



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

TABLE OF CONTENTS

S.No.	Description
	Check List
1	Press notice
2	Detail notice inviting tender
3	Objectives of the tender
4	Scope of work
5	Proposed modules
6	Implementation methodology
7	Functional scope
8	Number of users
9	Modular design
10	Backup and disaster recovery
11	Frontend design
12	Scope of services
13	Time period for engagement
14	Pre-qualification/eligibility criteria 14.1 eligibility conditions 14.2 other general terms
15	Payment terms
16	Evaluation of bid:
17	Instructions to bidder on electronic tendering system
18	Annexure A (Undertaking)
19	Annexure B (Undertaking)
21	Annexure C (Integrity Pact)



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

To be filled by the bidder and submitted along with the Technical Bid.

S. No.	Technical Information	Annex. No.	Page Nos	Remarks
1.	Self-Declaration (In format as given at Annexure A)	1		
2.	Certificate as per annexure B	2		
3.	Proof of Tender Fee and E-Service Fees	3		
4.	Proof of EMD	4		
5.	Registration/Incorporation Certificate in support of the existence of the firm/company under the appropriate act/rules for required number of years as per the tender schedule eligibility criteria	5		
6.	Authorization Certificate	6		
7.	Average Annual turnover of the bidder, for the last three successive years should be 05 times of cost of project duly certified by the Chartered Accountants.	7		
8.	Copy of PAN and GST Registration Documents	8		
9.	Income tax return (Last Three Years)	9		
10.	ISO Certifications	10		
11.	List of the Educational Institutions / organizations where they have installed ERP with functionalities installed with contact name & address, Mob. Nos and e-mails. (Attach the proof also)	11		
12.	Proof of prior experience related to ERP solutions with State/Center Govt University for a minimum period of 3 years.	12		
13.	Work Satisfaction Certification from atleast one Center/State Govt University	13		
14.	Certificate, to the effect that the bidder is not supplying the quoted item(s) to any other Govt. / Pvt. Organizations / Institutions at the rate lower than the rate quoted against this tender.	14		
15.	Proof of Concept of the Functionalities	15		
16.	Detailed statement/document about Technology used in such installation	16		
17.	Documents in support of Technical Specifications for the ERP Software and its implementation	17		
18.	Integrity Pact	18		

Note:

The tenderer will be disqualified at any stage of the tender process, if found to have misled or furnished false information in the forms/Statements/Certificates submitted in proof as above.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

1. Press Notice

E- Tender is invited from reputed OEM/ authorized dealer/firms etc. for **Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram** in single state two cover system i.e. Request for Technical Bid (online Bid under PQQ / Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available commercial Envelope):-

Name of Organization	Gurugram University, Gurugram
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/ Goods/ works)	Services
Name of Work/Services	Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram
Tender Docs Fee + E-Service Fees	Rs 5000 + 1180= 6180/-
Estimated Cost	1.5 crores
Earnest money	Rs. 3,00,000/-
Date of publication of Notice for Expression of Interest	16-02-2024 (11.30 am)
Meeting to understand the requirements of the University	26-02-2024 (11.30 am) Or 06-03-2024 (11.30 am)
Last date and time for Bid submission	08-03-2024 upto 11:30AM
No. of Covers (Two Bid System)	02 (Technical Bid + Financial Bid)
Date & Time of Opening of Technical Bids	11-03-2024 (11:30 am)
Presentation of qualified bidders	12-03-2024 (11:30 am)
Date for opening of Financial Bids	13-03-2024 (11:30 am)
Address for Communication	Registrar, Gurugram University, Gurugram
Helpline No.	9728264999
E-mail Address	registrar@gurugramuniversity.ac.in
Note:	
I.	The tender will be received only through E-tendering. For details, visit website https://etenders.hry.nic.in
II.	Cost of Bid documents / Processing Fee (to be paid through online) Rs. 5000/- (non-refundable) in favour of "Finance Officer, Gurugram University, Gurugram, payable at Gurugram.
III.	Willing ERP Services providers shall have to pay Rs. 1180/- as e-Service fee deposited through online mode in favour of "Society for IT initiative fund for e-Governance" payable at Chandigarh.
IV.	The Earnest Money (EMD) of the tender (to be paid through online) is 2% of estimated cost of the Contract / Tender.

