



IIT PALAKKAD

भारतीय प्रौद्योगिकी संस्थान पालक्काड  
Indian Institute of Technology Palakkad

अहलिआ एकीकृत कैम्पस, कोज़िपारा  
Ahalia Integrated Campus, Kozhipara  
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Prof. Job Kurian  
Registrar i/c

Ref : Institute Automation/IIT Palakkad  
Date: 19.10.2017

**Open Tender No: IITPKD/ADMN/046/2017**

**Due Date: 10.11.2017 @ 3.00 PM**

Dear Sir/Madam,

On behalf of the Indian Institute of Technology Palakkad, **Expression of Interest & Eligibility Bid (Eol&EB) are invited for "Institute Automation"**. The eligibility criteria and instructions for vendors and a brief technical description of the project are attached.

The vendor for the project is selected through a process involving **two phases**. This is the call for Phase I (Eol&EB). In the second phase, a Request for Proposal (RFP) will be issued to those bidders who got shortlisted on evaluation of the Eol&EB.

The scope and type of works and assignments are given in this call for Eol&EB only in brief. Detailed scope and type of works and assignments to be executed, set of terms and conditions of the contract to be complied with, payment conditions and other necessary documents will be specified in the RFP documents which will be issued at Phase II.

Yours sincerely,

Registrar, IIT Palakkad

# Institute Automation

Call for  
*Expression of Interest and Eligibility Bid* (EoI&EB)

Indian Institute of Technology Palakkad

October 19, 2017

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## 1 Background

IIT Palakkad, one of the six new IIT's established in 2015, is dedicated to create an environment wherein students and faculty can dream, think and innovate to craft a better future for the world. Currently we have a strength of about 50 faculty and about 400 students in 4 streams of engineering under the undergraduate, post graduate, and Ph.D. programs. IIT Palakkad is expected to grow to a strength of about 250 faculty, 300 staff and about 2500 students in the coming five years. Several new academic programs in areas of science, engineering, management, and humanities are expected to be offered in the near future. Running such a diverse, vibrant and flexible academic program involving cutting edge research and teaching requires efficient and responsive administrative framework. In addition, being a residential campus with hostels, faculty housing, and guest houses, the management of the institute's infrastructure leads to serious administrative overheads. Automation is the key to ensure that such an organisation with diverse functional units, infrastructure, human resource and other stake holders, functions smoothly. This document is a call for *Expression of Interest* and *Eligibility Bid* (EoI&EB), from eligible software vendors who can design and implement software solutions for the administrative needs of the institute. A brief description on the vendors eligibility is given in Sections 4. To gauge the scale of work and the technical competence required to complete the project, we give a brief technical requirement of the solution in Appendix A. The vendor is expected to submit a brief EoI&EB highlighting the points mentioned therein.

## 2 Definitions and Abbreviations

For the purpose of this document, the following words and expressions shall have the meaning hereby assigned to them except where the context requires otherwise.

**The Document** This call for EoI&EB.

**The Institute** Indian Institute of Technology, Palakkad

**The Project** The task for which this EoI&EB is being called for as defined in Section 1

**The Vendor or Firm** A proprietary firm, or firm in partnership, or limited company private or public, or corporation, who is willing to execute the project.

**The Committee** The empowered committee constituted by the Institute to evaluate and select a suitable vendor in each stage of the bidding process.

**RFP** Request for proposal.

### 3 Overview of the tendering process

The vendor is selected through a process involving *two phases*:

#### 3.1 Phase I: EoI&EB

1. The call for EoI&EB, that is this document, is issued by the Institute on 19th Oct 2017.
2. The vendor submits EoI&EB Vendor forms together with the supporting documents in a sealed envelope addressed to The Registrar, Indian Institute of Technology Palakkad, Ahalia Integrated Campus, Kozhipara P.O, Palakkad, Kerala, 678557. The bid should be received by the office of the Registrar, IIT Palakkad on or before **15:00hrs, 10th Nov, 2017**. The EoI&EB vendor forms are given at the end of this document.
3. The Committee short lists a set of eligible vendors for the next phase based on the submissions above.
4. The short-listed vendors will be issued an RFP.
5. The scope and type of works and assignments are given in this call for EoI&EB only in brief. Detailed scope and type of works and assignments to be executed, set of terms and conditions of the contract to be complied with, payment conditions and other necessary documents will be specified in the RFP documents which will be issued at Phase II.

