

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI (110016)
ALUMNI AFFAIRS & INTERNATIONAL PROGRAMMES (AA & IP)
PHONE: 011-26591713, EMAIL: deanaaip@admin.iitd.ernet.in

INVITAION FOR EXPRESSION OF INTEREST (EOI)
IITD/HAAF(SP-449)/2016

Date: 13/06/2016

Indian institute of Technology Delhi invites proposal under Expression of Interest (EOI) from reputed firms for "Development, maintenance and continuous upgradation of Alumni Database for IIT Delhi". At present, there are approximately 43,000 Alumni of the Institute and the Institute database has approximately 4000 entries. Many of these require authentication for correctness.. Dean (AA&IP) office desires to take the help of a reputed and experienced professional body who may utilize its manpower, suitable database and various social networking sites and other innovative solutions to generate the database by way of engaging the Alumni and to design a suitable online web portal strategies/software for continuous engagement with Alumni.

The proposed job will include database design in MySQL, data capture, integration, security, system access, user management, backup and recovery, navigation etc. The generated database must provide the present contact address, its employment information or its entrepreneurship profile (as the case may be), the year of graduation with discipline etc. The proposal will be evaluated in terms of its effectiveness, innovativeness (Online, Offline or a combination thereof), self-sustainability, user-friendliness, cost, complexity, technical presentation, timeline of the proposal, need for space, etc. The proposed solution may include framework, business process matrix, task flow and functional requirement, measurable outcome etc. The proposed solution should bring snowballing effect in its effort to enlarge the valid database. It should also ensure some form of self or automatic updation of the data once captured.

Interested firms must submit sealed offer of EOI giving details of their proposal, capabilities, past experience of similar job, list of completed projects, in the documents entitled "Expression of interest IIT Delhi for Alumni Database creation of IIT Delhi" as available on <https://alumni.iitd.ac.in/> at the following address:

Dean, Alumni Affairs & International Programmes (AA&IP)
Room No. AD-212, Main Building
Hauz Khas, New Delhi 110016

The last date for receipt of proposals in response to EOI in the office of Dean AAIP is 15 days from the date of publication of this Advt. on Institute website.

On receipt of the EOI, discussions/presentations may be held with the applicants and based on these, one or more (or a combination of) acceptable technical solution and their specifications may be finalized by the Institute. The Institute may then utilize these specifications to invite techno-commercial bids as per rules.

The Dean AAIP, reserves the right to reject any or all Expression of Interest received without assigning any reason thereof.

Dean (AA&IP), IIT Delhi

Form for Expression of Interest (EOI)

Development, maintenance and continuous upgradation of Alumni Database for IIT Delhi

**Dean,
Alumni Affairs & International Programmes (AA&IP)
Indian Institute of Technology Delhi
Hauz Khas, New Delhi 110 016**

Date: 13/06/2016

1. Application

Date:

To

Dean
Alumni Affairs & International Programmes (AA&IP)
Indian Institute of Technology Delhi
Hauz Khas, New Delhi 110 016

Subject: Expression of Interest (EOI) for "Development, maintenance and continuous upgradation of Alumni Database for IIT Delhi"

Dear Sir,

This is in response to your public notice published in [.....] on [.....], inviting expression of interest for "Development, maintenance and continuous upgradation of Alumni Database for IIT Delhi", we hereby submit our expression of interest. We have attached necessary information according to the standard form. The information furnished by us in this expression of interest is correct to the best of our knowledge. Based on these information, we understand you would be able to evaluate our proposals in order to pre-qualify for the above mentioned assignment. We, however, understand that the Dean (AA&IP) reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

Sincerely yours,

On behalf of the the firm:

Signature:.....

Name of signatory:

Designation:

Company Seal

Development, maintenance and continuous upgradation of Alumni Database for IIT Delhi

(All the fields are mandatory. Incomplete applications are liable to be rejected)

Firm Information

2.1 Name and address

Name of the firm:

Address:

Telephone No.:

Fax:

Email:

Post Box No.:

Mobile No.:

2.2 Date of establishment:

2.3 Core Area of expertise of the firm

2.4 Contact person:

Name:

Designation:

Telephone No.:

Email:

Mobile No.:

2.5 VAT/Pan registration:

VAT No.:

Pan No.:

2.6 Proposed lead person:

Name:

Education:

Experience year:

Area of Expertise:

2.7 Staff of the firm

No. of regular staff:

Total:

Professional staff with technical background:

Professional staff with other background:

Administrative/support staff:

3. Supporting documents:

3.1 Company Profile:

3.2 Legal documents

- *Provide copy of the legal registration, VAT and PAN registration certificates of the firm; with their latest renewals where applicable*

3.3 Work Experience certificate:

- *Provide supporting document for the completed contract assignment, especially indicating those which are relevant to proposed assignment and completed within last five years.*

4. Experience of the Firm:

4.1 General experience of the firm

- *List all experiences of the firm during the last five years (Ref. table 1)*
Development, maintenance and continuous upgradation of Alumni Database for IIT Delhi

4.2 Relevant experience of the firm that best fit with proposed assignment

- *List relevant experiences related to this assignment of the firm during the last five years (Ref.: table 2)*

4.3 Relevant experience of Firm's professional staff in reference to the proposed assignment

- *Describe experience of professional staff relevant to the proposed assignment (Ref.: table 3)*

4.4 Pool of human resources available to the firm with relevant experience to the proposed assignment

- *Describe experience of external professional staff relevant to the proposed assignment (Ref.: table 4)*

5. Equipment

5.1 Available Equipment

- *Provide list of equipment owned by the firm and relevant for the assignment.*

6. Brief Write-up on the process to be adopted for generating Alumni Database.

6.1 Comments on the objectives and scope of the services projected in the Enquiry.

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.		Annexure-I: General Experience of the Firm during the Last 5 Years	.PDF
2.		Annexure-II: Relevant Experience of the Firm during the Last 5 Years	.PDF
3.		Annexure-III: Relevant Experience of the Firm’s Professional Staff	.PDF
4.		Annexure-IV: Relevant Experience of the External Professional Staff available to the Firm	.PDF