Registrar Gurugram University, Gurugram



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

2. DETAIL NOTICE INVITING TENDER

E- Tender is invited from reputed OEM/ authorized dealer/firms etc. for **Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram** in single state two cover system i.e. Request for Technical Bid (online Bid under PQQ / Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available commercial Envelope):-

Sr. No.	Name of work	Appx. Cost Rs.	EMD to be deposited by bidder (Rs.)	Tender Document Fee & E-Service Fee (Rs.)	Start date & time of Bid Preparation & Submission	Expiry date & time of Bid of EMD Submission
1	Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions	1.5 crores per year	3,00,000/-	Rs. 5,000/- for Tender document Fee & Rs. 1180/- for e-service fee	16.02.2024 (11.30 a.m)	08.03.2024 (11.30 a.m.)

1. Detailed notice inviting e-tender/ estimate drawing can be seen in the office of the undersigned during office hours.
2. Bidding documents are available on website www.gurugramuniversity.ac.in & <https://etenders.hry.nic.in>
3. Newly enlisted bidders/contractors/societies manufacturers should bring with them proof of their enlistment in appropriate class.
4. The Bidders would submit bid through e-tendering only on the website <https://etenders.hry.nic.in>.

Notes:

1. The Pre-qualification/Technical online bid application as well as online Price Bid shall be invited of single stage under two covers i.e. (i) PQQ / Technical & (ii) commercial Envelope.
2. Eligibility and qualification of the applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document.
3. Bidders will attend the meeting at university prior to apply for etender to understand the requirements of the university and required to collect a certificate form University. It is mandatory submit the same.
4. Bidder will give demo / presentation before opening of the Financial Bids to qualify the bid.
5. The Price Bid under the second cover shall be opened for only those applications whose PQQ/Technical Applications are responsive to eligibility



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

and qualifications requirements as per Tender documents.

6. The payment for Tender Document fee and e- Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through NET BANKING /RTGS/ NEFT OR OTC. Please refer to Online Payment guideline available at the Single e-Procurement portal of (Govt. of Haryana) and also mentioned under the Tender Document.
7. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **Bidders will be required to make online payment of Rs. 3,00,000/- towards EMD fee (2% of estimated bid cost) under the stipulated time frame shall not be allowed to submit their bids for the respective Events/ Tenders.**
8. The interested bidders must remit the funds at least T+1 working days (Transaction day + day + One working day) in advance i.e. on or before (08.03.2024 upto 11.30 am): **and make payment via NET BANKING /RTGS/ NEFT OR OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.** The interested bidders shall have to pay mandatorily e-Service fee (under document fee-Nonrefundable) of Rs.1180/- online by using the service of secure electronic gateway in an online interface between bidders & online payment authorization networks.
9. The payment for document fee/e-service fee can be made by eligible bidders online directly through Debit Cards & Banking.
10. **5% Security Money** in the shape of Bank Guarantee shall be deposited to the university by the successful bidder within 10 days of supply of work order.
11. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key dates

Sr. No.	Department State	Bidder's Stage	Start date & time	Expiry date & time
1		Tender Document download and Bid Preparation/Submission	16.02.2024 (11:30 a.m)	08.03.2024 (11:30 p.m)
2	Technical Bid		11.03.2024 at 11:30 pm)	



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

3	Financial Bid Opening	Amount for 50000 students per year	To be notified later
---	-----------------------	---	----------------------

Important Notes:

1. The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' state **on scheduled time** as mentioned above. If any Applicant / Bidder failed to complete his/ her aforesaid stage in the stipulated online time schedule for this stage, his / her Application / Bid status will be considered as 'Application / Bid not submitted as scheduled.
2. Applicants have to attend the meeting at the University on scheduled date and time to understand the requirements of the University.
3. Applicant / Bidder can rework on his / her bids even after completion of 'Application / Bid Preparation & submission stage' (Application / Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant / Bidder Stage.
4. In the first instance the online payment details of tender document fee + e-Service and EMD & PQQ / Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ agency wherever required shall be opened online in the presence of such bidder / agency who either themselves or through their representatives choose to be present. The bidder can submit Bids online in two separate envelopes:-

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Financial Bid

The bidders shall quote the prices in price bid format under Financial Bid.

