

RCC Institute of Information Technology

Canal South Road, Beliaghata, Kolkata 700 015

Tel No. 6290821300

Ref No. FIN/24-25/II/09

Date: 11/10/24

Expression of Interest (EOI) for web portal development (Dynamic Learning Management System (LMS)) for MeitY Project

Please submit Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in two separate sealed envelope along with relevant document. Both the envelope put together in a single sealed envelope and submit.

Last Date for Receipt of Document : 05/11/2024; up to 2.00pm

Date & Time of Opening of Technical Bid: 05/11/2024; at 4.00 pm

Expression of interest (EoI)

Dynamic Learning Management System (LMS) for MeitY Project

RCC Institute of Information Technology invites Expression of Interest (EoI) for Dynamic Learning Management System (LMS). You are requested to submit a proposal for “**Dynamic Learning Management System (LMS) for MeitY Project**”, as per the brief contained in the Term of Reference (ToR)

Please submit Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in two separates sealed envelope along with relevant document. Both the envelope put together in a sealed envelope and submit.

Your offer comprising of creative, technical proposal and financial proposal, in a **separate sealed envelope**, should reach to The Finance Officer, RCC Institute of Information Technology, CanalSouth Road, Beliaghata, Kolkata- 700 015 not later than **November 11th 2024**.

Eligibility Criteria:

All applicants should meet the minimum eligibility criteria (attach documentation) in respect to the following:

- The applicant should have minimum of five years of experience in handling LMS operations and customization for educational institutions (Preferably with NBA and NAAC accreditation).
- The applicant shall have an audited Balance Sheet for the last three years-FY 2021-22, 2022-23 and 2023-24.
- The applicant should have handled projects of similar nature for State/ Central Government/ PSU/ Reputed Corporates Etc.
- The applicant should preferably have a support office/center in Kolkata.
- The applicant should submit copy of PAN, GST, Incorporation Certificate and valid Trade License.
- The applicant should have minimum average annual Turnover of Rs. 1 Crore in the last three audited financial years FY 2021-22, 2022-23 and 2023-24.
- Single Order Value in Similar Projects should be Rs. 20 lakhs or higher.
- Should have more than 20 number of active clients presently.

Competencies:

- Past experience in developing, customizing and maintaining standard and professional LMS with scalability and portability.
- Excellent IT skills and knowledge of major academic and administrative functions.
- Ability/flexibility to incorporate statutory rules as may be effective time to time.

Final Deliverables:

- Ready installation and commissioning of standard LMS modules, necessary customization and support as and when required.
- LMS hosting (server requirements, if the LMS is hosted in local server, should be provided. If on cloud then a tentative estimate of per year cost may be provided.)

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any finance/budget proposal being opened and compared. The finance/ budget proposal of the proposals will be opened only for submissions that passed the minimum technical requirement in the evaluation of the technical proposals. RCCIIT reserve the right to reject any proposal without assigning any reason whatsoever.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

In the Second Stage, the finance/budget proposal of all organizations, who have passed the technical evaluation, will be compared. The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

Award criteria, award of contract

The institute reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization's action. The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

Terms of Reference (TOR) -Annexure-II

- A. Rate should be quote all-inclusive. GST should be charged separately.
- B. A performance security @03% of the order value should be deposited by the successful bidder at the time of receiving the order.
- C. All information, document, photos and data in the possession of the bidder, as a result of the execution of the job shall at all time remain the property of RCCIIT. The bidder shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the RCCIIT. The bidder shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- D. The bidder has to complete the job assigned within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 01% of the cost of the job for each week of delay will be imposed on the firm, subject to a maximum of 10%. Any delay beyond this would call for cancellation of order as well as forfeiture of the performance security.
- E. The RCCIIT will have no liability regarding transportation, boarding and lodging of bidder and their staff.
- F. Under no circumstances the bidder shall appoint any sub-contractor or sub lease the contract. If violated, the order will be cancelled.
- G. The rate quoted once will remain firm till the order is completely executed.
- H. Any condition of the bidder shall not be accepted.
- I. It is not binding on RCCIIT to accept the lowest bid.
- J. TDS will be applicable as per norms.
- K. In case of any dispute between the parties, the arbitration shall be at Kolkata jurisdiction.
- L. The selected service provider/vendor/bidder will have to complete the job as per term and conditions specified above.
- M. The institute reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- N. Conditional offer/ EoI submitted by fax/email or after the due date and time will be rejected.

