RCC INSTITUTE OF INFORMATION TECHNOLOGY

Canal South Road, Beliaghata, Kolkata

Creation of **Customized Learning Management System**

EXPRESSION OF INTEREST

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1. INTRODUCTION

A. The RCC Institute of Information Technology, Kolkata has received Grants-in-Aid for the year 2021-22 for the project   entitled   "Capacity Building for   Imparting Training to Unemployed Graduates Post Graduates and Undergraduates in some of the Emerging/ In- Demand ICT Areas" at a total estimated cost of Rs. 351.91 lakh (Rupees Three crore fifty one lakh and ninety one thousand only) over a period of three years from the Government of India, Ministry of Electronics and Information Technology (HRD Division) Ref. No. L-14011/30/2021-HRD dated 31-01-2022, and it is intended that part of the proceeds of this credit will be applied to eligible payments under the contracts for which this Invitation for Bids is issued.

B. The purpose of this Expression of Interest is, therefore, to seek the services of a reputed organization to carry-out a study and to develop or to supply (if readily available) of "Customized Learning Management System". The objective of this document is to provide indicative information and requirements about the scope and requirement of the said software/System.

2. NOTICE INVITING EOI

a. RCC Institute of Information Technology invites Expression of Interest from Agencies / Companies desirous of and having proven track record of having conducted similar development/supply job.

b. Interested Agencies / Companies who meet the criteria may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory.

c. The Expression of Interest may be submitted on or before 22-06-2022 at 14:00 Hrs. at the following address:

Finance Officer,
Office of the Finance Officer,
2nd Floor, Administrative Building
RCC Institute of Information Technology,
Canal South Road, Beliaghata, Kolkata - 700015

d. The EOI submitted by e-mail etc shall not be considered.
e. RCCIIT, Kolkata shall not be responsible for any postal delay or non-receipt / non- delivery of the documents. No further correspondence on the subject will be entertained.

3. CRITICAL INFORMATION

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

S. No.	Information	Details
1.	EOI No. and Date	**EOI No. RCCIIT/MeitY Project/002 Dated: 31-05-2022**
2.	Last date for submission of written queries for clarifications to coordinator.project_meity@rcciit.org.in	**06-06-2022**
3.	Release of response to queries for clarifications on www.rcciit.org.in	**14-06-2022**
4.	Last date for submission of EOI Proposal	**22-06-2022 at 14:00 Hrs**
5.	Address at which EOI Proposal is to be submitted	Finance Officer, Office of the Finance Officer, 2nd Floor, Administrative Building RCC Institute of Information Technology, Canal South Road, Beliaghata, Kolkata - 700015
6.	Opening of EOI Proposals	**22-06-2022 at 15:00 Hrs**

4. ELIGIBILITY CRITERIA

The invitation of EOI Proposal is open to all entities registered in India who fulfill the criteria as specified below:

a) **Incorporation** - The bidder agency should be a company registered under Indian Companies Act 1956. The company / agency should have been in existence for a period of at least 5 years on the date of application as evidenced by the Certificate of Incorporation issued by the Registrar of Companies, India.

b) **Presence** - The Agency should be able to develop or supply "Customized Learning Management System".

c) **Turnover** - The Agency should have a yearly turnover of not less than Rs. 10 lakh in any of the preceding 5 years. Turnover is defined as development fees/sales proceed as per audited Profit & Loss account of the firm. The copies of income tax returns for preceding five years should also be submitted along with the EOI Proposal. Industry associations in the IT sector may participate.

d) **Expertise** - Agencies should have experience and proven track record of having conducted similar job. A statement of work done or such projects undertaken in the past need to be submitted with EOI Proposal to primarily qualify for the requirement of this work.

e) **Relaxation** - The work being of study and customization/development in nature, if bids received are limited in numbers, the competent authority may relax one or many of the eligibility criteria at its discretion.