5. **A Hard copy of application (Technical bid) along with all relevant documents (as mentioned in check list) should be submitted to The Registrar, Gurugram University, Gurugram, Sector 51, Gurugram-122018.**
6. **The statement** should include brief details of how the vendor meets pre-qualification requirements and also how the proposed solution meets the requirements mentioned in this document.
7. Documentary proofs for each of the item need to be submitted along-with the tender. Bids without documentary proofs would be rejected and no further correspondence in any form would be made with the bidders in this regard.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

8. Correspondence with the qualified and shortlisted bidders would be done through email only except mentioned otherwise. Primary contact number, fax number, email-id and name/designation of the contact person are required to be submitted along-with the tender.
9. Participation by qualified and shortlisted bidders throughout the bidding process is compulsory and lack of interest or non-participation in any event mentioned in the calendar of events would be a sufficient reason to cancel the bid at any stage.
10. Technical bid should include schedule for modular implementation.
11. The billing shall commence only after complete implementation and training as per agreed schedule of implementation.

Conditions: -

1. DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
2. Conditional tenders will not be entertained & are liable to be rejected.
3. In case the day of opening of tenders happens to be holiday the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
4. **The Gurugram University, Gurugram reserve the right to reject any tender or all the tenders without assigning any reasons.**
5. The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
6. The tender without earnest money/bid security will not be opened.
7. The jurisdiction of court will be at Gurugram.
8. The tender of the bidder who does not satisfy the eligibility criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
9. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tender withdraw his bid/tender before the said period or makes any modification in the Terms and Conditions of the bid, during the fix validity period, the Earnest Money shall stand forfeited. Bids shall be valid for 60 days from the date of bid closing i.e. from last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

Registrar



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

Gurugram University,
Gurugram

3. OBJECTIVES OF THE TENDER

The objective of this tender document is to solicit ERP proposals from the prospective bidders for providing a web based end-to-end ERP system.

Gurugram University has the following supporting sections and offices which take care of the various academic and administrative activities of the university:

- Vice Chancellor office
- Registrar Office
- Various Teaching departments of University
- Establishment Branch
- Academic Branch
- Account Branch
- General and purchase Branch
- College Branch
- Registration and Scholarship Branch
- Controller of Examinations Office
- Conduct Branch
- Secrecy Branch
- Result Branches
- Engineering Branch
- Training and Development cell
- Dean Student welfare office
- IQAC Cell
- Students/ Hostels Section
- IT Section
- Medical Section
- Other cells/administrative offices
- RTI and Legal Cell
- Health care center

More detailed mapping of the organizational structure will be provided during the implementation phase of the ERP project.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

4. SCOPE OF WORK

Proposal for design, development, implementation and support of ERP Solution for Gurugram University

Gurugram University invites tenders to continue the services provided by previous ERP service provider and to automate the mentioned activities of the university effectively through a software management system in the form an ERP System based on existing State Govt./University/UGC Rules and Regulations.

Most of the manual work, document flow, data entry and processing and subsequent storage which will be shifted or supplemented by this ERP system. This will enable processing, analyzing, reporting, retrieving, managing and rearranging the data and information much easier. At the same time work, process and document flow will be more in automated manners.

The high-level scope of services for the Bidder is defined below. Please refer to complete tender document for detailed requirements relevant to the scope of this tender, as well as elaboration on each of the items below.

Required Features

- **Data of the University obtained from existing ERP solution provider is need to be incorporated in new ERP Solution.**
- The ERP portal/software should accompany a comprehensive **content management system** to support a variety of users ranging from Administrators to Guests. It should allow the administrator to creates user roles and allow the setting up of access rights ranging from entire solution to a specific modules.
- It should provide for flexibility to modify the design when a major event has to be published.
- Design should be flexible to accommodate new customizable sections/ modules based on the scope of work defined in this tender.
- Design should allow changing the interface templates for fresh new look as and when required.
- The ERP portal/software should be based on standards certified by ISO.
- It should be compatible to various browsers (i.e. IE, Mozilla Firefox, Chrome, Opera etc.) and should be available as apps on mobile platforms such as Android and iOS.
- The ERP portal/software must be capable of managing examinations (Pre examination- Conduct of examination- Post examination work) through a centralized examination controller of the university. In such case, the ERP portal/software must be able integrate third-party plagiarism software.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

