



Maharashtra National Law University Mumbai

Invitation for Expression of Interest (EOI) for Human Resource Management System (HRMS) for University.

Time to complete this work: 90 days from date of purchase order.

EOI Fees: 2500/- (Non-Refundable)

(By DD in favour of Maharashtra National Law University Mumbai payable in Mumbai)

EOI Opening Date: 07.10.2021

EOI Closing Date: 20.10.2021

Interested suppliers may visit the Website www.mnlumumbai.edu.in and download the EOI. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered/speed Post or hand delivery to **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076.** The envelope containing the documents and DD as above should clearly mention sender's name address, telephone number and e-mail address, along with website if any, and superscribed EOI FOR Human Resource Management System (HRMS). Please read General Instructions carefully. Documents must reach on or before 17:00 hours of Monday, **October 25 2021.**

REGISTRAR,

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI



MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

(Established by Government of Maharashtra under Act VI of 2014)

Invitation for Expression of Interest (EOI) for Human Resource Management System (HRMS) for University

- **INTRODUCTION:**

Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.

Currently, Maharashtra National Law University Mumbai is operating from 2ndFloor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai – 400 076.

The University invites expression of interest (EOI) from eligible vendors for supply of HRMS system. Supplier(s), which are located in Mumbai and regularly supply for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

The objective of this EOI Document is to provide information to the interested parties about requirements of University. This EOI Document does not claim to contain all the information as may be required at the time of execution of work. Each Bidding Entity is advised to conduct its own survey for commissioning the work and check the accuracy, reliability and completeness of the information in this EOI Document and obtain independent advice from appropriate sources as deemed necessary. University makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI Document. University may, at their absolute discretion, but without being under any obligation to do so, update, amend and supplement the information in this EOI Document.

SECTION-I

1. EOI Notification:

Maharashtra National Law University (MNLU), Mumbai, invites sealed expression of Interest from eligible, reputed companies/firms for HRMS System for University as specified in this EOI document.

EOI document may be downloaded from MNLU Mumbai website www.mnlumumbai.edu.in The prescribed EOI fee, as mentioned in the EOI document, shall be sent with your offer through Demand Draft (DD) drawn in favor of “Maharashtra National Law University Mumbai”, payable at Mumbai. Any subsequent amendments in the EOI will be available on the above mentioned website.

Duly filled-in documents must be submitted to the office of **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor, MTNL-CETTM Building, Technology Street, Hiranandani Gardens, Powai, Mumbai, Maharashtra- 400076** by Speed Post/RPAD or by hand, on or before **25th October 2021 up to 05:00 pm.**

1	Name of the Work	EOI for HRMS System for University
2	EOI Fee	2,500/- (Non Refundable)
3	Earnest Money Deposit (EMD)	10,000/-
4	Date of issue of EOI	7 th October 2021
5	Last date for receiving Soft copy of all the documents along with EOI Fees may forwarded by email: eoimnlumumbai.edu.in	20 th October 2021 up to 05:00 pm.
6	Last date for receiving hard copy of all the documents along with EOI Fees.	25 th October 2021
7	Address for Communication, Queries and Submission of filled EOI.	The Registrar, Maharashtra National Law University Mumbai 2 nd Floor, MTNL Building, Technology Street, Hiranandani Gardens, Powai, Mumbai, Maharashtra 400076 Tel: 022-25703187, 022-25703188

- Separate DD for prescribed EOI Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this document. Offers received without the requisite fee shall be summarily rejected.
- Eligibility Criteria, Terms and Conditions, Scope of Work, various format and Performa for submitting the EOI offer and other details are described in this document.
- **Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this EOI document and all other required supporting documents.**

SECTION-II ELIGIBILITY CRITERIA FOR THE BIDDER

PRE-QUALIFICATION CRITERIA (Stage-I)