##### 3.1.1 Time line for Phase I

Table 1: Timeline for Phase I

	Process	Date
1	Release of this call for EoI&EB	Oct 19, 2017
2	Queries and Clarification	Oct 27, 2017
3	Replies to Queries in (2)	Nov 1, 2017
4	Submission of EoI&EB	Nov 10, 2017
5	Announcement of selected vendors and Issue of RFP.	Nov 25, 2017

### 3.2 Phase II: The technical and financial bid

1. In response to the RFP the vendor submits a technical and financial bid along with the EMD as specified in the RFP.
2. The committee will evaluate the bids and a work order will be issued to the successful vendor. The criteria for final selection will be specified in the RFP.
3. The successful vendor accepts the work order and submits a bank guarantee as described in the RFP.

## 4 Eligibility criteria for vendors

1. The Vendor should be a proprietary firm, or firm in partnership, or limited company private or public, or corporation, registered in India.
2. The Vendor should have at least *three* years of experience in designing and implementing office automation solutions.
3. The annual turnover of the Vendor should be at least Rs 2,00,00,000 for the past *two* years.
4. The Vendor should have completed and operationalised at least *one* automation project which:
  - is implemented on an open source platform,
  - has an order value of at least Rs. 50 Lakhs,
  - was completed in the past *ten* years.
5. The Vendor should have implemented at least *one* office automation project for a university/institute of similar size and complexity.
6. The Vendor *should not* have been black listed and/or debarred by a state/central department or PSU or autonomous/private bodies.
7. There should *not* be any pending law-suite against the vendor.
8. The vendor should *not* have abandoned or exited an office automation project in the middle.

### 4.1 Grounds for disqualifying a vendor.

1. The Vendor who indulges in direct or indirect canvassing in connection with the bid will be disqualified.
2. The EoI&EB received after the due date and time will be rejected. The Institute will not be responsible for non-receipt of EoI&EB in time whatsoever be the reason.
3. After opening of the EoI&EB, the deficiencies found in the bid of each vendor vis-a-vis requirements as per this document will be communicated to the vendor by email with a request to furnish the required documents within *seven days*, failing which it will be presumed that the vendor does not have any further documents to submit and hence the vendor will be disqualified.

## 5 Disclaimer

1. The Institute reserves the right to make any changes deemed suitable in the above process depending on the need.
2. The Institute will attempt to follow the above timeline described in Table 3.1.1, but it reserves its rights to change the dates if required; the changed schedule will be posted on the website of the Institute.
3. The Institute reserves the right to accept or reject any of the submitted EoI&EB's, annul the process and reject all the received EoI&EB's, *without* assigning any reason or incurring any liability to the vendor.
4. The Institute reserves the right to change or discard any of the eligibility criteria mentioned in this document.

## 6 Instructions for submitting EoI&EB

Interested vendors are requested to send the following documents

1. All the filled EoI&EB Vendor Forms, signed declarations, and notarized affidavits,
2. Copies of work-orders/certificates supporting the claims made in the above forms,
3. A *transmittal letter* addressed to the Registrar, IIT Palakkad stating their interest to participate in the EoI&EB and containing a complete list of all the documents submitted as part of the EoI&EB,

in a *sealed envelope* with title "EoI&EB for Institute Automation" to

Indian Institute of Technology Palakkad,  
Ahalia Integrated Campus, Kozhipara P.O, Palakkad,  
Kerala, 678557.

### 6.1 Note on Queries and their replies.

A potential vendor should pose all queries and clarification (if any) A consolidated reply to all queries and clarifications will be sent to all the vendors and announced on the website.

## A Technical requirements on the end solution

We list briefly some technical requirements of the proposed solution. These requirements are *not* meant to be exhaustive but is provided here so that a potential vendor is able to evaluate their technical competence and submit a suitable EoI&EB. A potential vendor should address all the points raised here briefly (10-15 words) as the short-listing will be based on the details therein.

**Open Source Solution** The vendor should provide an open source solution. In particular, it is highly desirable if the vendor has their own *open source product* for automation which can be customised to the requirements of The Institute. The product should be deployable on any modern Linux distribution like (Debian/Ubuntu) and the associated database should be an open source database engine like PostGreSQL or MariaDB.