-
- It should provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, student fees, examination fees, Migration fees, Registration fees, conference registration etc.
 - It should allow users to share their views, feedback, solutions and suggestions online through the webmaster.
 - It should provide a search module for efficient information retrieval.
 - The ERP portal/software should incorporate necessary security features against hacking and defacement. All logins and payments transaction must operate on secure protocols.
 - It should comply fully with the guidelines issued from time to time by the Government of Haryana and the Government of India for development and any other law in force in India.
 - The software should be disabled-friendly, particularly with screen-reader software like JAWS, and should allow for features such as voice enabling and enhancement of font size.
 - The portal/software for LMS should allow display of video lectures without requiring any purchase of additional cloud facility by Gurugram University, Gurugram.
 - A helpline center 24*7 is need to be create of at university campus to resolve the various technical/ Non-Technical grievances of the students in specific time period as defined by the university.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

5. PROPOSED MODULES

Admission (For University Teaching Departments only)

- Define Process
- Validation
- Schedule
- Design applications
- Manage applications
- Scrutiny
- Issuance of admit card for entrance test
- Entrance test result declaration
- Capture Feedback
- Preparation of merit list
- Allotment of seats
- Admission Letter
- Registration of new and existing students
- Courses Registration
- Online Verification of All uploaded certificates (provisional/ bonafide etc.)
- I Card Printing

Registration and Continuous Registration

- Uploading of details/data of students (UTD and affiliated colleges) registration as per requirements
- Online submission of various documents of Registration and Continuous Registrations

Grading & Examination

- Pre Examination work (Eligibility checking, examination forms, Internal assessment marks, Practical marks, admit card, examination center allotment, examination fees collection, etc)
- Conduct of examinations (seating plan, staff duty at exam center, remuneration bills of staff, attendance of students, attendance of staff, Absentees generation etc.)
- Post Examination (Award list generation, Grace Marks, Result declaration, Convert Marks to Grades, Convert Grades to Marks, Result publication, Provisional mark sheet, Final marksheet printing, reevaluation, Rechecking, Degree Printing, other certificates, Transcript etc)
- AI Proctored Examination if required



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

- Integration with Plagiarism Software (e.g. Turnitin)
- Normalization
- Alumni Grade sheets/Marksheets

Fees & Fines

- Integration with Finance
- Fee Pattern
- Fee Collection (Application fees, Admission fees, Annual fees, examination related fees, Registration fees, migration fee etc.)
- Fee refund
- Fee Arrears
- Fine Collection
- Fee Reports
- Scholarships
- Fees concession

SMS /Email Integration

- For reminder
- Alert
- Notifications

In addition to above, the following are the key requirements for the proposed ERP system:

General Scope

- Web-based ERP application should be hosted on cloud based server or on the in-house data-server of the university
- An replica server is to be maintained at University campus
- Replica server data must be updated once in the week.
- All applications accessible by replica server if required on intranet.
- Secure web-based access using https
- Interfacing with third-party payment gateways
- Capability for continuous improvement and upgradation
- Configurability through web-interface and client interface
- Provision for decision support mechanism
- Facilitate paperless working
- Workflow based process approval and archival mechanism
- Comprehensive data and application security features
- Adequate security provisions for preventing tampering of the software as well as data
- Archival of information and data



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

- Audit logs of user sessions
- Provision for role based access rights
- Provision of interactive validations of data entries
- Provision for data item based access rights
- Provision for reports generation as per requirements

6. Implementation Methodology

The methodology to be used by the bidder to implement the ERP solution will have different work elements and activities. All these activities and work elements should coherently focus on achieving the following key results.

- Quality of the solution deployed
- User satisfaction while deploying and usage
- Successful implementation in terms of completeness and timely accomplishment of the outcome

7. Functional Scope

The supplier shall supply the services as per following schedule:-

Implementation of Modules: within 60 days

8. Number of Users

Number of regular and alumni users (i.e., students, faculty and staff) accessing the ERP portal will be around 50000 (may increase in future).

9. Modular Design

The proposed ERP solution should keep the following points in mind for the software architecture of the solution.

- The proposed solution should be modular in nature. The coupling between different modules should be loose and it should be possible to deploy different modules in different VMs/containers/machines.
- Every module should be designed in a multi-tiered approach where the rendering of data, application logic, and the code that accesses the database are decoupled from each other.
- Modules should communicate using standard data-exchange formats such as JSON or XML over a secure communication protocol. There should be an option to export various information catered by the module in such standard data-exchange formats.
- Modules should be scalable. Modules that cater to academic registration, recruitment or admission are likely to encounter heavy traffic in bursts during certain duration. The solution should ensure that the modules have auto scaling feature to cater to surge in traffic while still ensuring fast response times.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

10. Backup and Disaster Recovery

- The bidder must provide a detailed backup strategy plan, Disaster recovery plan, storage recovery plan that ensure minimal downtime of the ERP system while keeping the cost to be minimal.
- The proposed solution must ensure a high degree of automation of incremental backup, full backup, data recovery, health monitoring of various services, etc. All necessary scripts, code, triggers, training and documentation must be provided with respect to health monitoring, backup and disaster recovery.

