TENDER NOTICE

INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD invites Proposal for **Acquisition & Hiring Consultants for the Implementation of Campus Management System (CMS)** in IIU.

2.   Reputed IT Services Organizations may submit their Technical and Financial Proposal (under separated sealed covers) in accordance with instructions of tender documents. Interested parties must be registered with Income Tax and Sales Tax Departments and should be on active tax payer list of Federal Board of Revenue (FBR).

Bidding documents, containing detailed terms and conditions, etc. are available at Room No. 213, 2nd Floor, Administration Block, Sector H-10, New Campus International Islamic University, Islamabad. Bidding documents can also be downloaded from www.iiu.edu.pk and www.ppra.org.pk. Price of the bidding documents is **Rs. 1,000/-** *(Non-refundable)* in shape of Call Deposit/Bank Draft in favour of IIUI

3.   The bids, prepared in accordance with the instructions in the bidding documents, must reach on or before **08-08-2017 up-till 10:30 a.m** at the following address:

Additional Director (P&S)
Room No. 109, 1st Floor, Administration Block,
Sector H-10, New Campus
International Islamic University, Islamabad.

4.   Bids will be opened on the same day i.e **08-08-2017 at 11:00 a.m** in the presence of the bidders/their representatives who may like to attend the opening ceremony.

5.   International Islamic University Islamabad reserves the right to accept or reject any/all bid(s) in terms of Section-33 of Public Procurement Rules 2004.

Muhammad Jamil, Addl. Director (P&S)
Purchase & Store Section
Ph: 051-9019261

Request for Proposal for
Acquisition&Hiring Consultants for the Implementation of
Campus Management System (CMS)

Prepared by: IT Centre

Information Technology Centre

International Islamic University Islamabad

Contents

1.1   Fact Sheet

Clause Reference	Topic
Bid Selection Method	The method of selection is: Quality cum Cost Based Selection (QCBS) RFP can be collected from the following address on or before **07August, 2017, 2:00 PM**: The Additional Director (P&S) Room No. 109 1st Floor, Admin Block International Islamic University New Campus, Sector H-10, Islamabad Telephone No: +92 51 9019 261 By paying the document Fee of Rs.1000/-by Demand Draft in favor of International Islamic University, Islamabad from any of the scheduled commercial bank OR Downloaded from www.iiu.edu.pk/ However in this case, the bidders are required to submit the tender cost in the form of a demand draft (details mentioned in above para) along with the Proposal.
Bid Security	Earnest Money Deposit of Rupees 10,000/-(refundable) by Demand Draft / Pay order in favor of International Islamic University, Islamabad
Deliverables	Procurement is for CMS implementation services linked to DELIVERABLE
Phases	The assignment is in phases
Contact person	For queries/ clarifications, if any please contact Additional Director IT addl.dirit@iiu.edu.pk
Language	Proposals should be submitted in English language
Estimated Time	The estimated number of professional staff-months required for the Assignment is: **18 months** (72 weeks)
Taxes	As applicable according to the prevailed rules of FBR
Proposal Validity	Proposals must remain valid for 90 days after the submission date
Bidders must submit	An original and two additional copies of technical and financial proposalalong with one DVD/USB
Proposal Submission Address	The proposal submission address is: The Additional Director (P&S) Room No. 109 1st Floor, Admin Block International Islamic University New Campus, Sector H-10, Islamabad
Submission date and time	Both Technical proposal & Financial bid must be submitted in two different sealed envelopes on or before**08August 2017 at 10:30 AM**

1.2 BackgroundInformation

The International Islamic University Islamabad desires to have on premise Campus Management System (CMS) Solution to support the academic processes for the existing and perspective students for both male and female campuses.The proposed Campus Management System (CMS) will be acquired and implemented according to the requirement of International Islamic University, Islamabad, for the faculties, departments, examination, academic wing and associated units. It will include the Management Information System of student life cycle from registration to degree completion. The main idea behind the acquisition and implementation of this software is to automate the manual system in order to reduce the workload on the administration and save precious time of the students as well as to give bird's eye view picture for management.

The system is desired to be flexible and scalable for any additional requirements that might arrive in the future.

1.2.1 Basic Information

a) International Islamic University Islamabad invites responses to this Request for Proposals (RFP) from IT services organization (IT Systems Integration/technology consulting firms/IT solutions providers and Implementation companies) for supplying & implementing on premise base CMS as described in this RFP.

b) Any contract that may result from this public procurement competition will be issued for a term of 18 months.

c) The University reserves the right to extend the Term for a period of up to one year on the same terms and conditions.

d) Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

1.2.2 Project Background

The proposed solution should have the following features besides other additional features that may be proposed:

- The design should be based on proven industry best practices.
- The solution should be designed web based for all employees and students of the university. Additional security features and application hardening must be applied.
- The solution should be technologically simple but robust. Data backup, recovery and

restoration should be developed in line with the best practices.

- The proposed CMS should have at least 10 years of a successful history with details of version improvement. Documentary proof is required to attached with the proposal.
- The solution should be designed to be flexible, scalable and maintainable and should be able to serve as a platform/framework for future application developments and deployments.

1.2.3 Key Information

The prime objective of the project is to put in place a Campus Management System for supporting the Academic processes for all the students of the university.

All the challenges involved with managing the admission, student profile, Semester Joining, Course Registration, Attendance, Fee Management, Examination Management, Hostel Management, Degree & Transcript Management, Convocation Management, Alumni, transport management and other Student's related issues to be addressed with the CMS.

Information Technology Centre is the nodal agency for implementation and all the University Directorates, Faculties and other related Institutions along with the employees are stakeholders for this programme.

All the University Directorates and faculties would share the details of the student database and other information required during the development of the CMS to the consulting agency selected for this assignment.

No office space would be provided to the selected bidder.

1.3   Instructions to the Bidders:

1.3.1 General

While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the consultancy and implementation support required.

a) All information supplied by the Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the University on the basis of this RFP.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the University. The University, may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the University.

