

**KANNURUNIVERSITY**

Thavakkara Campus, Civil Station (P.O),

Kannur, Kerala-670002.

**EXPRESSION OF INTEREST**

Kannur University invites expression of interest (EOI) from experienced and reputed Central/State Govt. organizations/PSUs for the Automation of Entire Examination Management System. The project is envisaged to automate all Examination related activities of the University. (Detailed Functional Requirement Specification is available at the following URL

([https://officialportal.kannuruniversity.ac.in/expression\\_of\\_interest/frs\\_ems\\_1\\_8\\_2023.pdf](https://officialportal.kannuruniversity.ac.in/expression_of_interest/frs_ems_1_8_2023.pdf))

Bidders are required to submit their sealed Expression of Interest (EOI) in prescribed format along with all relevant documents to "The Registrar, Kannur University, Thavakkara, Civil Station.P.O, Kannur, Kerala, PIN-670002" on or before **16.08.2023 at 2.P.M.** The bidder shall submit both Technical bid and Financial bid in separate sealed covers. The technical bid will be opened on **16.08.2023 at 3.P.M.** The financial bids will be opened only after the evaluation of the technical bid and presentation, and the bidder will be informed of the date and time of opening of financial bid in advance.

Bidding document along with Terms and Conditions can be downloaded from [www.kannuruniversity.ac.in](http://www.kannuruniversity.ac.in).

Sd/-  
Registrar(i/c)



## KANNUR UNIVERSITY

Thavakkara Campus, Civil Station (P.O),  
Kannur, Kerala-670002

1. The Registrar, Kannur University, invites Expression of Interest (EOI) from reputed Central/State Government Organizations/PSUs for automating entire Examination Management System of the University. The proposed system is integrated and automating various activities of the Examination System at different administrative levels to bring reliable, efficient, scalable, transparent, robust e-governance solution. The project is envisaged to automate all Examination related activities of the University as per the Functional Requirement Specification which forms part of the EOI.

The EOI should be addressed to “Registrar, Kannur University” in a sealed cover which includes documents/certificates for Pre-qualification and the Technical evaluation in one sealed cover and Financial Bid in another sealed cover. Name of the bidder shall be duly superscripted on all the covers.

A Memorandum of Understanding (MoU) shall be executed by the successful firm with the Kannur University based on the terms and conditions of the EOI. The Kannur University, in its discretion reserves the right to cancel the contract at any time without assigning any reason.

### 2. **Pre-qualification**

#### **Responsiveness of Bid:**

The Bids submitted by Bidders shall be initially scrutinized to establish “Responsiveness”. A Bid may be deemed “Non-responsive” if it does not satisfy any of the conditions mentioned below, but not limited to;

1. It is not received within the time and date specified.
2. It does not include sufficient information for evaluation, and
3. It is not in the formats specified or incomplete in any respect.

To participate in the technical evaluation process, the bidder must satisfy all the prequalification criteria detailed below.

#### **Pre-qualification Criteria:**

1. The bidder shall be an experienced and reputed Central/State Govt. organizations/ PSUs and have fully functional offices in Kerala for the last 5 years.
2. The Bidder has to be profitable and should not have incurred loss in any of the last three consecutive Financial Years (2020-21, 2021-22 & 2022-23)
3. The Bidder should have an annual turnover of Rs. 2 crore in each of the last 3 consecutive Financial Years (2020-21, 2021-22 & 2022-23) from IT projects implemented in India/Kerala.

4. The Bidder shall have experience of providing similar completed/ongoing software development projects to Universities or similar government recognized institutions, costing not less than 1 crore for a single project.
5. The bidder should have at least 03 full time consultants on its payrolls.
6. The bidder should not have been black listed by any Central Govt./ State Govt./PSU's/Govt. Bodies during the last 5 years.
7. Bidder should have PAN number/Service Tax Registration Certificate.

### **3. Technical Requirements**

Detailed Functional Requirement Specification document for automating the entire examination system can be viewed from the URL.

