



KANNUR UNIVERSITY
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://www.kannuruniversity.ac.in/media/documents/FRS.pdf>

Organizations are required to submit their sealed Expression of Interest (EOI) in prescribed format along with all relevant documents at the above address by or before 2.00 pm of 4th May 2023 (Thursday), which shall be opened at the same date at 2.30 pm.

Bidding document along with Terms and Conditions can be downloaded from www.kannuruniversity.ac.in.

Request for Proposal (RFP) document will be issued to shortlisted organizations for soliciting sealed, technical and financial proposals pursuant to rules and regulations of Govt. of Kerala in this regard.

Registrar(i/c)

KANNUR UNIVERSITY



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

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 EOI should be addressed to “Registrar, Kannur University” in a sealed cover which includes documents/certificates for pre-qualification and the Technical specifications and name of the firm duly superscripted on the cover.
- A Memorandum of Understanding (MoU) as per prescribed format shall be executed by the successful firm with the Kannur University based on the terms & conditions of the EOI. The Kannur University, in its discretion reserves the right to cancel the contract at any time without assigning any reason.
- The Firm/Consortium/Strategic partner should have done a minimum of 5 Automation project worth 10 lakhs in the last 5 years.
- The firm should not be one blacklisted by any Government/Government agency/Banks/Financial Institutions in India during the last 5 years. Self-declaration to that effect should be submitted along with the EOI.

Pre-qualification

- The bidder should be a Central/ Government Organization/PSU or with a Consortium/Strategic partner, in which, both the parties are registered in India under the Company Act and should have fully functional offices in Kerala for the last 5 years. The certificate of registration shall be furnished.
- In the last 5 years, the Firm/Consortium/Strategic partner should have successfully completed a minimum of 5 Automation projects worth 10 lakhs, such as State/Central Universities or their Departments, Government Departments, Government Colleges, Government R&D

Organizations, Public sector organizations. The Firm/partner should submit self-declaration along with appreciation letters/work orders. (Work orders/Completion certificates should be submitted)

Technical Requirements

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

<https://www.kannuruniversity.ac.in/media/documents/FRS.pdf>

Contact person:

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

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

The EOI requires

- i. 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>.
- ii. It shall be a brief report having the following sections:
 - a. Content Page
 - b. 1-page executive summary
 - c. Overview of the agency or company - maximum 1 page
 - d. Summary for meeting eligibility 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 and 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.
- iii.
 - a. Proposed solution for the present project along with a SWOT analysis (strength, weaknesses, threats and opportunities) - maximum 6 pages: This should be in such a way that the Technical Committee will be enabled to take a decision on the firms competence according technical requirement and terms and conditions.
 - b. Proposed time schedule - 1 page
 - c. Compliance statements for ELIGIBILITY CRITERIA and TECHNICAL REQUIREMENTS.

Evaluation Process

- Kannur University reserves the rights at all times to postpone or cancel a scheduled

consideration of the EOI.

- Kannur University will follow the Quality and Cost Based Selection (QCBS) process. The weightages assigned for the technical and financial proposals will be in the ratio of **70:30**. An agreement will be signed between University and the selected professional agency.
- 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.
- A two-stage evaluation procedure will be adopted for evaluating the proposals for selection of Bidders. 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**
- The Evaluation shall be strictly based on the information provided with supporting documents and presentation by the applicants in the tender. 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.
- 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 tender, 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 tender.
- The Financial Proposals of the shortlisted bidders will be opened by the Registrar or his/her authorized representative. The firms will get a message on the opening date and time of the financial proposal prior to the scheduled opening. These Financial Proposals shall be then opened, and the prices recorded.
- The Bidder is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, including taxes, specified in the Financial Proposal shall be considered as the offered price.
- 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.

- 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; $FS = [TBS \times 70\% + FBS \times 30\%]$. The Contract shall be offered to the vendor whose bid achieves maximum FS.

Registrar(i/c)

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

Dear,

Sub: Proposal for the automation of entire examination management system of Kannur
University – reg.

In response to the invitation for 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 2 sets of the following documents in separately, one in envelope and one soft copy:

1. Organizational Details (Format – 2).
2. Experience in related fields (Format – 3)
3. List of experts/consultants on payroll at least 3 (Format – 4)
4. Financial strength of the organization (Format – 5)
5. Declaration (Format – 6)

Sincerely yours

Signature of the applicant
(Full name of the applicant)
Stamp -----
Date

Encl: As above.

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

FORMAT – 2

Sl No.	Organizational contact details	
1.	Name of Organization.	
2.	Main areas of business	
3.	Type of Organization Firm/Company/ Partnership Firm registered under the Indian Companies Act, 1956/The partnership Act, 1932.	
4.	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies/Autonomous. If yes, details thereof.	
5.	Address of registered office with telephone number and Tax.	
6.	Addresses of Offices in Kerala.	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant
Stamp & date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
Sl. No.	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclose completion certificates)	
1.	Experience of assignments of similar nature in other Universities				
1.1	Experience in carrying out similar assignment in Government				
1.2	Experience in carrying out similar assignment in Public sector				
	Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.				
	Signature of the applicant Full name of the applicant Stamp & date				

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
Sl No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				
<p>Signature of the applicant Full name of the applicant Stamp & date</p>				

FORMAT – 5

Financial strength of the Organization					
Sl No.	Financial year	Whether profitable Yes/No	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1.	2019-20				
2.	2020-21				
3.	2021-22				

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

Signature of the applicant
Full name of the applicant
Stamp & date

FORMAT – 6

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 herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation.

Date of Signature.

Note: The declaration is to be furnished on the letter head of the organization.

Sl No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/company/partnership/ proprietorship firm registered under the Indian Companies Act 1956/the partnership Act, 1932 and who have their offices in India/Kerala.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar services for at least 05 years as on January 2023.	Certificate by Company Secretary of the Bidder's organization.
3.	The Bidder has to be profitable and should not have incurred loss in any of the last three consecutive Financial Years (2018-19, 2019-20 & 2020-21).	Format – 5 to be certified and validated by Chartered Accountant (CA) of the Bidder's organization.
4.	The Bidder should have an annual turnover of Rs. 2 crore in each of the last 3 consecutive Financial Years (2019-20 , 2020-21 & 2021-22) from only consultancy Services rendered in India/Kerala.	CA certified document with name of CA registration number, signature and stamp.
5.	The Bidder shall have experience of providing : i) Three similar completed consultancy services to Central Govt./State Govt./PSU's/Govt. Bodies in India costing not less than Rs. 50 Lakhs each.	Copy of Work Order/Contract.
6.	The consultancy firm should have at least 03 full time consultants on its payrolls.	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization.
7.	The firm should not be black listed by any Central Govt./ State Govt./PSU's/Govt. Bodies	Signed by authorized signatory
8.	PAN number/Service Tax Registration Certificate	Copy of Certificate to be enclosed
9.	Preference will be given to agency/organization having prior experience in Review/Appraisal of Centrally Sponsored Scheme for any Central/State Govt./Govt. Autonomous Bodies	
10.	The Bidder must have offices in Kerala.	Details of branch offices in Kerala.

Registrar