1.3.2 Compliant Proposals/Completeness of Response

Bidders are advised to study all instructions, project background, forms, requirements, appendices and other information in the RFP document carefully. Submission of the bid/proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

Failure to comply with the requirements of this document may render the Proposal non-compliant and the Proposal may be rejected. No offer of a firm/authorized agent will be considered if:-

- Received technical and financial bids in single envelope
- Received without or deficient of security bid/earnest money and required documents/information
- Received later than the date and time fixed for tender submission
- The tender is unsigned/ unstamped
- The offer is ambiguous and conditional
- Offer is made by the unauthorized agent of the firm/company.
- The offer is from a firm which is black listed, by any Govt. Office.

Bidders must:

- Comply with all requirements as set out within this RFP.
- Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP.
- Include all supporting documentations specified in this RFP.

1.3.2.1 Pre-bid Queries

a. The Bidders will have to ensure that their queries on the RFP should reach to

The Additional Director IT
Room 233, Admin Block
International Islamic University
Sector H-10, Islamabad

By postor email (addl.dirit@iiu.edu.pk) on or before **07August 2017**.

b. The queries should necessarily be submitted in the following format:

S.No.	RFP Document Reference(s)	Content of RFP Requiring	Points of Clarification
1.			
2.			
3.			
4.			
5.			
N			

The Information Technology Centre shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications, after the indicated date and time, may not be entertained by the Nodal Agency.

1.3.2.2   Responses to Pre-Bid Queries and Issue of Corrigendum

The Nodal Officer notified by the University will endeavor to provide timely response to all queries. However, the University makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor undertakes to answer all the queries that have been posed by the bidders.

At any time prior to the last date for receipt of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

The Corrigendum (if any) & clarifications to the queries from all the bidders will be posted on the www.iiu.edu.pkand emailed to all participants.

Any such corrigendum shall be deemed to be incorporated into this RFP.

In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the University may, at its discretion, extend the last date for the receipt of Proposals.

1.3.3   Key Requirements of the Bid

1.3.3.1   Right to Terminate the Process

a. The University may terminate the RFP process at any time and without assigning any reason. The University makes no commitments, express or implied that this process will result in a business transaction with anyone.

b. This RFP does not constitute an offer by the University. The Bidder's participation in this process may result in the University selecting the Bidder to engage towards execution of the contract.

1.3.3.2 RFP Document Fees

a. This RFP document can be purchased at the address & dates provided in the Fact Sheet by submitting an on non-refundable bank demand draft of Rupees One Thousand, drawn in favor of Director Finance, International Islamic University, Islamabad at HBL, IIUI Branch, H-10, Islamabad from any scheduled commercial banks.

b. The bidder may also download the RFP documents from the website www.iiu.edu.pk. In such case, the demand draft of RFP Document Fees should be submitted along with Proposal. Proposals received without or with inadequate RFP Document Fees shall be rejected.

1.3.3.3 Earnest Money Deposit (EMD)

a. The Bidders shall submit, along with their Bids, EMD of Rupees 10,000/- only, in the form of a Demand Draft issued by any nationalized bank in favor of Director Finance, International Islamic University, Islamabad, payable at HBL, IIUI Branch, H-10, Islamabad, and should be valid for six months from the due date of the tender/ RFP.

b. EMD of all unsuccessful bidders would be refunded by the University within one month of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of the successful bidder would be retained.

c. The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.

d. The bid /proposal submitted without EMD, mentioned above, will be summarily rejected.

e. The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP.

1.3.3.4 Submission of Proposals

a. The Bidders should submit their responses as per the format given in this RFP in the following manner:

- Technical Proposal-(1 Original +4 Copies + 1 DVD/USB) in second envelope

- Financial Proposal - (1 Original) in third envelope

b. The Response to Technical Proposal and Financial Proposal (As mentioned in previous paragraph) should be covered in separate sealed envelopes super- scribing "Technical Proposal" and "Financial Proposal" respectively. Each copy of each bid should also be marked as "Original" OR "Copy" as the case may be.

c. Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Financial Proposal.

d. The two envelopes containing copies of Technical Proposal and Financial Proposal should be put in another single sealed envelope clearly marked "Response to RFP for Supplying &Implementation of CMS for the IIUI "

e. The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".

f. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.

g. The original proposal/ bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.

h. All pages of the bid, shall be initialed by the person or persons who sign the bid.

i. In case of any discrepancy observed by University in the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.

j. Bidder must ensure that the information furnished by him in respective DVD/USB is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by Information Technology Centre in the contents of the DVD/USB and original paper bid documents, the information furnished on original paper bid document will prevail over the softcopy.

1.3.3.5 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal. All pages of the bid must be signed and sealed by the person.

1.3.4 Preparation and submission of Proposal

1.3.4.1 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the University to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

The University will in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

1.3.4.2 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

1.3.4.3 Venue &Deadline for Submission of proposals

Proposals, in its complete form, in all respects, as specified in the RFP, must be submitted to the University at the address specified below:

The Additional Director (P&S)
Room No. 109 1st Floor, Admin Block
International Islamic University
Sector H-10, Islamabad

Last Date of Submission and Time: **08August 2017, 10:30AM**

1.3.4.4 Late Bids

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
The University shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.

The University reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

1.3.5 Deviations

The Bidder may provide deviation to the contents of the RFP document. It may be noted that once the deviations are provided, the bidder would not be allowed to withdraw the deviations

submitted.

1.3.6 Evaluation Process

The University will constitute a Bid Evaluation Committee to evaluate the responses of the bidders.

The Bid Evaluation Committee constituted by the University shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.

The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Bid Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
The Bid Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
Each of the responses shall be evaluated as per the criterions and requirements specified in this RFP.

1.3.6.1 Tender Opening

The Proposals submitted up to **10:30 AM,08August 2017** will be opened at **11:00 AM** on the day by the Bid Evaluation Committee in the presence of the Bidders or their representatives who may be present at the time of opening.