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the solicitation documents we, the undersigned, offer to undertake a scoping study as per the TORs for the sum as may be ascertained in accordance with the Technical and Finance/ Budget Plan attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, to commence and complete all activities specified in the contract within the time frame stipulated.

We agree to abide by this proposal for a period of 90 days from the date fixed for opening of proposals in the Invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive. Dated this day / month of year

Signature (In the capacity of)

Duly authorized to sign proposal for and on behalf of

Technical Bid (Annexure-1)

Dynamic Learning Management System (LMS)

The LMS will support Web and mobile devices.

- Application should be available both in web and mobile-app version.
- Server requirements
 - i) If the LMS is hosted in local server
 - ii) If the LMS is hosted on cloud

Generic features of the application –

1. User Interface and Experience

- Intuitive and user-friendly interfaces for all user roles.
- Mobile-responsive design for accessibility on various devices.

2. Security and Compliance

- Data encryption for secure storage and transmission of sensitive information.
- Compliance with relevant educational regulations and data protection laws.

3. Integration Capabilities

- API support for integration with existing systems (like Admission software, Library Management Software (LMS), Finance software (by part for any type of fees payment).
- Third-party integration for payment gateways and SMS services.

4. Scalability and Performance

- Robust architecture to handle concurrent users and large datasets.
- **Cloud-based or hybrid deployment options** for scalability and flexibility.

5. Customization and Extensibility

- **Modular design allowing for customization and addition of new features.**
- Support for multi-lingual interfaces and localization.

6. Support and Maintenance

- Comprehensive documentation and user manuals.
- Regular updates and dedicated support channels.

Overall User level major activity –

1. Academic Management

- a. Academic planning (Including academic calendar and routine generation)
- b. Result analysis
- c. Online feedback (Including feedback analysis and multiple report generation against query options)
- d. LMS – Learning Management System (Including student and faculty dashboards)
- e. IQAC
- f. Mentoring (Including student portfolio, mentoring log, meeting resolutions and action taken)

- g. Pre-examination activities
- h. Admit card printing
- i. Question bank module
- j. Posting and publishing results
- k. Grade card generation and printing

2. Accreditation

- a. Outcome and attainment
- b. OBE framework (Including Gap Analysis, Articulation Matrix etc.)
- c. Quality of question papers
- d. Assessment Rubrics and its application
- e. CO statement integration
- f. Question wise analysis
- g. Competency and performance indicators

3. Office Automation

- a. Committee & Meeting (Including minutes, Action taken report and Action points tracking)
- b. Notice board
- c. Faculty profile
- d. Training and Placement
- e. Grievance Redressal Portal
- f. Leave Management (Integration with Biometrics software)
- g. Inventory including fixed asset management
- h. Fees (integration with existing software) and certificate management
- i. Library (integration with existing software KOHA)
- j. Admission (integration with existing software)
- k. e-filing and Approval System

Please give the below mentioned details and declaration on letter head, put signature and stamp, attached thesame in Technical Bid.

Sl. No	Description	Indicate also page number where attached
1.	Name, Address, email and telephone number of the agency/firm	
2.	Name, Designation, Address and telephone no. of the authorized person	
3.	Whether firm is registered, PAN (Please attach copy)	
4.	Please attached Copy of Valid Trade License, Incorporation Certificate and GSTregistration	
5.	Detail of experience in developing LMS and maintenance for the past five years (please attach proof)	
6.	Detail of similar assignment to State / Central Govt. /PSU/Reputed Corporates (Please attach copy)	
7.	Copies of sanction letter/ work order of similar assignment to State / Central Govt. /PSU/Reputed Corporates (Please attach copy)	
8.	Latest Income Tax & GST Return (Please attach copy)	
9.	Audited Financial Statement (In absence Turnover Certificate): 2021-2022 FY: 2022-2023 FY: 2023-2024 FY:	
10.	List of active clients (including accreditation status) (Please attach copy)	
11.	Highest Single Order Value in Similar Projects (Please attach copy)	
12.	Proposed Work Plan and Approach (In separate page)	

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the firm with name, designation, seal and date

Financial Bid (Annexure-2)

Please provide detail financial implication to the organization with break up. All prices/rates quoted must be inclusive of all taxes. GST should be charged separately.

The Finance/ Budget Plan must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Declaration:

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Signature of the firm with name, designation, seal and date