



TENDER FOR
'ANNUAL MAINTENANCE OF UNIVERSITY FINANCE MANAGEMENT
SOFTWARE (UFMS)'

DR.BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Lonere, Tal. Mangaon, Dist.Raigad,
Maharashtra, India

Website: <https://dbatu.ac.in/>

Tender for Annual Maintenance of University Finance Management Software (UFMS)

Tender NO.: क्र.डॉबरआंतवि/लेखा/जाहिरात/२०२३/१३३६

Dr.Babasaheb Ambedkar Technological University, Lonere invites the Tender for
“Annual Maintenance of University Finance Management Software (UFMS)”

The Details of Tender is as follows: -

Description of the Items	EMD Amount (In Rs.)
Annual Maintenance of University Finance Management Software (UFMS) along with Integrated Online Fees Collection Software	25,000

The Detailed technical specifications of the requirements mentioned above are given in the “ANNEXURE-III” appended to the tender.

Tender Time Table

1	Publishing Date	Date 24/05/2023
2	Tender Sale / Download Start Date and Time	Date 24/05/2023
3	Bid Submission Start Date and Time	Date 24/05/2023
4	Queries & Clarifications to Bidders	From the date of Publishing till the Date & time of Submission of Bid
4	Closing Date and Time of Tender	Date 07/06/2023 Time 5.30 PM
5	Date and place of Opening of Tender (Bid Opening Date)	Date 15/06/2023 Time 11.30 Dr.Babasaheb Ambedkar Technological University.

Tender : Annual Maintenance of University Finance Management Software
(UFMS)

Part I : Terms and Conditions of TENDER

1. MINIMUM QUALIFICATION CRITERIA for Eligible Bidders

Only bidders who qualify the minimum qualification criteria will be eligible to participate in the tender.

Sr. No.	Criteria	Supporting Documents
1.	The Company should be registered company and should have been in existence for at least 3 years as on 31 st March 2023	Copy of Company Registration Certificate issued by the ROC or Other Competent Authority or Shop Act or GST Certificate along with Copy of Company PAN Card
2.	The bidder should have an 'Average Annual Turnover' of more than Rs.40 Lacs in the Financial Years 19-20, 20-21 and 21-22	Balance Sheets and Income tax Returns filed for last three financial years (i.e. 19-20, 20-21 and 21-22)
3.	The bidder should have worked with Universities/Boards/Institute of Repute in Maharashtra in the last three years put together	Certified copies of LOI / Agreements / Work Orders
4.	The bidder should have executed at least one contract with any State University in Maharashtra. The Bidder Should <u>preferably</u> have an experience of annual maintenance of the University Finance Management Software (UFMS) in at least 1 State University in Maharashtra where the UFMS software is working successfully.	a) University Work Order. b) Client list with contact Details

2. General Scope

2.1 General Scope for Annual Maintenance of University Finance Management Software

The University had implemented University Finance Management Software which is working successfully since year 2018. The University Finance Management Software has been installed and being used in the Finance Department of the University. The Software caters to various important functionalities of the Finance Department including Income, Expenditure, Investment, Reconciliation, Salary Management, Audit, Budget & Final Accounts etc.

This software is developed using Smart Client Technology and works in Offline mode as well. The software has been installed in the University Data Centre Server which serves all the Finance Department users through the Smart Client technology. The software is extensively used for all the functionalities and it has recorded universities financial transactions of past 5 years.

With the contract with the current operator is coming to an end in the month of June, 2023 the University has initiated the process of selection of qualified service provider for Annual Maintenance of this University Finance Management Software 'UniSuite' In the view of criticality of services where the continuity and performance of the operations has to be ensured, the University plans to select the competent service provider at the earliest.

The bids are invited from the qualified software service providers in Maharashtra for day-to-day maintenance, user support and training, daily back-up, database management, application management, implementing updates and patches etc.