The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

1.3.6.2 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of the Tender.

1.3.6.3 Tender Evaluation

Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive, if the Proposals;

- Are not submitted in, as specified in the RFP document

- Received without the Letter of Authorization (Power of Attorney)

- Are found with suppression of details

- With incomplete information, subjective, conditional offers and partial offers submitted

- Submitted without the documents requested in the checklist

- Have non-compliance of any of the clauses stipulated in the RFP

- With lesser validity period

All responsive Bids will be considered for further processing as below:

The University will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

1.4 Criteria for Evaluation

The IIUI has defined a set of desired system attributes that are included in section 1.8 of this RFP. In addition, this section includes system functionality that is either operational and in use by the University or has been determined to be important in the new computing environment. The requirements in the section have been presented according to functionality.

1.4.1 Pre-Qualification Criteria

Sr.	Basic Requirements	Specific Requirements	Documents Required
1	Sales Turnover	Annual Sales Turnover of IT services organization related to IT Consulting and Implementation during each of the last five financial years (as per the last published Balance sheets), should be at least RS 50crores. This turn over should not comprise of sales revenues related to supply of hardware/IT infrastructure.	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
2	Technical Capability	IT services organization/ Prime Biddermust have successfully completed at least 5 university level CMS implementation	Completion Certificates from the client; OR Work/Purchase Order
3	Technical/Solution History &Experience	IT services organization/Prime Bidder must have successful history track recordof at least 10years of CMS development and version update	Complete history documentation&Version update details; OR Customer installed reference
4	Certifications	ISO 9001:2008, ISO27001, Certificate of Incorporation, latest Tax Certificates (Sales, Service etc.) Company PAN details, any other certificates of relevance.	Copy of the Certification
5	Consortiums	Bidder can be an individual organization or Consortium/Joint Venture	Letter of Association
6	ITR	As Noted Above	
7	MoA/ Incorporation Certificate		Copy of Memorandum of Association/ Incorporation Certificate
8	Power of Attorney	As directed	
9	Address Proof	As per records submitted and approved.	

1.4.2 Technical Qualification Criteria

Bidders who meet the pre-qualification/eligibility requirements would be considered as qualified to move to the next stage of Technical and Financial evaluations.

Technical Evaluation Criterion

Sr.	Criteria	Requirements	Max	Supporting Documents
	COMPANY PROFILE		**30**	
1	Average turnover from services related to IT services organization (i.e. Revenue should be on account of IT consulting/Implementation other than related to supply of hardware/IT infrastructure in last 5 years (Turnover in Rs. 50 crores)	Equal to more than Rs. 50 crores : 15 marks Between Rs. 40 crores & Rs.50 Crores: 10 marks Between Rs. 30 crores &Rs. 40 Crores: 5 marks Less than Rs. 30 crores : 1 Marks	15	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
2	Full-time professional staff Engaged in software development and implementation (Number of Staff)	Equal to more than 50: 10 marks Between 35&45 : 7 marks Between 15&35: 5 marks Less than 15 : 1 marks	10	A self certification from authorized signatory
3	Geographical Presence of the System Integration/Consortium/Joint venture/Consulting organization	Full marks for having an office in Islamabad or in Rawalpindi	5	A self certification from authorized signatory or an undertaking to set up office
	RELEVANT PAST EXPERIENCE		**30**	
4	Experience relevant from IT services organization to this engagement as listed below to be demonstrated in a maximum of 5 engagements that have either been completed or an Ongoing project where a similar deliverable or milestone has been successfully achieved. The work order should have been issued within the last 5 years, as on June 2017.	Equal to or more than 5CMS projects : 30 marks 4 Projects : 20 marks 3 Projects : 15 marks 2 Projects : 10 marks Less than 1 projects : 1 Marks	30	Completion Certificates from the client; OR Work/Purchase Order + Self Certificate of Completion (Certified by the Statutory Auditor)
	APPROACH & METHODOLOGY		**30**	
5	Approach and Methodology to Perform the work in this assignment: 1) Understanding of the objectives of the assignment: The extent to which the consultant's approach and work plan respond to the objectives indicated in the RFP 2) Completeness and Responsiveness: The extent to Which the proposal responds exhaustively to all the requirements of all the Scope of Work	Describe methodology and complete flow of implementation plan by module/by man days to be submitted for evaluation. Required third party software/packages licenses and detail hardware sizing requirement against 30,000 students for CMS deployment. Details of implementation plan by module/by man days – 10 marks Partially filled implementation plan – 5 marks Without implementation plan of assignment – 0marks	10	Completion of approach and methodology to be submitted in detail

6	Demonstration of understanding of the Directorate's Requirements	Assessment to be based On : 10marks – Learnings – Challenges likely to be encountered – Mitigation proposed Client references If there is no understanding/assessment submitted : 0 marks	10	Must to provide the assessment with the proposal
7	Project work break down Structure	Assessment to be based on: 10marks – Overall Timelines – Resource assignments (relevance to the task assigned) – Dependencies If there is no understanding/assessment submitted : 0 marks	10	It is important provide project work break down.
	RESOURCE PROFILE		**10**	
8	Resume of all consultants proposed for the assignment	Marks to be awarded on the basis of the relevant experience of the proposed staff. At a consultant level (3-6 years of consulting experience) staff: Full marks, if the staff has experience in 5 or more assignments of similar nature. At a Manager level (5-12 years of consulting experience) staff: Full marks,if the staff has experience in 6 or more assignments of similar nature.	10	CVs

Bidders, whose bids are responsive, based on minimum qualification criteria as in Pre-Qualification Criteria and score at least 70 marks from the technical evaluation criteria would be considered technically qualified.

1.4.3 Financial Bid Evaluation

Financial scores must be awarded as follows:
- The lowest priced proposal is given a financial score of 100
- All other proposal are given a financial score proportionate to this, using the formula
  - $Sf = 100 \times Fm/F$, in which

Sf denotes the financial score of the proposal under consideration.

