

MINUTES OF PREBID MEETING HELD ON 01.07.2021 IN RESPECT OF EoI FOR INTEGRATED E-GOVERNANCE FOR OFFICE PROCESSES AT IIT DHARWAD

A meeting in respect of EoI for Integrated E-Governance for Office Processes at IIT Dharwad was conducted at 1100 hrs on 01.07.2021. A total of 04 (Four) prospective service providers attended the meeting online.

2. The following committee members supervised the proceedings: -

(a)	Prof. SRM Prasanna, Dean (R&D/FW)	Chairman
(b)	Dr. S Basavarajappa, Registrar	Member
(c)	Prof. Sudheer Siddapureddy	Member
(d)	Prof. Sudhanshu Shukla	Member
(e)	Prof. Raghu Hudli	Member
(f)	Prof. Sharad Bhartiya	Member
(g)	Prof. K. V. Krishna	Member
(h)	Lt Cdr Anupam Joshi, AR (C & S)	Member
(i)	Sh. Sandeep Pareek , AR (F & A)	Member
(j)	Shri Anil Dhankhar, AR (MMD)	Member

3. The Following firms were represented: -

(a)	M/s OASYS Cybernetics pvt.ltd.
(b)	M/s YASH Technologies pvt LTD
(c)	M/s Cognitive platform solutions
(d)	M/s Nippon Data Systems Ltd.

4. The representatives were welcomed and EoI for Integrated E-Governance for Office Processes at IIT Dharwad was elaborated. Thereafter, the EoI document was thoroughly discussed elaborating all the terms, user requirement, desired eligibility criteria, obligations and other points. The following decisions/clarifications are hereby made by the Committee, as a result of the meeting: -

Sr. No.	RFP Page Number	Clause (EoI Ref.)	Query / Suggestion	Clarification Required	Clarification from IIT Dharwad
1	10	Sponsored Project & Consultancy Project Accounts	The system is expected to manage key activities like: Project Master Creation, Sales Invoice, Receipts, Cheque Remittance Report, Payment Voucher Entry & Print, Journal Voucher -Imprest A/c, Journal Voucher, Project Report - Yearly, Receipts & Payment Register, Adjustment Vouchers, Project wise & Department wise Report, Department wise Summary Report, Purchase Bill Breakup report and Voucher Printing, Cheque Counter Foil Register, Payment Advice to Bank like Same Bank Transfer, RTGS/NEFT or PFMS as the case may be.	How will the payments be linked to the projects ?	The maintenance of books of Accounts is the prime focus in respect of R&D projects. The payment advice will be prepared and sent to the Bank (as of now) and the ERP is being seen as a tool for automation of this complete process. These payments from R&D section will act as a replica to the main Accounts payments from the Institute and the fine details may be worked out as required & desired.
2	11	Scholarship Payment for Student	Scholarship payment for students may be integrated with Academic modules all students master details are available in academic module.	Will scholarships vary with the academic records of students ?	The details of the students will be provided on each occasion with the amount of scholarship to be released. The guidelines governing the payment of scholarship will also be produced upfront for preparation of master data. The complete process from invitation of applications, scrutiny of documents, preparation of list (pertaining to each category) etc. is intended to be taken care by the ERP module (though manual intervention will be there to cross

verify the data in the initial stages).

3	12	Higher Education Financing Agency (HEFA)	This is a new concept in IITs. Being 3G IIT, Principal Repayment and Interest payments are being given as Grants from MOE. System shall generate HEFA Disbursement Request based on the inputs and shall capture the payments made by HEFA again based on the inputs, calculation of quarterly interest, separate ledgers for Civil Works and Capital Equipment which would be given in detailed manner.	What is the input for HEFA and its frequency ?	Now HEFA Scheme is withdrawn for the 3G IITs. Hence, there will be no question of HEFA Principal and Interest Repayment as of now. The Assets will be created out of the sanctioned budget of the Ministry to the Institute will be accounted following the usual accounting procedures.
4	13	Purchase Requisition / Auto Purchase Requisition	The following actions can be performed using the Purchase Requisition screen: <ul style="list-style-type: none"> · Create/View/Edit Purchase Requisition · Create Purchase Requisition from Alert · Convert Purchase Requisition to Purchase Order · Approve/Reject/Close/Print Purchase Requests 	Are there workflow and escalations ?	The workflow indicated in the EoI document is for illustrative purposes and the complete work flow will be defined to the ERP developer (so that all the authorities involved in the complete channel are part of it). The Escalation matrix may also be embedded.
5	15	Insurance Details	Facilities to be provided to Issue circular for GMIS and GTIS insurance, support Employee application for Additional or Higher Coverage along with Interface with payroll for salary deductions.	Is this a messaging service	It may not be a separate messaging service, however the employees will be informed through normal procedure of issuing the