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Contact persons for technical details:

Director, IT Centre  
Kannur University  
Thavakkara Campus  
Civil Station PO  
Kannur- 670002  
Email: [directoritcentre@kannuruniv.ac.in](mailto:directoritcentre@kannuruniv.ac.in)  
Ph: 04972715375

Computer Programmer  
Kannur University  
Thavakkara Campus  
Civil Station PO  
Kannur- 670002  
Email: [cp@kannuruniv.ac.in](mailto:cp@kannuruniv.ac.in)  
Ph: 04972715260

#### **4. The EOI requires**

The cover sheet of the document shall state “Proposal for the Automation of Entire Examination Management System of Kannur University” Submitted by <name of firm>

I It shall be a brief report (in a sealed cover with a superscription ‘Technical Bid’) having the following sections for technical evaluation:

- a. Content Page
- b. 1-page executive summary
- c. Overview of the agency or company - maximum 1 page
- d. Summary for meeting Pre Qualification criteria - max 1 page (proof to be appended)
- e. Overview of the human, technical and other resources of the firm in the field of automation and related activities (Client list, workload data, purchase orders and other documentary evidence may be attached as appendix) Maximum 2 pages.
- f. The formats given in the website has to be filled up and submitted along with the proposal.
- g. Proposed solution for the present project along with a SWOT analysis (strength, weaknesses, threats and opportunities) - maximum 6 pages.
- h. Proposed time schedule - 1 page
- i. Compliance statements for PRE QUALIFICATION CRITERIA and TECHNICAL REQUIREMENTS.
- j. Note: Technical Bid involves presentation of the Project Proposal by the bidder who meets all prequalification criteria, when called for by the University.

II Financial bid in a separate sealed cover.

#### **5. Evaluation Process and Criteria**

Kannur University reserves the rights at all times to postpone or cancel a scheduled consideration of the EoI.

A two-stage evaluation procedure will be adopted for evaluating the proposals for selection of bidders. The bidder should ensure that all functional modules in the Functional Requirement Specification document are considered while preparing the proposed solution.

The bidder shall submit both technical bid and financial bid in separate sealed covers. The financial bids shall be opened only after completing the evaluation of the technical proposal. University will follow the Quality & Cost Based Selection (QCBS). The weightages assigned for the technical and financial proposals will be in the ratio of 70:30.

##### **I. Technical Evaluation**

1. The bidders must meet all the prequalification criteria stated in Annexure I. The bidders who meet all the prequalification criteria will be invited to conduct a technical presentation of the project proposal submitted with the Expression of Interest (EOI).
2. It is the responsibility of applicants to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by Kannur University is not provided by the applicant, Kannur University shall proceed with evaluation based on information provided and shall not request the applicant for further information.

3. Kannur University's evaluation committee shall evaluate the Technical Proposal (Documents and Presentation) on the basis of their responsiveness to the Terms of Reference and the Expression of Interest, applying the evaluation criteria and sub-criteria. A proposal shall be rejected at this stage if it does not respond to important aspects of the Expression of Interest.
4. Technical Evaluation will be based on the following criteria :

Sl.No	Criteria
1	Coverage of Pre- Examination module in FRS
2	Coverage of Examination module in FRS
3	Coverage of Post- Examination module in FRS
4	Similar project implemented in any affiliating University in India
5	Time requirement to implement 80% of modules in FRS

## II Financial Bid

- i. The Financial Bids of the shortlisted bidders will be opened by the Registrar or his/her authorized representative. The bidders will get a message on the financial bid opening date and time prior to the scheduled opening. These Financial bids shall be then opened, and the prices recorded.
  - ii. The Bidder is deemed to have included all prices in the Financial bid, so neither arithmetical corrections nor price adjustments shall be made. The total price, including taxes, specified in the Financial Bids shall be considered as the offered price.
  - iii. Evaluation of Price Bid: The total cost including all applicable taxes as quoted by the bidders will be compared. The bids will be awarded a financial score (FBS). The bid with lowest total cost (L1 bid) will be awarded 100% FBS (considered as base value). Then the other bids will be awarded FBS inversely proportional to their bid value. Thus the L1 bid will have the greatest FBS and the H1(highest bid) will have least FBS.
  - iv. Overall Evaluation of Bid: The overall evaluation of bids shall be done using QCBS model. The Final Score (FS) shall be calculated based on the formula;  $FS = [TBS \times 70\% + FBS \times 30\%]$ .  
**[ie. Final Score (FS)= Technical Score x 70% + Financial Score x 30% ]**
  - v. The Contract shall be offered to the vendor whose bid achieves maximum Final Score.
6. The successful bidder shall offer handholding, and training to authorized users free of cost for initial one year from the date of commissioning of the project.