11. Frontend Design

- The user interface must follow principles of responsive design. The interface for all modules must ensure that the rendering of any pages/forms are aesthetically pleasing as well as ensures better user experience by accommodating flexible designs that can cater to devices of all form factors (laptop/ desktop/ tablet/ mobile).
- All user interfaces must ensure compatibility across most of the popular browsers (Google Chrome/ Firefox/ Opera/ Safari/ Edge/ Internet Explorer) for at the least last 3 of their versions.
- Input data validation/sanitization should be done both at the front end as well as at the back end to ensure security and safety.
- User interface design along with the back end sanitization should ensure that attacks such as SQL injection, cross site scripting, buffer overflow and any other similar attacks are ineffective against the proposed ERP solution.

12. Scope of Services

The scope of services for the successful is as follows.

- Procurement and Supply of software product/s licenses and associated solution components. The bidder must use free/open source components available to the maximum extent possible in the solution.
- Procurement and supply of database and operating systems
- Hardware / Infrastructure estimation and sizing and assistance in procurement
- ERP Implementation Services till Go-Live of Stable Version of ERP system
 - Project Preparation
 - Business Design / Blueprint
 - Configuration / Customization / Development
 - Testing & Go-Live of Beta Version of ERP system
 - Data Migration



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

- Training
- Documentation
- Go-Live of Stable Version of ERP system
- Warranty Support
- Application Maintenance & Support Service
- Replica Server is to be maintained at the University

13. TIME PERIOD FOR ENGAGEMENT

The contract for ERP will be for a period of three years from the date of successful implementation of the ERP Solution. Further extension of two year may be provided if a technical panel appointed by Gurugram University recommends the same. In such case, the extension will be awarded on similar terms and conditions with an overall cost escalation of upto 10% for two Years.

14. PRE-QUALIFICATION/ELIGIBILITY CRITERIA

14.1 Eligibility Conditions

Sr. no	BIDDER'S ELIGIBILITY CONDITIONS:
1.	The bidder must be registered with the Competent Authority under the appropriate Act / Rules for carrying on business relating to ERP/Software related activities.
2.	The bidder should submit a proof of having an annual turn-over of 05 times of cost of project relating to ERP Solution during each of the last three years. Proof to be duly certified by a registered Chartered Account is required.
3.	The balance sheets of the last three years of the tenderer must reflect profitability.
4.	The tenderer shall be ISO certification 9001 and ISO certification 27001 compliant.
5.	The bidder must submit an Affidavit on non-judicial stamp paper duly attested by 1 st Class Magistrate to the effect that they have not been debarred/ blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organization as (Annexure A)
6.	The Bidder must submit a certificate that he has attended the meeting at University and understood the requirement of university
7.	The bidder should have prior experience relating to ERP solutions for a minimum period of three years as on date in the State



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

	Government universities / Board.
8.	The bidder is required to produce a Work Satisfaction Certificate from atleast one State Government University which has been mentioned by the bidder for eligibility as per point No.5.
9.	The individual signing the Tender or other document in connection with the Tender must certify so as to whether he / she has signed as:- a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor b. A Partner of the firm, if it be partnership in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. The alternative all the partner should sign the tender. c. Authorized Signatory of Pub. Ltd. Corp. or Pub. Ltd. Co.
10.	Copy of Income Tax Return filed during last three years.
11.	Copy of Permanent Account No. (PAN) under Income Tax Act.
12.	Only the firm which has possessed the GST No. can quote their rates for the Tender.
13.	HSN Code must be entered in the Hard Copy while quoting the rates.
14.	Money (EMD) through online mode equal to 2% of estimated cost for the following bids:- 3,00,000/-
15.	Tender fee of Rs. 5000/- through online in favour of Finance Officer, Gurugram University, Gurugram payable at Gurugram
16.	Earnest Money (EMD), Tender Fee & e-Service Fee through any other mode is not acceptable.