**Integrated authentication** The Institute network authenticates its users using LDAP and Kerberos. The automation system should interface seamlessly with this authentication system thus enabling users to authenticate both to the The Institute network and the automation system using a single password.

**Web interface** The web interface of the automation system should adhere to the best practices in modern responsive design.

### API Access

For integration with custom mobile apps and other systems a well documented API (JSON or similar) should be provided. The vendor should also contribute towards integration with other systems like Moodle, Koha, Tally, etc, which would be operational in the institute.

**Testing and Development model** We expect the vendor to follow modern development practices like maintaining a complete history of the source in a version controller, continuous integration, test driven development etc. In particular, the software should be accompanied with automated test suites that provide ample coverage to the various aspects of the system like the database models, web controllers and views.

**Future Migration** A lot of data that will be stored in the automation systems is critical and expected to be required for a long period of time. For e.g. Graduation records of students should be preserved for at least a life time. Therefore, a complete migration road map is a must. We document here some of the requirements in this regard.

1. The database schema should be well documented and available to The Institute.
2. The system should provide efficient ways to export the data in a machine readable format (JSON preferred).
3. The system should also provide an efficient way to populate the data from such an export. In particular, it should be possible to replicate (with no human intervention) an existing deployment from a data export that is defined in step 2. Automated tests should test all aspects of the above export and import.
4. It is also important to ensure that the software can be reproduced at a short notice. There should be a clear road map on the migration of the software when new versions of underlying technology are released.

**Security** The system should follow the security standards for large automation systems. In particular, the system should ensure security and confidentiality of the data.

**Backup and Archival** The data that is housed in the automation system is critical and hence a reliable backup method should be demonstrated. Some records like the graduation records, employee records are required to be preserved for a long term. There should be means to independently archive these data.

## **B Ownership and Intellectual Property**

As clarified in Appendix A, we expect the vendor to build the solution by customisation of an already existing *open source* product. In addition, the following requirements is a must.

1. The vendor should guarantee that the final product does not violate the Intellectual Property rights of a third party. For example, all the fonts, styles logos etc used should be open source or owned solely by IIT Palakkad.
2. Complete source code with the entire version control history should be available to IIT Palakkad.
3. While the base product is open source, IIT Palakkad should be the sole owner of the customisation done on the product for deployment in IIT Palakkad.
4. The data generated in the automation process should be the owned solely by IIT Palakkad and it must not be made available to anyone else without explicit written permission from IIT Palakkad

Institute Automation  
Vendor Forms  
To be submitted as part of the EoI&EB

Indian Institute of Technology Palakkad

October 19, 2017

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# 1 General Information

1. Name of the Firm
  
2. Parent Firm (if applicable)
  
3. Address
  
4. Home Page
  
5. Organization type: Government / Private / Others (Specify):
  
6. Date of Establishment of the firm

Provide certificates for company Registration or Incorporation.

7. Number of full-time employees:

# 2 Contact person

1. Person I

Name  
Title  
Phone (Land)  
Phone (Mobile)  
Email

2. Person II

Name  
Title  
Phone (Land)  
Phone (Mobile)  
Email

### 3 Check list for the vendor

Please check all those fields that are applicable to your firm.

1. Is a proprietary firm, or firm in partnership, or limited company private or public, or corporation, registered in India
2. Has at least *three* years of experience in office automation
3. Has an annual turnover of Rs 2 Crore for the past *two* years
4. Has completed and operationalised at least *one* automation project which:
  - is implemented on an open source platform
  - has an order value of at least Rs. 50 Lakhs
  - was completed in the past *ten* years
5. Has implemented at least *one* office automation project for a university/institute of similar size and complexity
6. Has *not* been black listed and/or debarred by a state/central department or PSU or autonomous/private bodies
7. Has *no* pending law-suite
8. Has *not* abandoned or exited an office automation project in the middle

**4 Form A: List of at most 10 completed/ongoing office automation projects (Specimen)**

Please fill this form of completed/ongoing automation projects along with certificates from the competent authority.