Fm is the price of the lowest price proposal.

F denotes the price of the proposal under consideration.

1.4.4 Combined and Final Evaluation

The technical and financial scores secured by each bidder will be added using weightage of 60% and

40% respectively to compute a Composite Bid Score.

The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:- $Bn = 0.60 * Tn + 0.40 * Fn$

> Where
> Bn = overall score of Bidder
> Tn = Technical score of the bidder (out of maximum of 100 marks)
> Fn = Normalized financial score of the bidder

In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

1.5   Appointment of IT services organization

1.5.1   Award Criteria

The University will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

1.5.2   Right to Accept Any Proposal and To Reject Any or All Proposal(s)

The University reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds for action of the University.

1.5.3   Notification of Award

Prior to the expiration of the validity period, the University will notify the successful bidder in writing or by fax or email, that it's proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, the University may like to request the bidders to extend the validity period of the bid.The notification of award will constitute the formation of the contract.

1.5.4   Signing of Contract

University shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between the University and the successful bidder.

1.5.5   Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event the University may award the contract to the next best value bidder or call for new proposals from the interested bidders.

1.6   Fraud and Corrupt Practices

The Applicants/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the University shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the University shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the University for, inter alia, time, cost and effort of the University, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.

Without prejudice to the rights of the University under Clause above and the rights and remedies which the University may have under the LOI or the Agreement, if a bidder, as the case may be, is found by the University to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Bidders shall not be eligible to participate in any tender or RFP issued by the University during a period of 18 months from the date such Applicant or Prime Bidder, as the case may be, is found by the University to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the University who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the University, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the University relation to any matter concerning the Project;

"fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

"coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;

"undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the University with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and"restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

1.7 Scope of Work

In this Section, indicative Scope of work is detailed out as follows:

Design and Development

- Solution Design
- Business Process Reengineering (BPR)
- Change and Capacity Building
- Implementation Planning
- Functional Requirement

Implementation

- User Acceptance
- Benefit Realization
- Knowledge Transfer
- Certification

Post Implementation

- SLA Monitoring
- Contract Management
- Knowledge and Exit Management
- Impact Assessment

The following details the basic features of CMS based on industry practices. These maybe factored in the initial design and related artifacts. The International Islamic University, Islamabad may also proposefeatures it deems necessary.

1.8 Functional Requirements

1.8.1 Campuses and Faculties

The proposed CMS should maintain campuses and their related faculties in respect of the following information:-

- Each Campus Name, Address, Communication information, Higher Management Profile etc.
- Each Campus Faculties and their Departments with respect to male and female.
- Each Faculty maintains their bank accounts for fee collection.
- Each Department maintains their Academic Programs.

- Each Academic Program maintains maximum credits hours, degree duration etc.

- Each Academic Programs maintains their batches.

- Each Batch maintains the following information:-

  o Batch Code and Name.

  o Maximum Credit Hours to Pass.

  o Number of Core Credit Hours to Pass.

  o Number of Major/Minor Credit Hours.

  o Date of Admission.

  o Registration Number Template if any.

  o Passing Marks of a Course.

  o Batch Timings (Morning or Evening etc).

  o Number of Probations.

  o Probation starts CGPA and ends CGPA.

  o Any Specialization is offered.

  o Any Thesis/Project is offered.

1.8.2 Online Admission Manager

The Online Admission System (OAS) has to integrate with Student Enrollment Manager Module. The OAS has the following features:-

- Online Application Submission
  o Applicant Signup
  o Applicant Profile
  o Application Submission
  o Application by Admin user
- Application Verification
  o Application Approval/Rejection
- Offered Program Management
  o Offered programs
  o Eligibility criteria
- User Management
  o Role based access
- Fee Verification
  o Bulk verification
  o Single verification
- Applicant Search
- Application Modification
- Merit Generation

- o Bulk import test marks
- o Bulk import interview marks
- o Program based merit formula
- Printing of following documents in PDF
  - o Application
  - o Challan Form
  - o Roll no slip
- Reports Generation
  - o Campus wise
  - o Gender wise
  - o Nationality wise
  - o Program wise
  - o Department wise
  - o Faculty wise
  - o Summary
- Executive Dashboard
- Excel base data Import &Export

1.8.3 User Manager

The proposed CMS should manage the users according to following parameters.

- User complete profile
- Multi role base access like Edit, Entry, View, Entry & View, Edit & View and all.
- Access can be controlled by campus, faculty, department, section and unit wise etc.
- User must change his password after first login.
- Global Account to access others systems like HR, Koha Library System, Finance etc.
- User logging along with their activities with time stamp

1.8.4 Student Enrollment Manager

The Student Enrollment Manager (SEM) is to enroll the newly admitted students. The SEM should maintain the following information:-

- Fetch Student basic information from OAS and Complete the Profile

- Foreign Students Profile

- Student Educational Information

- Assign a unique Registration Number to student

- Assign Faculty, Department, Academic Program, Batch to Student

- Assign a unique Student ID for admitted academic program.

- Student ID Card Printing.