- 1) The bidder/ Company should have been in the software design and development business for at least 5 years as of 4th October 2021. The Bidder should be registered for Sales Tax/VAT/Service Tax/Excise/GST as applicable. The copies of documentary evidence in support of this must invariably be enclosed with the offer.
- 2) The bidder should have a turnover of at least 50 Lakhs in each of the last 3 financial years, as revealed in Annual Financial Statements reported in India in each of the last 3 financial years(2018-19, 2019-20, 2020-21).
- 3) The bidder/Company should have completed at least **THREE** projects of HRMS System Supply/Development and Implementation during last 3 years.
- 4) The bidder/Company should not have been debarred/blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/University or any other organization.
Undertaking in this regard is to be submitted by Bidder.
- 5) The bidder/Company should have submitted Bid Processing fees of Rs. 2,500 (Rupees Two Thousand Five Hundred only) Earnest Money Deposit (E.M.D.) of Rs. 10,000/- in the form of Demand Draft in favour of
“Maharashtra National Law University Mumbai” payable at Mumbai.
- 6) Bidders are required to submit all supporting documents for above criteria with sign and stamp.

PRESENTATION TO THE EVALUATION COMMITTEE (Stage-II)

Companies/Agencies shortlisted in pre-qualification will be invited for making presentation in presence of Evaluation Committee at MNLU Mumbai. Each of the shortlisted Companies/Agencies will be given a slot of fixed time period. The Evaluation Committee will see the presentation of HRMS System proposed by the bidder and assess competency of the Companies/Agencies, their capacity of understanding the needs, and sensitivity to provide services to MNLU Mumbai on below mentioned parameters:

- Presentation of proposed HRMS System for University and its features
- Number of years of existence of Company
- Number of Key Professionals & their post qualification experience
- Number of projects with higher educational institute.
- Recognition/ Accolades won during last 3 years
- Ability to serve MNLU Mumbai
- Track-record

The Evaluation Committee will shortlist the Companies/Agencies on basis of above evaluation for further process.

SECTION-III

GENERAL TERMS AND CONDITIONS

1. Essential technical requirement:

The company /agency must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, Shop and Establishment registration etc., as applicable from time to time, with respect to this EOI.

2. EOI Fee & EMD:

The Bidder has to submit Non-refundable **Tender Fees of Rs. 2500/- & Earnest Money Deposit (E.M.D.) of Rs. 10,000/-** in the form of Demand Draft in the name of “**Maharashtra National Law University Mumbai**” payable at Mumbai from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Mumbai) in the separate sealed cover should be remitted along with the bid. **Bid without Tender fees & E.M.D. will not be termed valid.** In case of non-receipt of Bid processing fees & EMD as mentioned above your bid will be rejected by MNLU Mumbai as non-responsive.

3. Unsuccessful bidder's E.M.D. will be returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 10% of the total order value as prescribed by MNLU Mumbai, whichever is earlier. No interest is payable on EMD.

4. Bid validity:

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED".

5. Submission of Bid:

Technical Bid and Price Bid shall be submitted in two separate sealed envelopes quoting reference number of EOI at the top of the envelope. The fees shall be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents.

6. Bid Evaluation:

The Bidder will be evaluated based on the Pre-Qualification Criteria (Stage-I) and Assessment of Evaluation Committee (Stage-II). Price Bid of Shortlisted Bidders by the Evaluation Committee will be opened.

7. Duration of Supply/Development of HRMS System with Project Implementation:

Within **90 days** from the date of issue of purchase order/work order.

8. Amendment of EOI Document (Corrigendum):

At any time prior to the deadline for submission of bids, MNLU Mumbai may, for any reason, modify the EOI document and the corrigendum will be published on MNLU Mumbai's website under www.mnlumumbai.edu.in URL.

9. Prices, Taxes and Duties:

The Bidder should quote firm prices/ rates taking in to account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated above and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

10. Assignment & Sub-Contract:

The Agency shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the University.

11. Taxes, labour laws and other regulations:

The selected agency shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto. The selected agency shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act,

Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental agency or authority.

