

## Request for Quotation (RFQ)

**Subject: Submission of EOI for Supply and Installation of Learning Management System (LMS)**

**Issued By:**

**Madan Bhandari Memorial College**

Date: 2081-10-05

### **Background:**

Madan Bhandari Memorial College is committed to enhancing its digital learning environment in line with UGC's guidelines. The college invites interested and qualified companies to submit their Expression of Interest (EOI) for the supply and installation of a Learning Management System (LMS). This system will integrate with the UGC HEMIS and align with the requirements mentioned in UGC's framework for strengthening web-based EMIS.

### **Scope of Work:**

This project encompasses following:

#### **1. System Development and Installation**

- Establish a centralized, modular, and integrated LMS compatible with UGC HEMIS.
- Provide a fully functional and dynamic LMS website hosted under the college's official domain.
- Ensure real-time data synchronization between the LMS, campus HEMIS, University, Ministry of Education, Science and Technology and UGC HEMIS.

#### **2. Features and Functionalities**

- Role-based access control and user authentication.
- Modules for course management, student data management, faculty records, and academic performance tracking.
- Dashboards and analytics tools for reporting.
- Integration with existing tools, including library systems and payment gateways, through RESTful APIs.

#### **2.1 Data Migration**

- Conduct secure migration of existing digital and manual records into the LMS.
- Ensure accuracy and integrity of migrated data with proper backups during the transition.

#### **3. Training and Support**

- Provide training for administrative and academic staff to effectively utilize the LMS.
- Offer ongoing technical support and maintenance services.



4. **Verification and Reporting**

- Ensure compliance with UGC guidelines for data reporting.
- Facilitate the UGC's verification process by providing login credentials and hosting the system in a government-approved data center.

5. **Eligibility Criteria:**

- Registered IT companies with experience in developing and deploying LMS or similar systems.
- Proven track record of working with higher education institutions or government projects.
- Capability to integrate systems with UGC HEMIS, meet all outlined technical specifications.

6. **Submission Requirements:**

Interested companies should submit their EOI along with the following documents:

1. Company profile and relevant experience.
2. Technical proposal detailing system architecture, features, and integration capabilities.
3. Financial proposal, including a detailed budget breakdown for supply, installation, and maintenance.
4. Implementation timeline.
5. References from previous clients (preferably educational institutions).

7. **Evaluation Criteria**

- Compliance with technical specifications outlined in UGC guidelines.
- Cost-effectiveness of the proposal.
- Timeline for implementation and system readiness.
- Experience and expertise of the proposing company.

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#### 10. Evaluation Criteria

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#### 11. Project Timeline

- Submission Deadline: Magh 22, 2081
- Vendor Selection: Within 15 days after submission deadline.
- Project Start Date: Magh 28, 2081
- Completion Date: Within 1 month from the project start date.

#### 12. Payment Terms

- 30% advance upon signing of the agreement.
- 40% upon successful installation and system integration.
- 20% after data migration and user training.
- 10% after final acceptance and system handover.

#### 13. Acceptance Criteria

- Fully operational LMS with all specified features and functionalities.
- Seamless integration with UGC HEMIS and other campus systems.
- Data migration verified for accuracy and completeness.
- Completion of staff training and submission of training materials.
- Written approval by the college's project review committee after system testing.

#### 14. Disclaimer

- Madan Bhandari Memorial College reserves the right to accept or reject any or all submissions without providing any justification.
- All costs incurred during the preparation and submission of the proposal are the sole responsibility of the proposer.
- Submission of an EOI does not guarantee selection or award of the project.

#### 15. Submission Deadline:

All quotations must be submitted no later than 2081 Magh 22

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