Note:

1. Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.
2. The Gurugram University, Gurugram, reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non- issue of work.

14.2 OTHER GENERAL TERMS

1. Please ensure that the date of establishment of the registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

2. All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
3. No proposal shall be entertained in joint venture/Consortium.
4. The tenderer should allocate single point of contact who can provide support during the development and implementation stage.
5. The registered users include only students (both full-time and distance education), faculty, Non-teaching staff and administrators of the Gurugram University, Gurugram. Limited access provided to parents/legal guardian for only viewing selective data concerning the educational progress of its ward. Similarly, limited access will be provided to alumni of Gurugram University for viewing activities pertaining to the alumni. The contract for ERP will be for a period of three years from the date of successful implementation of the ERP Solution. Further extension of two year may be provided if a technical panel appointed by Gurugram University recommends the same. In such case, the extension will be awarded on similar terms and conditions with an overall cost escalation of upto 10%. For two Years.
6. The agency needs to implement the external API according to the requirements, ensuring that only authorized personnel from the university can access the data. Unauthorized access to data by other individuals is prohibited without permission.
7. All updates to the solution will be provided to the university at free of cost over this three-year period. However, the Gurugram University reserves the right to terminate the contract by giving three months' notice. In case of termination, the party shall provide all data in Excel/PDF format to the university authority.
8. The vendor will made the development/customization of the various modules as per need of the University to find the solution.
9. A team of technical persons should be allotted for the training and implementation of various tasks using ERP software to all the users for the agreed time.
10. The firm will create a nodal office at Campus under the supervision of a nodal officer and deploy sufficient no of staff to perform the work satisfactory (only regular staff not Interns in Coordination with University Officer.
11. Firm will have to provide identity card to its staff and will be responsible for any type of consequences happened with staff during the working. The staff deployed by the firm will be the employees of firm and firm will be responsible for all dues payable to them Such staff will have to maintain the discipline and decorum as per University rules.
12. A penalty clause shall be a part of the final agreement/contract signed



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

between the university and the successful bidder. The terms of the penalty clause shall be worked out at the time of the signing of the final contract.

13. Secrecy of work is to be maintained as per norms/instructions of the University.
14. The University will ensure and provide proper power supply, internet facility, Computer, Printer, Stationery and proper space for staff etc.
15. The firm or any partner of the firm should not have been black listed by any Government Departments/Universities or any other organization in respect of any assignment or behavior. **The firm has to submit the “No blacklisting certificate” as per Annexure- A.**
16. In case the firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money (EMD) of such firm shall be forfeited and firm shall be blacklisted by the UNIVERSITY for any kind of dealing in future.
17. Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders. The agency / firm shall also append the declaration as Annexure A with the tender.
18. In case, the supplier / vendor backs out of its contract, its **Earnest Money (EMD) as well as 5%Security Money** in the shape of Bank Guarantee shall be forfeited, and / or other action will be taken as deemed fit by the UNIVERSITY.
19. The firm shall not sublet the work allotted to it, to any other firm. If it is found, action as deemed fit shall be taken against the defaulting firm.
20. **The firm, which are assigned the Supply-cum-Work Order-for "Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram" shall be required to continue its services till the new Tender is honoured / invited, on the same rate and Terms & Conditions as applicable for the present works.**
21. The quality of services of the Supplier / Vendor shall be got tested/verified from experts, if required, and in case, the quality of services is found poor / low according to specification, the firm will be liable for imposing any kind of penalty as decided by the Committee. Besides penalty, the expensed for testing of services shall also be recovered from the supplying firm.
22. In case of dispute of any kind, Courts at GURUGRAM only shall have the jurisdiction. Further, all the disputes shall be settled at GURUGRAM only.
23. The scale of services during the period of Contract can, however, be increased or decreased at the discretion of the University.
24. The firm shall be responsible for the safe custody and security of all data related to the students/staff of university. **In case, at any time, it comes to the notice of the University that data has been leaked/manipulated,**



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

through its connivance or negligence, the action as deemed fit by the University will be taken which could be to the extent of forfeiture of whole payment and also the security deposited, blacklisting of the firm, prosecuting the firm even if it comes to the notice of the University after release of security / payment of the bill. The firm shall have to deposit amount of penalty as imposed by the University within a fortnight from the date of issue of the letter, failing which the Registrar, GURUGRAMUNIVERSITY, GURUGRAM shall have the right to recover the amount through the Court of Law and all expenses incurred on litigation by the University, shall be borne by the firm.