2.2 Scope of Project

- i) Understanding the existing UFMS software platform
- ii) Understanding the Financial Processes and standard practices in the Finance Department
- iii) Understanding the Ledger Structure of the University
- iv) Complete administration of UFMS
- v) Daily Back-up on local and cloud storage
- vi) Providing Dedicated On-Site Support by deploying 2 Onsite Support Persons
- vii) Performance monitoring of the software and optimization
- viii) Complete Software server management
- ix) User training and support

2.3 Objectives

The objective of this tender is to solicit bids from the qualified bidders to continue the annual maintenance of upkeeping of the University Finance Management Software & services from 1st June, 2023. The successful bidder will be responsible for complete software management and support services of the existing UFMS software UniSuite which is being used in the University. The bidder will also be responsible for enhancing the software if required and will be responsible for overall functioning of the software including financial year closing and opening of new financial year in the software.

2.4 Bidders Queries & Clarifications

The bidders may visit or contact the office of Finance Officer, Dr. Babasaheb Ambedkar Technological University, Lonere-Raigad, Maharashtra for any queries or clarifications regarding the Tender or the details of existing UFMS Software before submission of the Bids.

2.5 Venue and Deadlines for submission of Bids

Bids in its complete form in all respect as specified in this tender document must be submitted at the below address before the specified time and date of bid submission as mentioned in the Tender Time Table

Address:

**The Finance Officer,
Dr.Babasaheb Ambedkar Technological University,
Lonere, Tal.Mangaon, Dist. Raigad,
Maharashtra, India**

The University may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum to be made available on the University website, in which case all rights and obligations of the University and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

2.6 Submission of Bids

The bids must be submitted to in two separate envelopes i.e. Technical Bid in Envelope No. 1 and Commercial Bid in Envelope No. 2 The EMD as required in the Tender document must be paid online through University Online Fees System at <https://dbatu.unisuite.in>. Both the Envelopes must be submitted in the Envelope No. 3.

Envelope No. 1 Technical Bid, must contain the following;

1. Receipt of EMD Payment (As per the Ministry of Micro Small and Medium Enterprises, Government of India, the Tender sets free of cost and exemption from payment of earnest money to registered MSEs Applicable. Copy of MSME Certificate to be attached)
2. Copy of Company Registration Certificate issued by the ROC or Other Competent Authority or Shop Act or GST Certificate along with Copy of Company PAN Card with Company Seal and sign
3. Balance Sheets and Income tax Returns filed for last three financial years (i.e. 19-20, 20-21 and 21-22) with Company Seal and sign along with the declaration on company letterhead about turnover of more than 40 lacs in above 3 financial years.
4. Annexure-I duly signed with company seal
5. **Annexure-II**
6. Certified copies of LOI / Agreements / Work Orders of the experience.
7. Copy of work order or agreement of working with any State Government University in Maharashtra

Envelope No. 2 Commercial Bid, must contain the following;

1. **Annexure-III**

2.7 Managed Services

UFMS: The Annual Maintenance of University Finance & Accounts software (UFMS) management and operation should be delivered as managed services as per the scope of work with responsibility and accountability of the software administration by the BIDDER leaving the transactional & accounting part of the project with the university. It should be clearly understood that the BIDDER shall only be the technology support provider for managing the UFMS services using the technology platform and shall have no administrative control on the accounting processes in whatsoever manner.

2.8 Duration

The initial duration of the contract shall be for a period of 3 years. On completion of the 3 years term, the contract may be further renewed after mutual discussions and consideration of any special terms that may be added, amended or existing terms that may be deleted.

2.9 The proposed locations of the project:

The proposed UFMS solution for the university will be undertaken in the following locations:

1. The University Finance Division which shall act as the Nodal Centre or Nerve Centre of the whole UFMS.
2. The main location for the UFMS will be the University Finance Division at Lonere Main Office.
3. The Software is already installed and operational at University Campus Data Centre which is managed and supported by the IT Infrastructure team.

2.10 Financing model of the project

- a. The payment for Annual Maintenance Contract for University Finance Management Software;
 - i. On Monthly Basis after completion of every service month of the contract period.
- b. The contract will be signed for 3 years starting from the date as mentioned in the agreement.

2.11 Training & Support

The successful bidder shall provide training of the project to all the Finance & Accounts Division Users

The successful bidder shall also ensure setting up of technical help desk (both in English and local Language) before the project goes live with 2 dedicated onsite support persons.