Sd/-

Registrar (i/c)

**FORMAT-1**

To,  
Registrar  
Kannur University  
Thavakkara  
Civil Station PO  
Kannur-670002

Dear,

Sub: The automation of entire examination management system of Kannur University – reg.

In response to the Expression of Interest (EoI) published on for the above purpose, we would like to express interest to carry out the automation of entire examination management system of Kannur University. As instructed, we attach Technical Bid (2 copies) in the sealed cover consists of the following documents.

1. Supporting documents required as in Annexure I
2. Organizational Details (Format-2).
3. List of experts/consultants on payroll at least 3(Format-3)
4. Financial strength of the organization (Format-4)
5. Declaration (Format-5)

and Finance Bid in another sealed cover.

Sincerely yours,

Signature of the bidder

(Full name of the bidder)

Stamp

Date :

Encl: As above.

*Note: This is to be furnished on the letter head of the firm/organization.*

**FORMAT-2**

Sl No.	Organizational contact details	
1.	Name of Firm/Organization.	
2.	Main areas of business	
3.	Type of Organization - Central/State Govt. organizations/ PSUs	
4.	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies.  If yes, details there of.	
5.	Address of registered office of the firm/organization with telephone number and Tax.	
6.	Addresses of Offices in Kerala.	
7.	Contact Person with telephone no. & e-mail ID	

Signature of the bidder

Full name of the bidder

Stamp & date

**FORMAT-3**

<b>List of experts/consultants on payroll(atleast 3)</b>				
<b>SINo.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the bidder

Full name of the bidder

Stamp & date



**FORMAT-4**

<b>Financial strength of the Firm/Organization</b>					
Sl No	Financial year	Whether profitable Yes/No	Annual net profit (in Crore of Rs.)	Overall annual turnover (in Crore of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crore of Rs.)
1.	2020-20				
2.	2021-22				
3.	2022-23				

*Note: Please enclose auditor's certificate in support of your claim.*

Signature of the bidder

Full name of the bidder

Stamp & date

**DECLARATION**

We hereby confirm that we are interested in undertaking the Automation of entire examination management system of Kannur University as per the terms and conditions stipulated in the EoI. All the information provided here with is genuine and accurate.

Authorized person's signature :

Name and Designation :

Date of Signature :

Stamp

*Note: The declaration is to be furnished on the letterhead of the firm/organization.*

**FORMAT 6**

Financial Bid for the project to Automate Entire Examination System of Kannur University

<p><b>Total project cost (Including GST) to design, develop and implement the proposed system as per the Functional Requirement Specification (excluding handholding charges, subject to the condition at Sl. No 6 of Expression of Interest Document)</b></p>	<p><b>(Price in lakhs)</b></p> <p>.....</p>
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**ANNEXURE I**

<b>Sl No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
1.	The bidder shall be an experienced and reputed Central/State Govt. organizations/ PSUs and have fully functional offices in Kerala for the last 5 years.	copy of the certificate should be provided as proof
2.	The Bidder has to be profitable and should not have incurred loss in any of the last three consecutive Financial Years (2020-21, 2021-22 & 2022-23)	Format-5tobecertifiedand Validated by Chartered Accountant (CA) of the Bidder's organization.
3.	The Bidder should have an annual turnover of Rs. 2 crore in each of the last 3 consecutive Financial Years (2020-21, 2021-22 & 2022-23) from IT projects implemented in India/Kerala.	CA certified document with name of CA registration number, signature and stamp.
4.	The Bidder shall have experience of providing similar completed/ongoing projects to Universities or similar government recognized institutions, costing not less than 1 crore for a single project.	Copy of work order/Agreement
5.	The bidder should have at least 03 full time consultants on its payrolls.	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization.
6.	The bidder should not have been black listed by any Central Govt./ State Govt./ PSU's/Govt. Bodies during last 5 years.	Signed by authorized signatory
7.	Bidder should have PAN number/Service Tax Registration Certificate.	Copy of Certificate to be enclosed

Sd/-  
Registrar