12. Confidentiality and Disclaimer

All information supplied by the MNLU Mumbai in connection with this EOI must be treated as confidential and, for the avoidance of doubt, all parts of the EOI are to be treated confidentially by the Bidders.

13. Conditional EOI:

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.

14. Contract Agreement:

The successful Bidder shall be required to execute a Contract Agreement with MNLU Mumbai on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only). The cost of stamp paper shall be borne by successful Bidder. MNLU Mumbai reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

15. Liquidated Damages:

In the event of failure to provide service beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the total loss value of the contract will be deducted, subject to a maximum of 10%; alternately the order will be cancelled and the remaining service will be given to any other suitable agency at the risk and expense of the qualified agency.

16. Force majeure:

If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations here under by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

17. Interpretation:

In the event of any difference in the interpretation of any of the clauses of the service contract and / or the documents, the clarification given by the Registrar of Maharashtra National Law University Mumbai shall be final and binding on the Parties.

18. Exit Clause:

MNLU Mumbai can terminate the contract at any time i.e. during the contract period without giving any notice or citing any reasons.

19. Settlement of Disputes:

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.

20. Any dispute whatsoever shall be subject to the **jurisdiction of Mumbai Courts only.**

21. In any case AMC/Hosting services are terminated the vendor shall handover the module of the University in manner that it can be reused by the University on its own.

22. IMPORTANT:

- a) University may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the lowest bid. The University at its discretion may change the upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the agency will also be debarred from participation in future processes.
- c) Bidders are required to sign and submit all the pages of this EOI document and all other required supporting documents
- d) In case of any dispute, the decision of the Vice-Chancellor of this University shall be final and binding on the Bidders.
- e) For any query pertaining to this bid document, correspondence is addressed to: The Registrar, Maharashtra National Law University Mumbai.

SECTION-IV TECHNICAL

1. SCOPE OF WORK:

Maharashtra National Law University Mumbai (MNLU Mumbai) intends to implement an HRMS project to automate and streamline its Payroll, Compliance, Statutory, Taxation other processes to improve Human Resource efficiencies and provide improved services to its stakeholders. For this purpose, it requires services of a competent IT Company/Firm which can understand the university's requirements of HRMS and provide complete HRMS Application with implementation. The broad functional areas/modules identified, to be covered under 'The HRMS System for University' include; but not restricted to-

- Human Resources Management
- Payroll Management
- Report Writer Tool
- DCPS System
- Employee Database Management
- Tax Calculator
- Asset Entry
- Work Flow Management
- Leave and attendance management
- Leave Planner
- Employees Self Service Management
- Reports and Document Management
- Biometric Device Integration
- Statutory Calculation
- Taxation & Compliance
- JV Integration
- Summary, Proportionate & Cross-tab reporting
- Multilevel Approver Functionality
- Multi entity management
- Multi shift management

While above inclusions are to guide the core functionality expected, these may however be added/amended based on University's requirement. University reserves the right to procure any one or combination of modules listed above or proposed by the bidder with necessary required customization/modification. The participating bidders are expected to be reputed IT Company/firm and having carried out similar assignments in the past.

Implementation:

2. To implement the solution at locations - as required by the University.
 - a) University may implement the HRMS in phases.
 - b) University may contact the organization where HRMS has been successfully implemented.
3. To ensure that the software design and implementation takes care of necessary security aspects such as data safety, access controls, integrity, backup measures and disaster recovery
4. The Bidder is expected to incorporate all changes in business requirement in the application during the term of the project if any such changes arise.
5. Data integration/migration from the existing system to the HRMS System of University.
6. The bidder is required to depute adequate number of appropriate personnel at the user sites for required no. of days during the HRMS Project Implementation.

Training to the Users/Staff:

1. To prepare training schedule of HRMS System/Modules for staff/users and take approval from the University.
2. To train the designated technical and end user staff to enable them to effectively operate the HRMS System/Modules.
3. To prepare training manuals for HRMS System/Modules and submit to the university.