25. The firm shall supply the services as per following schedule:-

Implementation of Modules: within 60 days

26. In case, the services are not honoured within the prescribed time limit, the Registrar, GUG reserves the right to cancel the Supply Order and forfeit the entire amount of security, blacklist the firm and recover the difference of cost what so ever in getting the services and allot the work to any other party or may relax the time limit maximum upto 45 days in addition to above limit.
27. The services of the supplier will be accepted subject to the approval by the Review Committee constituted by the Vice-Chancellor.
28. No advance payment will be made to the firm, which are assigned, the Supply-cum-Work Order for "**Work order for Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram**". The bank draft / cheque of amount of each bill (6 monthly) shall only be handed over the firm after work progress report by committee constituted by Vice Chancellor.
29. The Completion Certificate is also required to be given by the firm.
30. Bidder will give demo / presentation before opening of the Financial Bids to qualify the bid.
31. Successful bidder must submit / execute an Agreement on non-judicial stamp papers duly attested by the 1st Class Magistrate with UNIVERSITY before taking up the job to follow up the Terms & Conditions of the Tender.
32. All disputes are to be settled within the jurisdiction of Courts at GURUGRAM.

Registrar



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

17. Payment Terms

- i) The professional fee quoted by the vendor shall be valid for the entire contract period. Payment will be made on half yearly basis on the recommendation of the committee constituted by Vice Chancellor.
- ii) Invoice should be raised in duplicate in favor of the Registrar, Gurugram University, Gurugram.
- iii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by the University.

18. Evaluation of Bids:

At First stage, those of the bidders who satisfy minimum criteria as specified in tender document, will be invited to give presentation. Thereafter, the bidder will be shortlisted on the basis of presentations and would be declared as technical qualified and only be considered for evaluation of Financial Bid.

- i) Financial proposals of only those firms which are declared technically qualified shall be opened publicly/in front of committee, on the date & time specified on Tender, in the presence of service provider's representatives who choose to attend.
- ii) The proposal with the lowest financial bid will be considered out of maximum three firms, table for award of work, subject to fulfillment of other terms and conditions.

If more than one bidder happen to quote same lowest price, Registrar of University reserves the right to decide the criteria and further process for awarding the contract, decision of Registrar of University shall be final for awarding the contract.

As the services relating to Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram involves special importance and sanctity, hence, before making allotment, the reputation, quality of services, technical expertise and capacity of firm shall be taken into account. Merely fulfilment of minimum eligibility and Rates alone will not be the deciding factor. Thereafter, the UNIVERSITY reserves the right to reject any / all the tender(s) without assigning any reason, and assign the work to any of the bidder / vendor.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

The rates for " **Developing, implementing and support of Enterprise Resources Planning (ERP) Solutions for Gurugram University, Gurugram** to be quoted for upto 50000 students per year inclusive of all taxes except GST as per government rules in the prescribed **Schedule of Specifications and Scope of Work as mentioned in the Tender Document.**

The number of students will be calculated on the basis of number of registered students in particular session (Data will be taken from RR/CRR data).

7. GST under Govt. Rules as applicable, shall be extra, if so quoted by the Supplier / Contractor in the Tender / Quotation subject to the certificate in the bill of costs as follows:-

"Certified that the Taxes charged in this bill is liable under govt. Rules"

Instructions to bidder on Electronic Tendering System

These conditions will over – rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e – procurement Portal:-

All the bidders intending to participate in the tender's process online are required to get registered on the centralized e – Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity on the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address Proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, digital Certificates can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.

2.3 The bidders may obtain Class –III digital signature certificate from any Certifying Authority or may obtain information and application



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

format and documents required for the issue of digital certificate from.

- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e- Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup or the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no- objection certificate/ power of attorney/lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The Digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management/ partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/ user on behalf of the firm/ company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Pre – requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. Or



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

downloaded from the home page of the website <https://etenders.hry.nic.in>. The link for downloading required java applet & DC set up are also available on the Home page of the e-tendering Portal.

4. **Online viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T. and the time schedule (Key Dates) for all the tenders floated through the single portal e-procurement system on the Home Page at <https://etenders.hry.nic.in>.

5. **Download of Tender Document:**

The tender document can be downloaded free of cost from the e-procurement portal <https://etenders.hry.nic.in>.

