

**Minutes of Pre-Bid Meeting on the Implementation & Support of ERP at IIM Kozhikode,  
held on 24 August 2021 at 11:00 hrs, Conducted online via Zoom.**

1. The following officers participated:
  - a) Shri. Ashok Pathak, Chief Systems Manager.
  - b) Shri. L L Ramachandran, ERP Advisor.
  - c) Col. Biju Warriar, Chief Purchase Officer.
  - d) Shri. Augustine George, Administrative Officer (Purchase).
  - e) Representatives from eleven IT firms as participants and Potential Bidders.
2. The CPO welcomed all the esteemed officers and participants from the leading IT companies and in his brief introduction he highlighted the dates for submission of e-tenders and their hard copies. It was intimated that the reply to queries raised during the Pre-bid meeting and those received via e-mail up to 28 August 2021 would be replied to through the e-wizard Portal/email & necessary corrigendum would be published on the Portal and the Institute website.
3. It was requested to the participants/ Vendors to kindly give a justification or sound reasoning for any proposed amendments to the qualification criteria or any other conditions spelt out in the NIT. It was also mentioned that all suggestions would be studied for their reasonability and wherever feasible, suitable amendments would be issued through a corrigendum to the NIT.
4. The following points were raised by the participants.

Sl.No.	Point Raised	Remarks of IIMK
a.	<u>OEM Audit</u> 1.A Participant sought details about the two OEM Audits to be conducted, their schedule and the cost of conduct of the Audit. 2. It was suggested that the OEM may prefer to undertake its own Audit independently.	1. It was clarified that two OEM Audits are to be conducted. One Audit after the Business blue print and second Audit before Go-live stage. The Vendor / SI is required to rectify the audit observations (if any) before Go-Live of ERP. 2.The two audits are to be conducted for the Finance System in Phase-I and Academic System in Phase-II. 3.The Student Finance and its interface is also a part of Phase-I. 4. The OEM to undertake the audit independently, however, the cost of audit to be included in the Price Bid submitted by the SI, as mentioned in the RFQ.
b.	<u>Duration of the Project</u> Details of Project Duration may be clearly spelt out	a) The Duration of the Project will be as under:- Phase I -Nine (09) Months. Phase II-Eleven (11) Months. b) Both phases will run concurrently and additional three months of hand holding separately for each phases are necessary. Details are already mentioned in Tender Document (Para 1.4) & Price Bid.

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c.	<u>Nine (09) years of Historical Data Migration for ERP</u> a) Details may please be spelt out b) Decision on Statutory period of Historical Data to be Migrated from existing system to ERP may be taken.	a) Historical Data at IIMK to be migrated to New ERP as indicated in the RFP. b) Wherever digitized format is not available, IIMK shall digitize the same as mentioned in the RFP. c) The volume of Data maintained at IIMK is manageable and a decision on inclusion of requisite data for Migration will be taken during Business Blue print phase.
d.	<u>Disaster Recovery System (DR)</u> Is there any DR system included in the current project?	IIMK will take up a separate project for Disaster Recovery System, but the Bidder needs to submit an architecture & Technical Details for the solution offered to IIMK.
e.	<u>Sand Box System</u> A participant sought clarity on the requirements of the Sand Box System.	1.It was clarified that as bidder is required to provide a Sand Box System for the project activities including Business Blue print, Data Migration etc as mentioned in the RFQ. 2.The Sand box System is required to be operational till the production System is ready. 3. The Sandbox to be included in the price bid and Technical Bid.
f.	<u>Document Management System</u> Details of the DMS was sought .	DMS has to have functionality as mentioned in RFQ. The Chief System Manager of IIMK clarified that the workflows are also to be integrated in DMS The size of Data for DMs is not calculated and to be calculated during the Business Blue Print Phase.
g.	<u>Application &amp; Integration</u>	The requirements of Application &Integration were explained in detail. For existing systems like Biometric, Learning Management System Moodles Library System etc. , the system is to integrated with ERP.  If some specific functionality in the FRS on ERP or academic system cannot be met by SI using Standard ERP, then those functionality is to be developed by SI or procured from third party and is to be integrated with ERP.  All other aspects will be as per the RFQ.
h.	<u>SAS Vs Cloud model</u> 1. A participant expressed his apprehension regarding portability at a later stage, once the system is implemented on SAS Model. He opined that from a portability, customization, integration and long term perspective Cloud Hosting Model has benefits over SAS Model.	1. It was intimated that the point would be discussed internally and the decision of the Management would be conveyed accordingly.