2.12 The Bidder's Responsibilities

1. Services
The service provider will depute 2 coordinators familiar with software and the technology in maintaining the Software application at the central location, he/she will be responsible for all coordination with the help of other teams' members of the Bidders.
2. Maintenance Service
The Bidder shall keep operating for all working days. The Bidder personnel contacts, telephone, data bases with historical information will be made available by Bidder to the University within 7 days of the signing of agreement.
3. Maintenance & Upgradation
The successful bidder should ensure the project installed shall be maintained to its optimal performance during the contract period and continuous upgradation of the IT systems and application software application are done to give the best of the deliverables to the university under the said project

2.13 CHANGE ORDERS:

The University may, by written order request the Bidder to make changes if feasible within the general scope of the work order/agreement in any one or more of the following- Design, Specifications, Requirements and the Software or

Service to be provided under the work order/agreement on mutually agreed charges. The bidder shall evaluate such change orders and revert back with the feasibility of doing such changes in the software and also provide timelines and additional charges for the same. The University may opt for the additional changes based on the mutually agreed cost for the required change.

2.14 Infrastructure & Facilities

The University will provide required infrastructure & facilities whenever required to ensure smooth functioning of the Software, including Server Up-gradation, Printers, Storage, Back-up Devices, Networking, Power Back-up, Licensed Operating System & Database on Server etc.

3 Point of Contact

The BIDDER shall provide a single point of contact as below who will be responsible for installation and maintenance of the project. In case of any change in the contact person at a later point of time, the BIDDER should communicate the same to the university.

Name:

Designation:

Phone no:

Email id:

3.1 Current Scope of UFMS Software

Mentioned below is the current scope of the existing UFMS Software. The bidder will be responsible for maintaining the software in the entire scope and functionalities provided currently in the software.

1. Income
2. Expenses
3. Accounts
4. Reconciliation
5. Investment
6. Salary
7. Audit

Module 1: Income/Receipt have following features:

1. Daily Receipts by CASH /Demand Draft/Pay Order/Cheque/DE/TT.
2. The software maintains Income Terminal wise and consolidated daily collection.
3. The software generates Bank wise daily collection.
4. CASH/DD/PO/Cheque/DE wise daily collection.
5. Income Day Book, Receipt
6. Monthly Income/Receipt Head & Ledger Abstract.
7. Yearly Income/Receipt Head & Ledger Total Register.

8. Bank wise Income/Receipt Statement.
9. Receipt, Contra voucher entry system.
10. Denomination entry, terminal wise and consolidate summery.
11. Cancellation Income/Receipt.
12. College N.O.C. certificate module.
13. Receipt instrument tracking and searching system.
14. Income Superintendent Administration/Monitoring Module.
15. Income Users Management Module.

Module -2:- Expense/Payment Module

1. Voucher Entry System for Expense & Payments
2. User wise Expense/Payment Statement.
3. Cheque Printing& Management module
4. Cheque Entry/ Dispatch or Covering letter.
5. Daily Bank wise Cheque Printing
6. Cheque Cancellation
7. Cheque Counter List.
8. Covering Letter Printing along with Cheques
9. Bank wise Payment Statement.
10. Bank wise CASH BOOK.
11. Monthly Expense/Payment Head Abstract
12. Yearly Expense/Payment Head Total Register.
13. Expense Day Book
14. Cheque & Voucher Entry Monitoring
15. Cancellation Expense/Payment
16. Facility for superintendent login to monitor total Expense/Payment

Module -3:- Account Module

1. Daily Adjustment Voucher.
2. Income/Expense Voucher Entry
3. College/Department/Employee Wise Sub Ledger.
4. Daily Contra Entry System.

5. Advances/Recovery Management System.
6. Advances/Recovery Management System.
7. Bank Summery Report.
8. Budget Head Entry Systems.
9. Bank Cutoff Balance & Cash Book Management

Module -4:- Reconciliation Module

1. Complete Reconciliation Management with advance Instrument management.
2. Receipt, Cheque, Debit, Credit Outstanding, etc. Outstanding Management.
3. Auto Reconciliation with instrument search and review facility with manual override.
4. Fully Automated detailed Reconciliation Statement generation.
5. Locking and monitoring

Module -5:- Investment Module

1. College Wise Building & Reserve Fund Management System.
2. Fixed Deposit Management
3. Fixed Deposit Renewal Intimation
4. Fixed Deposit Interest Distribution
5. Other Fixed Deposit Interest Distribution
6. College Wise Sub Ledger Statement.