SNO	Description	Year of Award	Year of Completion (Expected)	Name of Client	Total Cost	Certificate or Work order Issued by
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of authorized personnel of the firm

**5 Form B: List of completed office automation projects in *Universities/Institutes* similar to IITs (Specimen).**

Please fill this form of completed office automation projects along with copies of the work orders together with completion certificate.

SNO	Description	Year of Award	Year of Completion	Client Institution	Total Cost	Certificate Issued by
1						
2						
3						
4						
5						

Signature of authorized personnel of the firm

**6 Form C: List of completed office automation projects implemented on an *open source platform* (Specimen).**

Please fill this form of office automation projects implemented fully on *open source platform* along with copies of the work orders and completion certificates.

SNO	Description	Year of Award	Year of Completion	Client Institution	Total Cost	Certificate Issued by
1						
2						
3						
4						
5						

Signature of authorized personnel of the firm

## 7 Form D: Financial Information (Specimen)

Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last two years as submitted by the applicant to the Income Tax Department.

	Particulars	FY 2016-2017	FY 2015-16
1	Gross Annual Turnover		
2	Profit/Loss		

1. Signature of authorized personnel of the firm
2. Signature of the Chartered Accountant with Seal

## 8 Affidavit (Specimen)

### AFFIDAVIT<sup>1</sup>

I/We undertake and confirm that

1. I/We/our firm/company have not been barred or blacklisted by any of the Central/State Government Departments, Undertakings, Autonomous bodies, Institutions, Agencies, Societies, Enterprises and Companies since the establishment of the firm, ending previous day of last date of submission of EoI&EB.
2. I/We/our firm/company have not abandoned any of the work entrusted to me/us nor any of the work entrusted to me/us have been rescinded by any of the Central /State Govt. Departments, Undertakings, Autonomous institutions, Agencies, Societies, Enterprises and Companies during last 7 (seven) years ending previous day of last date of submission of EoI&EB.
3. I/We/our firm/company does not have any litigation/arbitration case pending/in progress against me/us.

Further that, if any such information comes to the notice of the Institute I/we shall be debarred for bidding in IIT Palakkad in future forever. Also, if such information comes to the notice of the Institute on any day before start of the work, the Registrar, IIT Palakkad shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Signature of Notary with Seal

Signature of the authorized Personal(s) of the firm with seal

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<sup>1</sup>Notarized affidavit to be furnished on a *Non-Judicial* stamp paper worth Rs.100/- at the time of submission of EoI&EB

## 9 Declaration.

(To be signed by a representative of the vendor)

1. I/We hereby certify that the information provided above and in all the attachments are true.
2. I/We understand that falsified or misleading information would automatically result in the disqualification of the firm as a potential vendor for IIT Palakkad.
3. I/We also understand that a response to this EoI&EB *does not* automatically ensure participation in the tender.
4. I/We authorize the Registrar, IIT Palakkad to approach individuals, employers, firms and/or corporations to verify our competence and general reputation.
5. I/We also understand the IIT Palakkad reserves the right to change or cancel the requirement at any time during the EoI&EB process.
6. I/We also understand that IIT Palakkad has reserved the right to require compliance with additional conditions as and when issuing the final tender document.

Name

Title

Phone

Signature

Date

## 10 Letter of Transmittal (Specimen)

To

The Registrar,  
Indian Institute of Technology, Palakkad

Sub: Submission of Phase I: Expression of Interest and Eligibility Bid (EOI&EB) for Institute Automation for IIT Palakkad.

Sir,

Having examined the details given in the bid document for the above work, I/ We hereby submit the relevant information.

1. I/We hereby certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We authorize the Registrar, Indian Institute of Technology, Palakkad to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the certificates in support of our suitability, technical knowledge and capability for having successfully completed the following office automation works:-

SNO	Description	Year of Award	Year of Completion	Client Institution	Total Cost	Certificate Issued by
1						
2						
...						

5. I/We submit the work orders in support of our following ongoing office automation works:-

SNO	Description	Year of Award	Year of Completion (Expected)	Name of Client	Total Cost	Certificate or Work order Issued by
1						
2						
...						

6. Earnest money in the prescribed forms shall be physically submitted within one week after opening and finalization of Phase-II Technical bid in case we are shortlisted and qualified.
7. Expression of Interest and Eligibility bid is submitted herewith.

Enclosures:

Signature(s) of bidder(s)

Date of submission

Seal of bidder