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	<p>2. A second Participant raised a point regarding visiting Faculty, shift system and hostel allotment functions.</p>	<p>1. IIMK clarified that visiting Faculty have to be maintained in the database of as separate entity and the payment of honorarium to be done through the Finance System.</p> <p>2. It was also clarified that there are shift system for few departments like Computer Centre. The employee who attends few full shift gets full pay.</p> <p>3. Housing allotment system presently manual and also to be developed as part of the project.</p> <p>4. The new applications developed should be using the development environment of the OEM ERP- their portal, work flow, mobile environment so that the User Interface (UI) is similar to ERP and integration is also very smooth.</p>
i.	<p><u>Training</u> Participants sought clarity on Training requirements .</p>	<p>IIMK clarified that four categories of training are required. These include training for core team, project team, end user and IT team. The no. of batches and the areas of training is clearly mentioned in the RFP. For end user students will be around 2200, staff – 200, faculty -100. Bidder to formulate a strategy for the same in their bid.</p>
j.	<p><u>User sign off for Go-Live (Page 35)</u> A participant raised apprehension that the user may keep asking for cosmetics changes and the measuring point to be clearly defined.</p>	<p>IIMK reiterated that Go-Live will be considered successful only after smooth functioning of the system and all users are operating the same. Such issues, if any, as raised by the vendor comes during the implementation of project, they can be brought to project team / committee for resolutions.</p>
k.	<p><u>Integrity Clause</u> A participant sought clarity regarding clause 11.3 on page 239 ( Integrity Pact), regarding whether Consortiums are being considered as eligible to participate in the bidding process.</p>	<p>IIMK clarified that the Integrity Pact is a standard document and the eligibility of the bidders will not be determined by a clause in the Standard form of the Integrity Pact, but the PQC spelt out in the RFP.</p>
l.	<p>A participant requested that if the bidder does not take the support of Consultants for the students/ Academic Module then extra weightage to be given in Technical Criteria for those bidders.</p>	<p>It was intimated that the point would be discussed internally and changes if any will be informed.</p>
m.	<p><u>Hand holding and helpdesk</u></p>	<p>IIMK clarified that hand holding is a separate activity to be provided after Go-Live for 03 months to support the user. This has to be on site. During this period, helpdesk will compliment handholding. post handholding, all the issues to be resolved by Helpdesk, as mentioned in the RFQ.</p>

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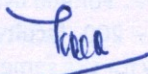
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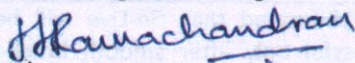


n.	<u>PF Trust</u>	IIMK clarified PF trust accounting is not a part of this RFQ.
o.	<u>PQC item No 2</u> Criteria for Hosting - Hybrid Model	It is further clarified that Hybrid Model means part of the system hosted onsite at IIMK premise / site and the remaining part hosted on cloud.
p.	<u>Extension of Last Date for submission of Bid</u> A participant requested IIMK to extend the last date for submission of tender by at least 3 weeks from the date of issue of corrigendum.	It was intimated that the point would be discussed internally and the decision of the Management would be conveyed accordingly.

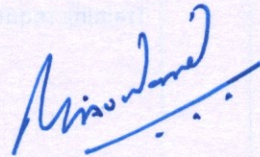
5. The meeting was concluded with the remarks of the CPO, who intimated that the queries from participants would be welcome via e-mail till 5.00 PM on 28.08.2021, for which separate replies would be furnished via e-mail.



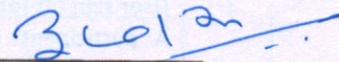
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