Warranty:

The Bidder/Company/firm has to give full support for one year after the HRMS system goes live without additional annual maintenance cost and should thereafter continue to extend maintenance service if desired, on payment as per mutually agreed terms/as quoted

(B) Details of HRMS System for University:

Bidders are required to provide following details of HRMS System. For Additional/More details bidder can attach Separate Sheet/Brochure/Documents in the Technical Bid with Authorized sign and stamp.

(I) Modules available in the HRMS System of University:

Sr. No	Name of Modules	Available Features
1.	HRIS and Payroll	Payroll Processing , Compliance & Statutory
2.	Employees Self Service	Employees Login Portal
3.	Leave Modules	Leave Management with Report
4.	Time and Attendance	Biometric integration and Attendance management
5.	Work Flow Management	Approvals System according to hierarchy
6.	Mobile HR	Mobile Apps Android/IOS
7.	Report Writer Tool	Multi types of reporting
8.	Leave Planner	Leave planning utility for the various team
9.	Statutory Calculation	PF, ESIC, PT, LWF, Bonus & Gratuity forms
10.	Taxation & Compliance	TDS, Form 16, 24 Q, 12BA, 12BB etc.
11.	Multilevel Approver	Assign different level of Approver.
12.	JV Integration	JV integration with other ERP's
13.	Asset Entry	Asset entries of all the issued asset.
14.	Multi Entity management	Entity management on the client need basis.
15.	Multi shift management	As per organization rules shift configuration.

(II) Platform/Other Technical Details related to HRMS System:

1) Software Development Platform/Frontend/Programming Languages etc.
.NET

2) Backend Database Software/Platform:
MS SQL

3) Compatibility with Operating System:
Microsoft Windows 7 onwards, Linux etc

4) Browser Compatibility
: Google Chrome, Mozilla Firefox, IE, etc.

5) Software Licenses requirements to use/run HRMS System(if any):
Spine HRMS (On premise)

6) Cloud Base:

7) Security Parameter/Measures in HRMS

System: Internal firewall of an organization

- 8) Any Other Application/System Related Technical
Details: Mobile application required- Android and Ios

(III) Checklist of documents to be attached with technical bid.

- **Company/Firm registration certificate**
- **EOI fee & Earnest Money Deposit (Demand Draft) Annual Financial statement for 2018-19, 2019-20, 2020-21**
- **Work order & completion certificate of at least three projects of HRMS System developed for educational institute.**
- **Undertaking that the bidder/company/firm is not blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/University or any other organization**

SECTION-V

PRICE BID

Bidders are required to fill Price Bid in the following Format I & II. Bidder can attach additional sheets if required.

PRICE BID FORMAT-I

Sr.No	ITEM	Price/Amount (Without Applicable Taxes) (in Rs) One Time	Applicable Taxes	Total Amount(Inclusi ve of Applicable Taxes) (in Rs)
	HRMS for University:			
1	Software cost including cost for development, installation, implementation, training, and with 1 year warranty/ Maintenance, after HRMS System goes live.	CLOUD BASE		
2	Charges Operational and Maintenance support (After completion of First Year Support)	Annual		
3	Hosting	Annual		

PRICE BID FORMAT-II (Module wise)

(A) CLOUD BASE

Sr. No.	Modules details /Name of Module With One Year Warranty and Maintenance after HRMS modules goes live	Price/Amount (Without Applicable Taxes) (in Rs)	Applicable Taxes	Total Amount (Inclusive of Applicable Taxes)(in Rs)
1				
2				

SECTION-VI
DECLARATION

1. I,.....Son /Daughter of Mr./Ms.
Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----
----- am competent to sign this declaration and execute this document.
2. I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to the summarily rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the EOI document and papers submitted by my Bank is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Signatory

(With Seal)

Place:

Date: