



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

2ND Floor, Main Building, AU College of Engineering

Visakhapatnam – 530003

Tele: 0891-2856015, Website: www.iipe.ac.in, Email : procurement@iipe.ac.in

EOI Ref : IIFE/EOI/ERP/2021/1

Date : 11th August, 2021

Expression of Interest (EOI) for ERP System

Indian Institute of Petroleum and Energy (IIFE), Visakhapatnam, invites 'Expression of Interest' (EOI) from the eligible and reputed companies/ firms for implementing ERP (Enterprise Resource Planning) System for the Institute as specified in this EOI document.

The 'Expression of Interest' (EOI) document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> or the Institute website – <https://www.iipe.ac.in/tenders>.

Schedule of Dates:

Ser	Particulars	Date	Time
1.	Date of online Publication/ Download of EOI Document	11/08/2021	1400 hrs
2.	Submission Start Date	11/08/2021	1405 hrs
3.	Submission Close Date	31/08/2021	1700 hrs
4.	Opening Expression of Interest	01/09/2021	1100 hrs

The physical document of the 'Expression of Interest' (EOI) to be sent by the Registered Post/ Speed Post/ Courier in an envelope with superscript "**Expression of Interest for ERP Systems**" and reach on or before 30.08.2021 by 1700 hrs to the below mentioned address:-

The Registrar (I/c)
Indian Institute of Petroleum and Energy (IIFE)
2nd Floor, Main Building
Andhra University College of Engineering (A)
Visakhapatnam – 530003

Any queries relating to submission of EOI document, please contact IIFE Procurement Section – 0891-2856015, Mail id : procurement@iipe.ac.in.

Registrar (I/c), IIFE

REGISTRAR
INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM

SECTION -1

BACKGROUND

1. EOI Notification:

Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam invites 'Expression of Interest' (EOI) from the eligible and reputed companies/ firms for implementing ERP (Enterprise Resource Planning) Systems for the Institute as specified in this EOI document.

This EOI is issued with the objective to finalise and issue the Request for Proposal (RFP) for implementation of ERP Solutions in IIPE, Visakhapatnam. IIPE reserves the right to use the documents submitted as part of this EOI in finalisation of the RFP.

2. Background of the Institute:

Indian Institute of Petroleum & Energy (IIPE), Visakhapatnam is an 'Institute of National Importance' at par with IITs & IIMs established by the Government of India under the aegis of the Ministry of Petroleum and Natural Gas, Govt. of India vide 'the Indian Institute of Petroleum & Energy Act, 2017' (No.3 of 2018) which is enacted by the Parliament. The Institute is co-promoted by the major Oil PSUs viz. HPCL, IOCL, ONGC, GAIL, and OIL.

The main objective of IIPE is to meet the quantitative and qualitative gap and supply of skilled manpower for petroleum & energy sectors and to boost the research activities needed for growth of sectors by nurturing and promoting quality and excellence in education and research in the area of petroleum and hydrocarbons and energy, by providing the programmes and courses of instruction and research leading to the award of the Bachelors, Masters and Doctoral degrees in engineering and technology, management, sciences and arts in the area of petroleum and hydrocarbons and energy;

3. Brief about the Institute and activities:

IIPE is presently operating from its temporary campus situated at 2nd Floor, Main Building of AU College of Engineering since its inception in the year 2016. IIPE was allocated 200 acres of land by the concerned authorities for construction of its permanent campus at Vangali village, Sabbavaram Mondal, Visakhapatnam, which is under progress.

IIPE is presently offering B.Tech programs in Petroleum Engineering and Chemical Engineering and Ph.D Research Courses from its temporary campus. It is planned to start the PG Courses from the ensuing year. Presently IIPE has 450 students.

IIPE has various Academic Departments, Administrative Departments, Library and etc with its regular faculty members and staff. The institute is planned accommodate more than 1000 students by the end of the construction of its permanent campus.

It must be noted that the institute is in its growing stage and the number of departments and students would vary from time to time at fast pace.

The bidders have to understand the functioning and future requirements of the Institute while preparing their offers. The following are required to be considered:-

- (i) IIPE, Visakhapatnam is a fast growing organisation;
- (ii) The number of students, faculty, staff, research/ project staff, research projects etc., are continuing to grow;
- (iii) The number of departments, centres and programmes offered will also continue to grow;
- (iv) The proposed ERP solutions should facilitate the smooth creation of new departments/ centres/ courses etc., and also should enable smooth functioning, integration and coordination of all units;
- (v) The provider of ERP solutions should also port data from the existing systems to the new ERP system.

SECTION-II

ELIGIBILITY CRITERIA FOR THE BIDDER

PRE-QUALIFICATION CRITERIA (STAGE-1):

1. The bidder/ company should have been in the software design and development business and in implementation of ERP (Enterprise Resource Planning) systems for at least 5 years as on 31st July, 2021. The bidder should be registered for Sales Tax/ VAT/ Service Tax/ Excise/ GST as applicable. The copies of the documentary evidence in support of this must invariably be enclosed with the offer.
2. The bidder should have an average turnover of at least Rs. 3 crores (Rupees Three crores only) in the last 3 financial years, as revealed in Annual Financial Statements reported in India in each of three last 3 financial years (2018-19, 2019-20, 2020-21), in any case in a given year it should not be less than Rs. 2 crores.
3. The bidder/ company should have completed and maintaining during the last five years at least **TWO** projects of ERP System Supply/ Development and Implementation with any of CFTI/ State or Central University/ IIMs/ IITs/ IISERs and Deemed Universities having at least 1000 students.
4. The bidder / company should submit a detailed documentation in respect of at least two ERP systems they have implemented in CFTI/ State or Central University/IIMs/ IITs/ IISERs and Deemed Universities. The documentation should detail the tender document, the modules implemented, methodology followed, time taken to complete the implementation from the date of issue of LOI, the functionalities implemented in each of the modules with work flow charts, the methodology used to derive work flow charts, a diagram showing the interaction between different modules, security mechanisms used in the solution, the nature of AMC contract, details of training to the staff of the client etc.
5. The bidder/ company should not have been debarred/ blacklisted by any Govt. Dept/ Semi-Govt. Dept./ Educational Institute/ IIPE or any other organisation. Undertaking in this regard is to be submitted by the bidder on the company letterhead.
6. Bidders are required to submit all supporting documents for above criteria with sign and stamp.

PRESENTATION TO THE EVALUATION COMMITTEE (STAGE – 2)

Companies / Agencies shortlisted in pre-qualification (Stage-I) will be invited for making presentation in presence of ERP Evaluation Committee at IIPE, Visakhapatnam, they will be given a slot of fixed time period at a later date.

There will be no short-listing/ selection of bidders after Expression of Interest and the provision of bid submission will be open to all eligible bidders based on the Tender Document (NIT)/ RFP which will be published later, in line with non-committal mode of Expression of Interest.

IPE reserves the right to modify contents of this invitation for EOI or withdraw it completely at any point of time, without assigning any reason thereof.

The company/ firm is responsible for the correctness of the information provided in the EOI. If it is found at a later date that any information given in the EOI or thereafter is incorrect/ false, their EOI not only shall be rejected but the agency shall be blacklisted for future; forfeiting the deposits/ bank guarantee period.

The institute reserves the right to rectify any discrepancy of the EOI, if found later on.

Institute will not be responsible for non-receipt of EOI within the stipulated date or for postal/ transit delays and documents not attached / incomplete.

EOI received through brokers/ agents/ notorious back ground shall out-rightly be rejected.

Canvassing in any form and/ or bringing any influence, political or otherwise will be treated as a disqualification and their expression of interest shall summarily be rejected.

Any dispute with regard to the selection/ acceptance shall be subject to Visakhapatnam jurisdiction only.

SECTION - III

1. SCOPE OF THE WORK:

IPE intends to implement an ERP System to automate and streamline its core Administrative, Academic, HR, Financial, Examination and other processes to improve administrative efficiencies and provide improved services to its stakeholders. For this purpose, it requires services of a competent IT Company/ Firm which can understand the Institute's requirements of ERP and provide complete ERP Application with implementation. The broad functional areas/ modules indentified, to covered under ` the ERP System for IPE' include; but not restricted to –

- ❖ Academic Information Management System;
- ❖ Admissions
- ❖ Alumni
- ❖ Attendance
- ❖ Budget, Finance and Accounting
- ❖ Payroll
- ❖ Stores & Purchase
- ❖ Inventory/ Asset Management System
- ❖ Research and Development Projects Management
- ❖ Patents and Publications Management
- ❖ Faculty & Staff Recruitment
- ❖ Faculty & Staff Information System
- ❖ Fee Management
- ❖ General Administration
- ❖ Hostel Management System
- ❖ Human Resources Management, Recruitment as per GoI rules catering to reservations, roster maintenance etc.,
- ❖ Establishment module including Employee Performance Appraisal module (APAR)
- ❖ Infrastructure and Maintenance Division
- ❖ Hospital Management System
- ❖ RTI and Vigilance Cell Module
- ❖ Sports Management System
- ❖ Security Management System
- ❖ ERP – Institute Website integration

While above inclusions are to guide the core functionality expected, these may however be added/ amended based on IPE requirement. IPE reserves the right to procure any one or combination of modules listed above or proposed by the bidder with necessary required customisation/ modification.

Further, the following requirements should also met by the proposed solution:

- (a) Front-end needs to be mobile responsive which will change itself to Mobile/ Tablet/ Laptop/ Desktop's display accordingly for better view and usage of the application;
- (b) Single Sign On (SSO) needs to be implemented, which will allow to login into multiple modules with one login;
- (c) Every module needs to be deployed in the IPE High Availability Server and the source code has to be given to IPE perpetually;

- (d) Every module needs to communicate in a secure way (i.e. using REST API) with the other modules in case of data transfer/ communication;
- (e) The ERP system should be implemented in agile model having a combination of iterative and incremental process models;

2. IMPLEMENTATION:

- (i) To implement the solution at locations – as required by the IIPE.
 - (a) IIPE may implement the ERP in phases;
 - (b) IIPE may contact the organisation where similar ERP has been successfully implemented by the bidder;
- (ii) To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures, disaster recovery, change management, etc.
- (iii) The bidder is expected to incorporate all changes in business requirement in the application during the term of the project if any change arises.
- (iv) Data integration/ migration from the existing system to the new ERP System of IIPE;
- (v) The bidder shall depute adequate number of technical personnel at the user site as when required during the ERP Project Implementation/ Customisation/ Modification.

3. TRAINING TO THE USERS/ STAFF:

- (i) To prepare training schedule of ERP Systems/ Modules for end users and take approval from IIPE;
- (ii) To train the designated technical and end users to enable them to effectively operate the ERP Systems/ Modules;
- (iii) To prepare training manuals and videos for ERP Systems/ Modules and submit to the IIPE;

4. TECHNICAL SUPPORT AND AMC:

The bidder/ Company/ firm has to give full support including, Implementation/ Customisation/ Modification for five years (on yearly renewal basis) after the ERP system goes live with AMC contract.

5. DETAILS OF ERP SYSTEM FOR IPE:

Bidders are required to provide the following details of their proposed ERP System for IPE. For additional/ more details bidder can attach separate sheet/ brochure/ documents in the Technical Bid with authorised sign and stamp:

(i) Modules available in the ERP System being presented by the Bidder:

S.No.	Name of the Module	Available Features
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(ii) Platform/ Other Technical Details related to ERP System proposed for IPE:

- (a) Software Development Platform/ Frontend/ Programming Languages etc.
- (b) Backend Database Software/ Platform;
- (c) Operating Systems Compatibility;
- (d) Browser Compatibility;
- (e) Software Licences requirements to use/ run ERP System (if any);
- (f)
 - (i) Onsite;
 - (ii) Cloud Base;
- (g) Security Parameter/ Measures in ERP System;
- (h) Any other Application/ System related Technical details;

SECTION – IV

DEPARTMENTS

1. ADMINISTRATIVE DEPARTMENTS:

- Director's Office
- Deans' Offices
- Registrar's Office
- HoDs' Offices
- Academic Section
- Administrative Section
- Establishment Section
- Recruitment Section
- Finance and Accounts Section
- Research and Development Accounts Section
- Stores and Purchase Section
- Hostel Coordination Unit
- Construction and Maintenance Division
- Guest Houses
- Security Office
- Central Workshop
- Placement Section
- Hospital
- Computer Centre

2. ACADEMIC DEPARTMENTS:

- Petroleum Engineering & Earth Sciences
- Chemical Engineering
- Mechanical Engineering
- Humanities & Science

3. LIBRARY

(To be printed on company's letterhead)

BIDDER INFORMATION FORM

1	Company Name	:	
2	Registration Number	:	
3	Registered Address	:	
4	Name of Partners/ Director	:	
5	City	:	
6	Postal Code	:	
7	Company's Establishment Year	:	
8	Company's Nature of Business	:	
9	Company's Legal Status (Tick on appropriate option)	:	(i) Limited Company (ii) Undertaking (iii) Joint Venture (iv) Partnership (v) Others (in case of others please specify)
10	Company Category	:	(i) Micro Unit as per MSME (ii) Small Unit as per MSME (iii) Medium Unit as per MSME (iv) Ancillary Unit (v) SSI (v) Others (in case of others please specify)
Contact Details			
11	Contact Name	:	
12	Email id	:	
13	Designation	:	
14	Phone No.	:	
15	Mobile No.	:	
Other Details			
16	Vendor's PAN (Copy to be attached)	:	
17	Vendor's GST (Copy to be attached)	:	

CHECKLIST FOR BIDDERS

Bidders to indicate whether the following are enclosed/ mentioned by striking out the non-relevant option.

Envelop (Technical Bid) (Following documents to be provided in a single cover) Pre-Qualification Documents (Please refer Section-2)		
Ser	Content	Document Attached
1.	Annual Financial Statements for the last three years in support of Financial Turnover	Yes/ No
2.	Completion Report of two projects of ERP System during the last five years	Yes/ No
3.	Detailed documents in respect of at least one ERP system (Refer para 4 of Pre-Qualification criteria)	Yes/ No
4.	Self-Declaration by the Bidder – Non debarred/ Blacklist	Yes/ No
5.	Bidder Information Form	Yes/ No
6.	Copy of PAN & GST	Yes/ No

END OF DOCUMENT