforts of the Institute in imparting education to the unemployed and working population by updating and upgrading their technical skills.

The institute is temporarily located at Power Grid Corporation’s Training Institute, Malda and the permanent location (Narayanpur, Malda, sprawling area of 101 acres of land) is under development process. The institute offers Certificate, Diploma and Degree programs in Engineering and Technology.

**Scope of work**

For the purpose, it requires services of a competent Consulting Individual/Organization/Firm (hereinafter referred to as the Consultant) who will prepare the Request for Proposal (RFP) & Software Requirement Specifications (SRS) to be used for obtaining offers for the development & implementation of Complete IT Solution.

 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/needed).

• 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 3 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 that will be used for the complete implementation of Campus Management System/Complete IT Solution preferably in reputed Institutes/organizations.
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.

**General Information**

* At initial stage the process will be coordinated by SLIET, Longowal for all the three institutions. Interaction with other institutions may be done at the respective institutions, later on, whenever required.
* 100% payment will be released after successful completion of assignment. No advance payment will be released.
* All disputes will be settled within the jurisdiction of the Head Quarter of Director, SLIET.
* Director, 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.
* Failure to comply with all the terms & conditions mentioned herein would result in the bids being summarily rejected.
* The validity of Bid shall remain valid for 90 days after the date of opening. No revision of the price bid will be allowed once the price bids are opened.
* Full Technical Details and pamphlets should be supplied along with the EOI.

**Time Schedule**

EOI along with Technical and Price bid, in separate two sealed envelops 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:

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Particulars** | **Date** |
| 1. | Publication of Advertisement in newspaper/website | 03.12.16 |
| 2. | Last date of submission of EOI (Technical & Price bid) | 20.12.16 upto 03.00 PM |
| 3. | Opening of Technical bid | 20.12.16 at 03.30 PM |
| 4. | Opening of Financial Bid | 21.12.16 at 11.00 AM |

**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 Complete IT solution.**
2. **The Draft Concept Note 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.**

**Enclosures:**

1. Form: CVs
2. Detail of Technical requirements

**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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**Detail of Technical requirements**

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| --- | --- | --- | --- | --- |
| **S.No.** | **Particulars** | **Technical Requirement** | **YES/NO** | **Details along with relevant documentary proof** |
| 1 | Experience | Preparation of RFP/SRS for development and implementation of IT Solutions |  |  |
| 2 | Key Qualification/Experience | IT background/IT Company/IT System Integrator |  |  |
| 3 | PAN | Permanent Account Number |  |  |
| 4 | Service Tax | Service Tax Number |  |  |
| 5 | Ineligibility | Undertaking regarding ineligibility for corrupt and fraudulent practices issued by the GOI/State Govt./any other regulatory agency |  |  |

Signature: ……………………………..

Name: ………………………………

Date: ………………………………