6. **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined in the online Notice Inviting Tenders.

7. **Online Payment of Tenders Document Fee, eService fee, EMD fees & Bid Preparation & Submission (PQQ /Technical & Commercial /Price Bid):**

i. **Online Payment of Tender Documents Fee + eService fee:**

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee Shall be made by bidders/Vendors online directly through Debit Cards & Internet Banking Accounts and the Payments gateway is an online interface between contractors and Debit Card / online payment authorization networks.

ii. **PREPARATION & SUBMISSION OF ONLINE APPLICATION/ BIDS:**

Detailed Tender documents may be downloaded from e-procurement website (<https://etenders.hry.nic.in>) and tender mandatorily be submitted online.

Scan copy of Document to be submitted/uploaded for Prequalification or Technical bid under online PQQ/Technical



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file format (in PDF / JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelop and original not to be submitted manually.

8. **ASSISTANCE TO THE BIDDERS:-**

In case of any query regarding process of e-tenders and for undertaking training purpose, the Intended bidder can also avail the following and can contact service provider as per below.

For queries on Tenders Haryana Portal, kindly contact

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

For any technical related queries please call at 24 x 7 Help Desk Number: 0120-4001 002, 0120-4001 005, 0120-6277 787

International Bidders are requested to prefix 91 as country code

A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

E Mail Support: Technical - support-eproc(at)nic(dot)in

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

A. Debit Card

B. Net Banking

C. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

I. Bidder selects Debit Card option in e-Procurement portal.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

- II. The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- III. Bidder clicks on "Continue" button
- IV. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- V. Bidder enters card credentials and confirms payment
- VI. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- VII. The page is automatically routed back to e-Procurement portal
- VIII. The status of the payment is displayed as "successful" in e-Procurement portal. The Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- IX. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

b) Net Banking

The procedure for paying through Net Banking will be as follows.

- I. Bidder selects Net Banking option in e-Procurement portal.
- II. The e-Procurement portal displays the amount to be paid by bidder.
- III. Bidder clicks on "Continue" button
- IV. The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- V. Bidder chooses his / her Bank
- VI. The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank
- VII. Bidder enters his account credentials and confirms payment
- VIII. The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- IX. The page is automatically routed back to e-Procurement portal
- X. The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

B) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable-the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- II. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS•NEFT payment.
- III. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- IV. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- V. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in
- VI. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

ANNEXURE-A

Undertaking

I / We the following partners of M/s _____, do here by jointly and severally verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;

2. That the firm, or partners has not been blacklisted/debarred or cautioned by any university/Govt./autonomous body/organisation during the last five years, (if debarred, give details);

Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm _____

Date

Attested:

(Public Notary / Executive Magistrate)



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

ANNEXURE-B

Undertaking

I / We the following partners of M/s _____, do here by jointly and severally verify and declare –

1. That the Bidder or his nominee has attended the meeting at university on and understood the requirements of University.

Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm _____

Date

Attested:

(Public Notary / Executive Magistrate)



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

Annexure C INTEGRITY PACT

This INTEGRITY PACT is made and executed at.....on this day of.....20....

BY AND BETWEEN

Registrar (insert name & designation of the officer) of Gurugram University Gurugram. (hereinafter referred to as “The Buyer” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

AND

M/s A company incorporated under the Companies Act,.....through its representative/authorized signatory (insert name & designation of the officer) vide resolution dated passed by the Board of Directors, having its office at.....(hereinafter referred to as “The Bidder/Contractor which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

PREAMBLE

The Buyer intends to award under laid down organizational procedures, contract/s for The Buyer values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Buyer will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Buyer

- (1.) The Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the Buyer, personally or through family members, will in connection with tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Buyer will during the tender process treat all Bidder(s) with equity and reason. The Buyer will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential /additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Buyer will exclude from the process all known prejudiced persons.
- (2.) If the Buyer obtains information on the conduct of any of its employees which



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: general@gurugramuniversity.ac.in

is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Buyer will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/Contractor(s)

(1.) The Bidder(s)/Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

- a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to the others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign Buyer, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/ representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at (page no. 6).
- e. The Bidder(s) / Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intend to make to agents, brokers or any other intermediaries in the connection with the award of the contract.
- f. Bidder(s) /Contractor(s) who have signed the integrity pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2.) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or to be an accessory to such offences.

End of Tender Document