- Create Student User Account for login

- Facility to upload documents for a specific student
- Maintain Student Status (Active, Degree Completed, Admission Cancelled then student cannot be got admission in any academic program, etc.)
- Printing Options for the following Reports:-
  - Admitted Male/Female Students List with respect to Campus, Faculty, Department, Academic Program and Batch wise
  - Admitted Students Notification Batch wise for concerned Faculty
  - On Roll Student List
  - And Many More

1.8.5   Academic Calendar

The proposed CMS should maintain the Academic Calendar that has the following features:-

- Semester Creation with Semester Start Date, End Date and Probation Yes/No
- Course Joining Start and End Date
- Course Add/Drop Dead Line Date
- Examination Date Sheet
- Mid Term Exam Start and End Date
- Terminal Exam Start and End Date
- Result Submission Dead Line Date
- Result Declaration Date
- Convocation Dates

1.8.6   Curriculum Manager

The Curriculum Manager of proposed CMS should have the following features:-

- Add Department wise Course Code and Name with number of credit hours and Course Type (Regular, Non-Credit, University Requirement etc.)
- Configure Batch Scheme of Study with Course Code, Course Credit Hour, Passing Marks, Course Type (Regular, Non-Credit, University Requirement), Optional or Core Course
- Add Semester Offered Courses with teacher name for specific batch so that student of the batch can register their courses accordingly
- Reports

1.8.7   Semester Joining and Course Registration Manager

The Proposed CMS's SJCR manager should have following features: -

- Students can submit their SJCR according to courses offered for a particular semester through their Web Portal
- Faculty can submit bulk SJCR to their student if required or perform other related operations for students through their Web Portal
- Automation Centre can edit the SJCR of different faculties after expiry date of SJCR through their Web Portal
- Student SJCR cannot be submitted, if degree duration has expired, if there is semester gap, Course is already passed, if student status are Prevent, Ceased, Admission Cancelled, etc.
- Student can submit SJCR if some identical courses offered in other faculties and department.
- SJCR manager maintain record entered by, entry date & time , updated by, update date & time
- Reports
- SJCR should be confirmed on the basis of payment of fee for that specific semester.

1.8.8   Deferment Readmission Transfer Exemption Management

The proposed CMS should have the ability to perform the following operations:-

- Maintains the students fixed number of deferment he avails during his academic program.
- Maintain the students readmission case if he avails on cease or any other reason.
- Maintain the students transfer cases from one academic to another or from one faculty to another.
- Maintain the students exemptions in courses if he avail readmission or in any other situation

1.8.9   Student Financial Manager

The proposed CMS' Student Financial Manager has the following features:-

- Maintain each faculty bank and bank accounts for fee collections of different fee heads
- Maintain different fee types for fee challan like semester fee, refundable security, examination fee etc.
- Fee Codes like Tuition fee, registration fee, transport fee etc.
- Fee charge types like per credit hour, per subject, per semester etc.
- Program Scheme of Fee Structure that was declared on different years

- Assign each batch to his scheme of fee structure

- Generate Semester Fee Challan for continuous, new admitted and distance learning students for a batch according to their registered courses with respect of related scheme of fee structure

- Generate semester block fee challan for a batch

- Modify generated fee challan if required

- Maintain different concession fee like Need Base, Merit Scholarship, Baitulmaal etc.

- Installment on different fee.

- Reports like Defaulter lists and etc

1.8.10 Student Examination Manager

This is most important module that is used to feed and edit the student examination results. It should be more secure. The proposed CMS's Student Examination Manager (SEM) should have the following features:-

- Implementation of Prevention List (Due to short attendance or non-payment of fee and so on)
- Generate Roll Number Slip for students according to their registered courses
- Teacher can submit student exam marks within fixed time and submit award list to examination center.
- Automation Centre can edit and verify exam marks
- Examination Centre declare result within specified time
- SEM manager maintain history of users who entered and updated the exam marks with date and time or any alteration after entry of marks

- Locked the declared results

- Publish results for access to students via portal.

- Reports like Result Intimation, Class Result, Result pending status etc.

1.8.11 Hostel Management System

The system is used by the Provost and supports activities that assist student for seat allotment process specific to all applicants. Some of key features are given below:-

- Maintains the male/female Hostel and Room description with type, capacity and detail of other item in a room.
- Online Application System for seat allotment
- Manages the seat allocation and maintains the seat status whether it is occupied or vacant.
- Manages the Re-allocation of seat to student with semester wise and also maintains attachment detail of the same.
- Maintains the details of fee paid by the students.
- Manages the student clearance with respect to vacant date and submission of other related item of the room

- Maintains the information of visitors with respect of student and room
- Student can enter only through RFID card system
- Provides all related reports of hostel to hostel officials such as occupied and vacant seats list Hostel wise etc.

1.8.12   Attendance and Timetable Manager

- System should record the attendance detail of every student.
- Prevention list should be based on the attendance list.
- System should auto generate a time table based on courses offered and the rooms available.

1.8.13   Degree Manager

The Degree Manager (DM) holds are related information to issue Result Intimation, Transcript, Provisional Certificate and Degree. Some important features of DM are as follows:-

- Maintain students Hifz Test records
- Maintain Transcript, Provisional Certificate, Degree and Distinction Certificate stock records
- Maintain issued Transcript, Provisional Certificate, Degree and Distinction Certificate along their numbers records of a student
- Maintain student application status for issuance of required certificate or degree
- Linked with Financial manager for outstanding dues

1.8.14   Convocation Manager

The Convocation Manager (CM) manages all the processes of convocation and its some key features are given below:-

- Convocation complete information like convocation number, event date, chief guest, location etc.
- Student Registration
- Gown & Cap issuance and Receipt Record to Students
- Student Guest Registration
- Student Convocation Fee Deposit Record
- Student and Guest Invitation Card
- Reports like Graduate List, Distinction List, and Gold Medal List etc.