Module -6:- Employee Salary/ Payroll Management Module

1. Type or group wise Monthly salary processing & calculation
2. Printing of various bills
3. Grant request reports & bills in given formats
4. Supplementary Bills
5. Arrears Bills
6. Advance and Recovery Management
7. Auto income tax calculation
8. Form 16 & 24Q generation Along with Declaration and saving part management
9. Dynamic Custom calculation facilities
10. Advance Calculation Import Facility
11. Salary Admin Locking for Paid & processed salaries

12. Slips generation and bulk printing for salary slips
13. GPF & DCPS management along with interest and other calculation

Module - 7: - Audit

1. Actual payment request processing
2. Payment information push for expenditure section
3. Advance Management Settlement
4. Bulk advance payment
5. NEFT/RTGS Beneficiary management
6. Ledger Wise Section wise Budget entry provision
7. Highlighting while doing entry for provision limit crossing or near to limit
8. Approval and Voucher Flow
9. Voucher request management
10. Data instance stamping for secure data forwarding & conversion from one stage to another

3.2 Indemnity

1. The University shall indemnify and hold Bidder harmless against any and all liabilities, losses, damages, judgments, claims, causes of action, and costs (including attorneys' fees and disbursements). The Bidder will be indemnified by the University for any and all issues raised by their Finance Department staff.
2. The Bidder shall indemnify and hold the University harmless against any and all liabilities, losses, damages, judgments, claims, causes of action and costs (including attorney's fees and disbursements) The University will be indemnified by the Bidder for any and all issues raised by their Bidder staff.

3.3 Information Security and Data Privacy

The successful bidder will be responsible for providing suitable security systems while implementing the UFMS project to protect the continuing interest of the university. The bidder shall have to maintain strict privacy and confidentiality of all the data it gets access to.

3.4 BID EVALUATION

The bidders will be evaluated on QCBS (Quality cum Cost Basis Selection) System.

The information furnished by the bidders in the technical bid (i.e. Annexure – I, Annexure –II), shall be the basis for this evaluation. In case, any of the information is not made available, the Committee has the right to decide. Bidders must note that the technical evaluation will be carried out prior to opening of any Commercial Bids.

The guidelines for evaluation have been designed to facilitate the objective evaluation of the Technical & Commercial bids submitted by the bidders. The evaluation process would comprise of two stages as technical evaluation and Commercial evaluation. The evaluation process would rank the bidders based on their composite score computed as

weighted average, (if required) Weightage of 70% for technical Bid and 30% for commercial bid are assigned for evaluation.

Technical Bid Evaluation (Technical Score-TS):

A maximum of 100 marks will be allocated for the Technical Bid. The evaluation of functional and technical capabilities of the Bidders will be completed first as per the guidelines. Only bidders with minimum 50% score in the Technical Bid shall be qualified for commercial bid opening.

Bidders will have to present demo before the University Technical Committee. The Committee will evaluate the software according to the criteria.

After technical evaluation, the University committee will open the commercial bid of qualified bidder.

Technical evaluation of the bidders will be done based on the criteria and points system as specified below.

Criteria for Technical Evaluation

S.No.	Particulars	Score
1	The Company should be registered company and should have been in existence for at least 3 years as on 31 st March 2023	25
2	The bidder should have an 'Average Annual Turnover' of more than Rs.40 Lacs in the Financial Years 19-20, 20-21 and 21-22	25
3	The bidder should have worked with Universities/Boards/Institute of Repute in Maharashtra in the last three years put together	25
4	The bidder should have executed at least one contract with any State University in Maharashtra. The Bidder Should <u>preferably</u> have an experience of annual maintenance of the University Finance Management Software (UFMS) in at least 1 State University in Maharashtra where the UFMS software is working successfully.	25
	Total Score	100

Commercial Bid Evaluation (Commercial Score – CS):

The commercial bids of only technically successful bidders will be opened. University is not bound to select the bidder on the basis only lowest commercial cost only.

The evaluation will be carried out if Commercial bids are complete and computationally correct.

Identification of the lowest bid:

Based on the commercial Cost of each of the bidders, the bidder with the lowest cost is identified as L1. All the other bids are listed based on the increasing value of L. Only first 3 lowest commercial bids (L1, L2, L3) will be considered for final Evaluation.