					OM/Circular.
6	16	Staff Attendance/Leave management	Maintain Staff Attendance and leave records.	Is attendance linked with RFID cards or Biometric system	Presently it may be linked to the Bio-metric attendance system however later on RFID systems of attendance management can also be implemented.
7	27	Ticketing System	For Complaints related to installation, website updates, software related services.	Is there a requirements for bots and helpline.	Online help is needed. Bots are optional.
8		General	Application Architecture		The application architecture must be preferably cloud native and microservices based. The system must be layered. Modularity and ease of modification are critical, as the needs of the institute will evolve. Clear separation of concerns and responsibilities in the different components of the system are essential. The architecture must support both scale and resilience.
9		General	Deployment Architecture		Containerized preferable. Deployment must be on cloud (public/private)
10		General	No of Concurrent Users		~1,000. There may be peaks that are either seasonal or event driven - examinations,

					registrations, etc. - which may require support for a much higher number of concurrent users.
11		General	Max Transaction per Day		~10,000
12		General	Max Size of Write /Transaction year		Clarify. Not sure what you mean by Transaction Year. If you mean a calendar year, then max size of a write would depend on the size of file configured. May be 10s of MBs. Batch transactions if supported may be larger.
13		General	Any Document Upload Permitted		Will vary by departments. Must be configurable.
14		General	Max Size of File in MB		Must be configurable. Virus and malware scan must be possible and enabled.
15		General	Max Files per User		~1000
16		General	Database Backup Policy		Databases must be backed up regularly and often. It is desirable to have redundant and mirrored databases to prevent any data loss due to DB crashes.
17		General	Database Retention Policy		Transactional data must be retained for at least 10 years. Archived data must be Indefinitely retained.
18		General	DC - DR Policy		In the event of a disaster, the system must be restored within 6 hours, for server instance build

					and install. DB itself should be always available. If servers are containerized it is preferable.
19		General	RPO -- Recovery Point of Object		Ideally, zero. Mirrored database deployment will address this.
20		General	RTO -- Recovery Time of Object		Ideally, zero. If mirrored database is used, objects will always be available, and RTO will be 0.
21		General	Data Archival Policy		Data must be archived with options to archive on NAS/SAN or cloud storage. Data older than 3 years may be archived. Archived data must be retrievable within a day, for reporting or audit purposes.

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Technical validation (Service Provider) (Page No 6 of 39)

Service Provider shall be able to implement the solution directly without any organizational or other intermediary.

Yes, The Integrated E-Governance for Office processes is implemented by us without any intermediary. But, we integrate with Tally for Finance and Accounts. We shall provide a single integrated system only. We shall be single point of contact from IITDH (IIT Dharwad) prospective for implementation of Integrated E-Governance for Office processes. The iPROOF Platform based ERP has a built in Accounts and Payroll module. That can also be used by IITDH as well. Is that approach acceptable? Justification for usage of Tally: We strongly recommend a Tally Integration based approach because of the following reasons:

- We recommended Tally because from our experience, the accounts team and Audit teams in IITs are always comfortable with Tally. Hence change management from Tally to other systems would be very difficult.
- In addition, we have the proven track of successful implementation of iPROOF based IMS solution partnering with Tally for Finance and Accounts Module at IIT Madras, IIT Mandi and IIT Gandhi Nagar.
- The following are to be noted about our

After implementation of the Finance & Accounts Module of ERP, IIT Dharwad does not intend to continue with Tally Software. We may be looking for all the Finance & Accounts related activities through the ERP solution.

				<p>approach</p> <ul style="list-style-type: none"> o Tally is fully, tightly and seamlessly integrated with our system o Data capture happens only in iPROOF system and it gets integrated and pushed to Tally automatically o Data for reporting shall be extracted from Tally into iPROOF system o The adaptors for all the requirements are pre-built and time tested in other IITs o Only accounts and Audit team members would look into Tally and the data they see would be pushed by iPROOF ERP <p>Since data capture happens only in one system, adaptors are pre-built and the both systems are proven to work together very well, we recommend this approach since it will satisfy the expectations of Finance/Accounts and Audit teams and meet IITDH expectation of an integrated system</p>	
23	7 & 39	<p>Technical validation (Application Features) -Serial No a (Page 7 of 39) and Part B (Technical validation) - Serial no b (Page 39 of 39)</p>	<p>"Technical Evaluation Serial No a: The applications shall not be based Proprietary Technology</p> <p>Part B (Technical validation) Serial no b: The applications shall be based on Open Source Technology</p> <p>"</p>	<p>Ours is not an open source technology. Can we get a waiver for this clause? Kindly do clarify the same</p> <p>Description about our platform: We have an e governance solution that is designed specifically for IITs. It is based on iPROOF Platform – A Low code/BPM platform built by CPS</p> <p>Though iPROOF Platform is not an open source platform, it has a design studio that is equivalent to source code, it gives all the facilities that would let</p>	<p>The license may not be open source license – meaning the source code is free and can be distributed freely to others. But any technology used must be one of the standard generally available technologies.</p>

			<p>IITDH configure and change the modules, change and Manage applications/workflows, screens for mobile and web and business logic independently without any constraints and without dependence on us .</p> <p>Instead of providing source code, we provide a Design Studio through which IITDH staff can independently Change and Manage applications/workflows, screens for mobile and web and business logic independently without any constraints</p> <p>This platform can be deployed on Linux and Windows Operating systems, and accessed through web and compatible with all common web browsers.</p> <p>iPROOF shall be hosted in institute server and remote server.</p> <p>It has been successfully implemented in 3 IITs (IIT Madras, IIT Mandi and IIT Gandhi Nagar)</p> <p>We have worked with 3 IIts and our solutions have been successfully deployed and has been used for over 5 years - we exactly understand how IITs function and how to design a system that would work very well for IITs</p>	
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- 1. The minutes of meeting will be part of EoI Document.**
- 2. The bidders are requested to take into account the modified EoI document for participation in this EoI.**