1.8.15   Transport Management System

Efficient Transport Management System (TMS) is the main objective of the university to drive efficiency and productivity in all transportation processes – so we can focus time and resources on the objectives that define the success of transport department. Some of key features of TMS are given below that should be in proposed CMS:-

- Manger, Drivers, Conductors, workshop employees and other staff complete profile that can be obtained with integration of HR system
- Assignment of duty and rotation of drivers according to work load with responsibility
- Complete track of drivers/conductors holidays/leaves and their replacements
- Auto calculation of over time duty by both drivers/conductors
- Total history regarding misconducts of drivers/conductors & action against them
- Complete history of installed spare parts on vehicles
- Stock management for spare parts on Workshop
- Complete fuel, service/washing history of vehicles
- Record of vehicles if repaired outside the university workshop
- Complete record of different faculty tours in order to comply with university rules
- Monthly or quarterly feedback from passengers according to the will of university in orderto improve services
- Comprehensive information of vehicles distribution for students and staff
- History of outsourced vehicles and their expense
- Comprehensive detailed Record of staff cars
- Student RDIF Card to protect illegal boarding into the different route buses
- Complete detail of routes
- Complete reporting for administrator and senior management; i.e. about vehicles, drivers, maintenance, ware house management, fueling etc

1.8.16   Research& FYP Manager

- Management of students enrolled for final year projects and thesis
- Proposal and thesis approval management along with supervisor, co supervisor and examiner
- Record of FYP, Thesis, research project and publications by faculty members
- Feedback tracking for proposal/thesis,presentation and reports
- Record and archival of proposal and thesis for BS and MS/Phd students
- Central repository for storing project related material
- Schedule management for proposal, presentation and final reports
- Grading mechanism for completed projects and thesis
- Online repository of Abstracts and thesis reports of completed projects/thesis
- Record of Supervisor, Co-supervisor, Examiner and External Examiner

- Record of Proposal/Thesis defense with respect to GRC and BASAR
- Degree extension management with respect to thesis proposal
- Storage of approved thesis in central repository for easy access to other researchers
- Record o extensions availed during research
- Payment record of both local & external examiners
- Alerts and reporting for enrolled students and users

1.8.17   Feedback Manager

- System should allow students to leave feedback for courses through their account.
- Option to specify time for collecting feedback.
- Graphical and CSV reports of the collected feedback with the export capability.
- Status reports for pending and completed feedback.
- Role based access to view reports (Teacher, Chairman, Dean and QEC).

1.8.18   Alumni Manager

Alumni Manager maintains the records of all past students who currently doing job or business. The proposed CMS Alumni manager should have the following some key features.

- Registration
- Detail of Passed out Academic Programs
- Current Status of Job/Business
- Communication Media
- Alumni Event History
- Alumni Contributions
- Reports

1.8.19   Integration with Moodle

Moodle is anopen source LearningManagement System helping teachers and trainers create and deliver effective online learning environments. Proposed CMS should have capacity to integrate with Moodle through CMS.

Student will be able to view the attendance of any of the course they have registered. The parents can also view the attendance, quiz, assignment final marks of their ward. This feature has been added as 80% attendance is mandatory for appearing in the final examination. The students can also view the complete list of topics covered in a particular lecture.

Following are the Features available at student/parent Manager:

- Class Proceeding

- Quiz/Assignment/ Sectional /Final Marks

- Change Password

- Student Feedback (available only to the student)

- Login History

Faculty manager will be provided to the faculty members conducting the courses. The Faculty Members can view the academic activities pertaining to their own class only. This includes:

- To view the daily attendance of the students in the class
- The On Course of previous class lectures
- The marks students obtain in different Quizzes, Assignment, Sectional Test and Final Examination.
- The Faculty Member can also view the attendance or the academic achievement of a particular student.

Following are the Features available at Faculty Manager:

- Attendance, lectures entry, Quiz, Assignment sectional and Final Marks Entry Sheet
- Quiz / Assignment / Mid-Term / Final Marks Entry
- View Attendance, lectures entry, Quiz, Assignment, Mid-Term and Final Marks
- Award list
- Login History Menu
- Change Password Menu

1.8.20   Integration with Koha Library System

Koha is open source fully featured, scalable library management system used worldwide by public sector universities, colleges and schools for managing their library resources efficiently. Koha is also deployed in the University so the students that are enrolled in CMS can automatically enrolled in Koha to borrow the books as well as use the other resources of library through Koha. Besides the RFID student card can also allow the students to enter the building of library.

1.8.21   Integration with Financial System& Payroll

Every software of any organization in some extent must interact with Financial System such as HR, Inventory, Library management system etc. So Proposed CMS will also interact with Financial System when students fee are generated or when student fee are receipt and so on. So CMS will automatically filled out the Financial System vouchers with respect to registration wise or fee head wise like tuition fee, admission fee, transport fee, examination fee etc.

1.8.22   Integration with HR System

HR System maintains the employee's data so teacher information is also needed in CMS particularly for course allocation. Therefore Proposed CMS should also has the ability to interact with HR System.

1.8.23   Business Intelligent (BI) System

The Proposed CMS should have comprehensive management information & business intelligence systems whose aim to support better business decision-making. These systems provide historical, current, predictive views and integrated and separated dashboard of all academic operations/modules includes reporting, online analytical processing, analytics, and predictive analytics.

1.8.24   Student Application Tracking System

The Proposed CMS should have the feature to maintain the student applications whether it has been received, and whether a decision has been made on his application. So students can check online the status of their applications.

1.8.25   Outcome Based Education

The proposed CMS should be Outcome Based Education system in which the following should be considered carefully:

- Provision to create online syllabus, course materials and lesson plans.
- Mapping of syllabus and lesson plan with the outcome.
- Provision to create online assignments, quizzes and exams along with outcome based grading.
- Reports to monitor the skill development of students and their involvement in class room.
- Reports to monitor teaching performance.

1.8.26   Training, Manuals and existing Data migration

Technical Staff training (separate session for each module) of CMS to IIUI designated officials to run the CMS. Vendor shall deliver a detailed user's manual to university.Vendor shall also responsible to migrate all kind of our existing student and academic/CMS related data.

1.8.27   Non Functional Requirements

NFR	Description
Availability	CMS should be available for internal users on a 24x7x365 basis with minimal down time barring the data backup and regular maintenance windows. Additionally, availability of CMS would be impacted by the following occurrences: • Hardware/ firmware upgrade for the servers • Operating system patches • Application upgrades
Disaster Recovery	CMS should support disaster recovery and follow by the ITCentre/University/HECData Center disaster recovery procedures.

1.8.28   Guiding Principles

- The solution should be portable to major operating systems
- The solution should meet all the functional and non-functional requirements
- The solution should allow for quick and easy deployment
- The solution should be easy to administer and manage
- The solution should provide a base framework for future releases and related applications
- The solution should have stunning user interface and UX

1.9   Deliverables & Timelines

Sr.	Phase	Milestone	Timelines (in weeks)
1	Phase I	• Submission of Project Management Plan • Campuses and Faculty Management • Online Admission Manager	12
2	Phase II	• User Manager • Student Enrollment Manager • Communication Media • Academic Calendar • Curriculum Management	12
3	Phase III	• Semester Joining & Course Registration Manager • Deferment, Readmission, Transfer and Exemption Management • Student Financial Manager • Student Examination Manager	12
4	Phase IV	• Hostel Management System • Degree Manager • Convocation Manager • Transport Management System	12
5	Phase V	• Research Manager & Feedback Manager • Alumni Manager	12

		• Integration with Moodle • Integration with Koha Library Management System	
6	**Phase VI**	• Integration with Financial System • Integration with HR System • Business Intelligent System • Student Application Tracking System • Outcome Base Education	12

1.10 Payment Schedule(Implementation Services)

Sr.	Phase	Billable Fee (as %age of Contract Value)
1	Phase I	10%
2	Phase II	10%
3	Phase III	20%
4	Phase IV	20%
5	Phase V	10%
6	Phase VI	10%

Payment Terms & Conditions

a) The taxes as applicable would be deducted at source as per prevailing rates of FBR.
b) Application cost for CMS will be paid upon delivery
c) Implementation services will be paid as per above table.

1.11 Support to be provided by Information Technology Centre

The Directorate will provide the following support, post the award of the contract to the successful bidder:
1. Provide understanding of As-is processes
2. Provide the information on current IT infrastructure already available
3. The aspirations / expectation of the system which is planned to be customized

1.12 Change Request

The following would constitute a Change request
a) Any work which has not been specifically mentioned in the scope of work
b) Any changes in the deliverables post approval by the client
c) Bid Process Management in case of re-tendering is to be done for reasons for which the consultants are not responsible
d) Any delay in the project timelines beyond the calendar time mentioned in the tender document for which Bidder is not directly responsible

1.13 Appendix I: Pre-Qualification & Technical Bid Templates

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification / Technical Evaluation Criteria.

Pre-Qualification Bid & Technical Proposal shall comprise of following forms:

Forms to be used in Pre-Qualification Proposal
1. Form 1: Compliance Sheet for Pre-qualification Proposal
2. Form 2: Particulars of the Bidders
3. Forms to be used in Technical Proposal
4. Form 3: Compliance Sheet for Technical Proposal
5. Form 4: Letter of Proposal
6. Form 5: Proposed Approach & Methodology
7. Form6: Proposed Work Schedule & Project Plan
8. Form 7: Deviations
9. Form 8: Team Composition
10. Form 9: Curriculum Vitae (CV) of Key Personnel

The above documents should be compiled in chronological order with Reference/ Page No.

Form 1: Compliance Sheet for Pre-qualification Proposal

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be the part of the Pre-Qualification proposal)

Sr.	Basic Requirement	Required	Provided	Reference & Page
1.	Document Fee	Demand Draft	Yes / No	
2	Power of Attorney	Copy of Power of Attorney	Yes / No	
3	Earnest Money	Demand Draft	Yes / No	
4	Sales Turnover in IT Consulting	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory Auditor	Yes / No	
5	Technical Capability	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client	Yes / No	
6	Consortiums	Letter of Association	Confirmation that the bidder is bidding as a single entity	
7	Legal Entity	Copy of Certificate of Incorporation; and Copy of Income and Sales Tax Registration Certificate	Yes / No	
8	MoA	Copy of MoA	Yes / No	
9	Manpower Strength	Self-certification letter	Yes / No	
10	Blacklisting	A self-certified letter	Yes / No	

Form 2: Particulars of the Bidders

Sr.	Information Sought	Details to be Furnished
A	Name and address of the biddingCompany/Consortium/Joint Venture	
B	Incorporation status of the firm/Prime bidder(public limited / private limitedetc.)	
C	Year of Establishment	
D	Date of registration	
E	Name, Address, email, Phone nos.and Mobile Number of ContactPerson	
F	Details of company registration	

G	Details of registration with appropriate authorities for service Tax	

Form 3: Compliance Sheet for Technical Proposal

The Technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical Proposal

Sr.	Specific Requirements	Documents Required	Compliance	Reference & Page Number
1.	Covering Letter for Technical Proposal	As per Form 4		
2.	Average turnover from services related to IT services organization (i.e. Revenue should be on account of IT consulting/Implementation other than related to supply of hardware/IT infrastructure and their associated maintenance services, packaged software etc. in last 5 years (Turnover in Rs 50 crores)	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
3.	Full-time professional staff engaged in consulting and implementing services (Number of Staff)	A self certification from authorized signatory	Yes / No	
4.	Experience relevant from IT services organization to this engagement as listed below to be demonstrated in a maximum of 5 engagements that have either been completed or an Ongoing project where a similar deliverable or milestone has been successfully achieved.	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for	Yes / No	
5.	Approach & Methodology, Understanding and work Plan (As per the requirements specified in Technical evaluation)	as per Form 5 & 6	Yes / No	
6.	Deviations (if any)	Form 7	Yes / No	
7.	Team Composition (As per requirement specified in Technical evaluation)	CV & a Note (Form 8, 9 and 10)	Yes / No	

All the Bidders are requested to mention the document reference number and Page number for each criteria.