1. Calculation of the Commercial Score: The commercial Score for each of the bidders is calculated by using the method as below.

a. The bid with the lowest price (L1) will be given the maximum commercial score (CS) of 100 points.

b. The formula for determining the commercial score for the other bids is the following:

$CS_n = 100 \times L1/L_n$, in which CS_n is the financial score for bidder n , $L1$ is the lowest bid value and L_n is the bid value of the proposal under consideration.

Identification of the successful bidder

The Final composite Score (FS_n) for the successful bidder will be calculated as follows:

$$FS_n = (TS_n \times 0.70) + (CS_n \times 0.30)$$

The combined score of the bidder achieving the highest FS_n will be considered to declare the successful bidder.

AWARD CRITERIA

The highest- composite scoring vendor will be selected.

In case of a tie for composite highest score, the bidder with a superior solution who has secured the higher technical score amongst the bidders with the tied composite scores shall be awarded the contract.

In the event of this winning bidder with highest composite Score not accepting the contract or not completing the formalities after the issue of the Letter of Intent within the stipulated period, then University shall award the contract to the bidder with then highest composite score, provided the commercial bid of this bidder is less than or equal to that of the original winning bidder.

In the event of the commercial bid of the bidder with the second highest composite score being higher than that of the original winning bidder, University shall seek written confirmation from the second-ranked bidder to match the commercial bid of the original winning bidder. If the second ranked bidder agrees in writing to match the commercial bid of the original winning bidder, then University shall award the contract to this second-ranked bidder.

Bid Formats

Details	Format
Bidder's Qualification Criteria	Annexure – I
Relevant Customer base in India	Annexure – II
Response Formats for Commercial Proposal	Annexure III

Technical Bid (Envelope 1)

Annexure - I

Qualification Criteria

To be submitted on the Letterhead (Place) (Date)

The Finance Officer,

Dr.Babasaheb Ambedkar Technological University,
Lonere, Tal. Mangaon, Dist. Raigad,
Maharashtra - 402103

Subject: Compliance Statement for Bidder's Qualification Criteria

Dear Sir,

Enclosed please find herewith the compliance statement along with the supporting documents for the Bidder's Qualification Criteria;

Sr. No.	Criteria	Supporting Documents
1.	The Company should be registered company and should have been in existence for at least 3 years as on 31 st March 2023	
2.	The bidder should have an 'Average Annual Turnover' of more than Rs.40 Lacs in the Financial Years 19-20, 20-21 and 21-22	
3.	The bidder should have worked with Universities/Boards/Institute of Repute in Maharashtra in the last three years put together	
4.	The bidder should have executed at least one contract with any State University in Maharashtra. The Bidder Should <u>preferably</u> have an experience of annual maintenance of the University Finance Management Software (UFMS) in at least 1 State University in Maharashtra where the UFMS software is working successfully.	

Technical Bid (Envelope 1)

Annexure - II

Customer base in India/Maharashtra

To be submitted on the Letter head (Place) (Date)

The Finance Officer,

Dr.Babasaheb Ambedkar Technological University,
Lonere, Tal. Mangaon, Dist. Raigad,
Maharashtra - 402103

Dear Sir

We would like to provide the following information on our customer base in India for the last five years.

Details **	Name of client	Year implemented	Solution Description
Name of the university/ school education board. Provide complete address and contact details such as phone no, email id etc	1. 2. 3.	1. 2. 3.	

** Attach relevant certificates

Dated this ___ day of ___ 201_

Yours sincerely,

On behalf of []

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp

Commercial Bid (Envelope 2)

Annexure - III

Price Schedule

Company letter head

Date:

The Finance Officer,

Dr. Babasaheb Ambedkar Technological University,

Lonere, Tal. Mangaon, Dist. Raigad,

Maharashtra - 402103

Sub: Commercial quote for providing Annual Maintenance of the University Finance Management Software

All prices must be mentioned excluding the Goods & Services Tax (GST).

1. Annual Maintenance of UFMS Application Software

S.No.	Requirement Description	Price (INR)
University Finance Management Software		
1	Annual Maintenance Charges for Existing UniSuite – University Finance Management Software along 2 onsite support persons.	
Total Software Application Charges		

Payment Terms: As Per Tender