Advertisement No.------------------------------   **Dated** -------------------

Request for Information
for
ERP Software System & its Implementation

NALSAR UNIVERSITY OF LAW
(Established by Act 34 of 1998)

The Registrar
NALSAR University of Law
Justice City, Shameerpet
Medchal Dist. 500 101
Telangana State
Ph : 040 – 23498104
Email : registrar@nalsar.ac.in

NALSAR University of Law, Hyderabad (accredited with 'A+' Grade by NAAC), is a Research based Teaching University, established under the NALSAR University of Law "Act 34 by 1998, recognized by the BCI and the UGC, provides the most diversified and unique teaching, research, training and extension programs. It enjoys membership of a national and international network of universities, namely, Association of Indian Universities (AIU), United Nations Academic Impact (UNAI), International Association of Law Schools (IALS), Asian Law Institute (ASLI) and the Shastri Indo-Canadian Institute (SICI). NALSAR follows a Unique, Innovative and Relevant Model of Education, Research and Training. It has a dedicated teaching & research faculty for vibrant academic, intellectual and research culture.

Brief of the Programmes offered and the pattern and procedure followed:

The University offers the following programmes in regular mode:

- · 5-Year Integrated Undergraduate Programmes in Law and also in Management
- · One Year LL.M. Programme with various specialisations
- · Two Year Master's Programme in Management
- · Ph.D. Programme

The University also offers seven 2-Year M.A. Programmes and 15 One Year Advanced Diploma Programmes through Open & Distance Learning mode.

The University follows an annual pattern, semester pattern and trimester pattern for the programmes offered. The admission process is different for each programme. The admission to some of the programmes is direct admission and for some programmes it is based on the Admission Test and Counselling. The evaluation criteria include submission of projects, continuous evaluation, end term exam, submission of dissertation etc. The classes for the regular programmes are generally conducted in physical mode and for the distance mode programmes they are conducted in blended mode. The University follows the Choice Based Credit System and students can opt for the courses offered across the programmes.

The proposed ERP must support 500 academic staff and about 5000 students.

REQUEST FOR INFORMATION for ERP Software and its implementations at NALSAR University of Law

The Registrar NALSAR University of Law requests for Information for Implementing ERP at its University. Reputed firms/ System Integrators (SI)/ OEMs may respond to the RFI floated for implementing ERP at NALSAR.

1.Pre-qualifications

A. The applicant must fulfill the following eligibility conditions and has to submit documentary evidences in its support while submitting the application.

B. The Firm should be established IT Company/IT System Integrator and should have been engaged in IT projects/solutions business for a period of at least five years as on date of application.

C. Annual Turnover of the firm should be at least Rs. 10 Cr. in last three financial years and Firm may be asked to enclose the copy of its audited balance sheet for the previous three financial years indicating the turnover.

D. The Firm must have valid ISO 9001:2008, ISO 27001 and **CMM Level 3 certifications.**

E. The Firm must have Permanent Account Number (PAN)

F. As part of the evaluation process, the bidder may need to demonstrate of the Proof of Concept (PoC) of the functionalities at no cost considerations and commitment of final award of the project.

G. The bidder also needs to present a tentative project time line covering various phases viz., Business Process Study, configuration, customisation, Super User Training, UAT and End user Training, Go-live, Warranty support. The bidder needs to furnish a tentative list of modules proposed to cover the requirements of the organisation as indicated in the annexure.

H. Firms should have experience of implementing University Integrated Management System in at least Two (2) reputed Law Universities/ Academic Institutes/ Universities preferably in IIT /NIT/ IIM/ Central Universities/ State Universities in the last 3 years. Purchase order copies & letters of satisfactory performance from the Competent Authority of the institution/ university in which it is running should be enclosed along with the proposal.

I. The indicative but not exhaustive list of modules of the proposed cloud based ERP are mentioned in the Annexure-I below.

J. A service provider blacklisted by any Govt. Department or by any other organization is not eligible.

2.Response Structure:

The respondents must submit their response to this ROI in the following format.

- Section A : Organisation Details
- Section B : Response to Pre-Qualification
  - o 1. Audited balance sheet for the previous three financial years indicating the turnover
  - o 2. ISO 9001:2008, ISO 27001 and CMM Level 3 certifications.
  - o 3. Firm PAN CARD details
  - o 4.Purchase order copies of other institutions where ERP is provided
  - o 5. letter of satisfactory completion from the Head of the Institution
- Section C: Proposed Solution and technology details, Hosting options

- Section D: Deployment Architecture
- Section E:Tentative Infrastructure details for hosting including internet bandwidth
- Section F: Tentative Project Timelines
- Section G: Tentative Budgetary Pricing covering the following items, one time implementation charges (configuration, customisation and training), recurring annual charges (hosting charges from year one onwards), on premises support charges

3.Disclaimer:

NALSAR does not have any obligation to issue / restrict RFP to RFI participants.

4.Period of validity of the RFI: 180 days

5.Time for submission: 10th March, 2022.

6.Procedure For Submission Of Response to this RFI

Eligible firms are required to submit their response to this RFI in a sealed envelope. All the documents must be signed. The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and uncalled for correspondence shall not be entertained.

Firm is required to submit the complete Response as requested in this document. The response to be submitted has to be signed in original by the authorised representative of the firms. Any additional information should be enclosed separately.

Each page of the response document is to be signed and stamped by the firm that all the terms and conditions mentioned herein are acceptable to the firm unconditionally.

The EoI or response to this RFI must be submitted in the prescribed format along with all supporting documents in compliance with the requirements of this RFI in triplicate in sealed envelope duly super scribed as Expression of Interest for Enterprise Resource Planning (ERP) System to the NALSAR University of Law either in-person or by registered post or speed post addressed to

The Registrar, NALSAR University of Law, Justice City, Medchal Road, Shameerpet, Hyderabad, Medchal Makajgiri District, Telangana-500101

Annexure – I

Illustrative functionalities/Modules required in ERP System

1. Dash Board ERP covering identified (Key Performance Indicators) KPI's and online admission process
2. Student Management System
3. Examination Management System
4. Hostel Management System
5. Academic Management System including Assignment Bidding & Allocation Course Survey (Preliminary & Final), online quizzes, questionnaire, question bank
6. Training and Placement Management System
7. Alumni Management System
8. Human Resource Management System
9. Finance Management System
10. File & Record Management System
11. Inventory Management System including (a) Perishable items like stationary, lab material etc., and (b) fixed assets like laptops, equipment etc.,
12. Guest House Management System
13. Medical Aid Centre Management System
14. Transport Management System
15. Library Management System
16. IQAC
17. Annual reports of the University /IQAR/
18. Support online classes scheduling and uploading course content/ exams/ webinars, Automation of class scheduling and time table generation and Online Classes hosting and Achieving
19. Student activity/faculty activity tracker
20. Management of Fixed Assets
20. Other university functions not mentioned above.

Scope of work:
- Demonstration of ERP with various features available in the Off-the-shelf system.
- Study NALSAR's system requirements for identifying the needs for configuration and customisation of the proposed ERP.
- Hosting and maintenance of the Configured & Customised ERP for NALSAR on SAAS model for a period of five years.
- Maintain the system for the contract period adhering to SLAs to be proposed.
- The proposed solution should be an Integrated, Scalable, Modular User-friendly and highly available.
- The proposed solution should have load balancing and distributed deployment capabilities.
- The proposed solution must implement role-based access for authentication and authorization to various modules and applications.
- The proposed solution must implement dashboards and Key Performance Indicators KPIs which help in quick decision making.
- The proposed solution must implement Business Intelligence and Reporting Tools (BIRT) reports for taking export as MS Excel, Word and PDF formats.

- The proposed solution must implement a multi-level security across various tiers and software layers of the IT platform.
- Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development life cycle.
- Operation and Maintenance of the Application Software and Cloud Infrastructure provided for the same
- Customization and Enhancement of the functionality in the modules as per requirements identified during the Study Phase.
- Super User Training, Support of User Acceptance Testing, End user Training go-live preparations.
- Migration of data from existing assorted system as well as data entry of records maintained manually at NALSAR.
- Onsite Support: The bidder is expected to provide hand support by stationing its staff at NALSAR.
- Maintenance: Software support and maintenance for a period of five years' post go-live of the software platform is mandatory and part of the scope of work of the proposed program.
- The selected bidder must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (where applicable) and made available at no extra cost to the University.
- Change Requests: The bidder should propose a method for undertaking any future change requests to address the business needs of NALSAR post implementation.
- Business Continuity: The bidder should outline the approach for Disaster Recovery and Business Continuity Process.

Confidentiality of Data/Data Privacy

The bidder must include a plan for the maintenance of data privacy.