Form 4: Letter of Proposal

To:

The Addl. Director IT
International Islamic University
Sector H-10, Islamabad

Subject: Submission of the Technical bid for Development/Implementation of CMS for the International Islamic University, Islamabad

Dear Sir,

We, the undersigned, offer to provide CMS and Implementation Services to the Information Technology Centre, International Islamic University, Islamabad with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical Bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

1)

_____
Authorized Signature (**In full and
initials**)

_____
Name and Title of Signatory

_____
Name of IT services organization

2)

_____
Authorized Signature (**In full and
initials**)

_____
Name and Title of Signatory

_____
Name of IT services organization

Location: _____   Date: _____

Form 5: Proposed Approach & Methodology

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present Approach and Methodology divided into the following sections:

a) Understanding of the project
b) Potential initiatives given the priorities
c) Technical Approach and Methodology
d) Implementation plan by module
e) Hardware sizing requirement against 30,000 students
f) Assessment to be based
   o Learnings
   o Challenges likely to be encountered
   o Mitigation proposed Client references

You should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Form 6: Proposed Work Schedule & Project Plan

In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports and deliverables.

The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports/manuals to be delivered as final output, should be included here.

The above should be substantiated with the project plan, as per the following template. The project plan should be consistent with the Work Schedule.

			CALENDAR MONTHS													
Sr.	Activity	Dependency	1	2	3	4	5	6	7	8	9	10	11	12	n	
1																
2																
3																
4																
5																
N																

1. Indicate all main activities of the assignment, including delivery of reports/manuals.
2. Duration of activities shall be indicated in the form of a bar chart.

Form 7: Deviations

This section should contain any assumption on areas which have not been provided in the RFP OR any changes to the existing provisions of the RFP

A - On the Terms of Reference

<<Suggest and justify here any modifications or improvement to the Scope of Work you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal>>

B – Any other areas

Form 8: Team Composition

Organization and Staffing: In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical staff.

Form 8.1: Team composition and Key Tasks

Name of Staff	Experience	Area of Expertise	Position Assigned	Activity Assigned	Time Committed for the Engagement

Form 9: Curriculum Vitae (CV) of Key Personnel

Proposed Position [only one candidate shall be nominated for each position Expert]:_____

Name of Staff [*Insert full name*]:_____

Date of Birth:_____   Nationality: _____

Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment):_____

Total No. of years of experience:_____

Total No. of years with the firm:_____

Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory):

_____

_____

Certifications and Trainings attended:_____

Membership of Professional Associations: _____

Employment Record [Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

Sr.	From (Year)	To (Year)	Organization	Positions held

Certification:
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date: _____

(Signature of staff member or authorized representative of the staff)

Full name of Authorized Representative: _____

Appendix II: Financial Proposal Templates

The bidders are expected to respond to the RFP using the forms given in this section for Financial Proposal.

Form 1: Covering Letter

Form 2: Financial Bid Template

Form 1: Covering Letter

To:
The Addl. Director (P&S)
Room No. 109 1st Floor, Admin Block
International Islamic University
Sector H-10, Islamabad

Subject:Submission of the Financial bid for supplying &Implementation of CMS for the International Islamic University, Islamabad

Dear Sir,

We, the undersigned, offer to provide the CMS and implementing services for the Implementation of CMS for the International Islamic University, Islamabad in accordance with your Request for Proposal dated [*Date*] and our Proposal - Technical and Financial Proposals. Our attached Financial Proposal is for the sum of <<*Amount in words and figures*>>. This amount is inclusive of OPEs, Miscellaneous expenses & Service taxes.

I understand that the payment would be made on the basis of actual Service tax rate prevalent during the time of payment.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., <<*Date*>>

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized

Signature:
Name and Title of Signatory:
Name of Firm:
Address:

Form 2: Undertaking

Undertaking for Bid Validity

Bid for the supply and implementation of Campus Management System (CMS) System, International Islamic University, Islamabad

I, the undersigned do hereby undertake that our firm _____

_____ agree to abide by this bid for a period 90 (Ninety) days for the date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.

Date: - Signature of the bidder

Name in full (in block capital letters)

Address

Place:-

Form 3: Affidavit

AFFIDAVIT

I, (name) on behalf of (IT Organization/Company/Consortium/Joint Venture), having its registered offices at (Registered Address), do hereby solemnly affirm and declare as follows;

That, I am the Power-of-Attorney holder in the instant matter and therefore am well acquainted with the facts and circumstances involved herein completely and comprehensively.

That, on behalf of the organization mentioned above, also hereby certify that neither I/our Organization/Company/Consortium/Joint Venture have abandoned any work in Pakistan nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.

That, I hereby authorize(s) and requests) any Bank, Person, Firm or Corporation to furnish pertinent information deemed necessary and requested by the directorate to verify the statements/information or regarding my (our) competence and general reputation.

That, it is understood and agreed that further qualifying information may be requested, and agrees to furnish any such information at the request of the Directorate/project implementing agency.

That, I certify that all the statements/information furnished in the bid document for the Supply andImplementation of Campus Management System (CMS) System for International Islamic University, Islamabad are true and correct to the best of my knowledge and matters of record.

And I sign this affidavit on this the _____ day of _____, at Islamabad.

DEPONENT

This has been solemnly affirmed and declared before me as had been identified by –

Form 4: Financial Bid Template

a)   CMS Application Cost

S#	Description	Qty	Total Cost
1	CMS Application Cost/On-Premises Software Cost	Lump Sum	
2	Third Party (Database Server + Application Server) license costs	Lump Sum	
Grand Total Cost			

b)   CMS Implementation & Deployment Cost

S#	Consultant Title	Consultant Cost (Per Month)	Qty	Months	Total Cost
1				18	
2				18	
3				18	
4				18	
5				18	
6				18	
N				18	
Grand Total Cost					

c)   CMS Post Implementation Support Cost

S#	Description	Qty	Cost Per Month
1	Non-significant enhancements, bug fixing, additions, integrations or usage guidelines	Lump Sum	
2	Planned development & Significant enhancements	Per Resource	
Grand Total Cost			

Financial Cost = A + B + C

d)   CMS Source code

S#	Description	Total Cost
1	Source code of customized CMS	