5. SCOPE OF WORK

The Agency shall primarily be required to

Desired Features of Learning Management System (LMS)

For Trainers/Faculty

• Create Faculty Profile

[minimum fields should be name, image, highest qualification, major teaching subjects, website link, Google scholar link and other weblinks (if desirable)]

• Upload Study Material (Doc/PDF/PPT/video) [weblinks for video lecture/presentations may also be uploaded. This will save the space]

• Upload Lesson Plan (in given format)

• Upload graded Assignment/Quiz [all the CA question papers should be CO mapped]

• Define Assessment Rubrics

• Mark attendance

• Get auto-grading of individual Quiz performance

• Evaluate Assignment online/offline

• Upload weekly Class Report (in given format)

• Access discussion board with Mentee one-to-one or one-to-many

• Assign Project to students and Track student-wise progress of project

[Student should upload weekly progress; otherwise it will be impossible to track]

• Evaluate Project (report)

• Articulation matrix for every course [T/L/S] should be provided

• For remedial classes, separate tabs are essential

For Course Coordinator/Administrator

• Create session (e.g. January to June, 2022)

• Upload Faculty information (Regular/Visiting/Expert) course-wise, department-wise

• Upload list of enrolled students course-wise, department-wise

[in 3rd semester, separate list should be created for lateral entry students, and at the end of 3rd semester, it should be merged with original set. Care should be taken for branch-change students also]

• Transfer students from one Department/Course to another

• Modify Faculty/Student information

• Assign Faculty to Course/Project/Sessional (for a session) batch/section-wise, group-wise

• Upload Class Schedule (in given format) and Modify schedule during a session

• Take Course-wise Faculty feedback and Generate Course-wise, Session-wise, Faculty-wise

Feedback Report [if 2 faculty shares a single paper, then how the feedback for individual faculty should be calculated?]

• Facility to take feedback for short-term courses (FDP/FTP etc)

    o   Facility to upload list of participants

    o   Facility to upload list of experts

    o   Facility to generate feedback

• A Faculty may take several courses in a particular academic session of different department, so summarisation of feedback should generate (in PDF) by selection of that particular academic session and Faculty name

• A subject may taught by more than one faculty in a particular session, so by selection of that particular academic session and subject summarised feedback report should generate of those faculty members

• Generate exam-wise, course-wise CO attainment (student-wise and batch-wise) and overall cycle-wise PO Attainment Report [How it will be calculated for practical/sessional papers? For lab, exams are not conducted for PCA1 & PCA2, whereas no internal/mid-semester evaluation for sessional]

• Generate course-wise, month-wise and cumulative student Attendance Report

• Generate student-wise, course-wise Performance Report and statistics

• Record and observe online class

• Modify (?) and Approve course-wise Assessment Rubrics

• Generate course-wise progress report (automatically generated from course-wise lesson plan and weekly progress report)

• Generate batch-wise Mentor Report

• Make announcements for teacher and students (selective group-wise) and shoot bulk mail/sms to students

• Generate insightful Analytics to measure trend [what is meant by that from qualitative perspective?]

• Communicate with Parents (two-way)

• Multiple Admin access

• Generate course-wise, student-wise, faculty-wise report for Internship/Project status/industrial training

[all should be on unit lecture basis, and all classes should be single; otherwise there may be problem in mapping]

• Upload student-wise, cycle-wise placement data (in given format) and generate

summary report

[Offer letter should uploaded]

• Generate report for application received for courses; put selection criteria and select given no. of eligible candidates for a course and shoot mail/sms to eligible candidates for enrolment formalities (For validation SMS/Email OTP facility)

• How indirect attainment will be considered for attainment calculation? Data from survey links and corresponding weightage are mandatory

For Students

• Create Student Profile [profile should contain all the data as required by the University for mentee]

• Take online Quiz and upload Assignment

• View and download Study Material

• Get course-wise score and cumulative report card

• Check attendance till date

• Access recorded classes

• Access discussion board with Trainer/Faculty, Mentor, Course Coordinator and peers

• Upload weekly/monthly project progress (in given format) and final project report

• Portal is required for MAR, MOOCs and should be tagged with corresponding mentor

• Student should upload their GATE/GRE/CAT rank cards, and joining letter at HEI

6. DATA COLLECTION AND ANALYSIS

The data shall be provided by the Office of the Registrar and manual existing procedure be provided by the Committee members of the LMS Committee under the MeitY Project at RCCIIT:

7. EVALUATION PROCESS

a) For evaluation purpose, each Agency shall submit an all-inclusive lumsum quotation in a separate sealed envelope for developing/supplying the said software along with a write up describing its strengths as to why it considers the software suitable and fit for this work/scope. Both the envelopes should be submitted in a sealed outer envelope.

b) RCCIIT will constitute an Evaluation Committee to evaluate the Proposals.

c) The Evaluation Committee constituted by RCCIIT, Kolkata shall evaluate the EOI Proposals and all supporting documents. The committee may seek additional documents/ presentation/demonstration as it deems necessary.

d) Each of the responses shall be evaluated to validate competence of the applicant according to the supporting documents specified in this document.

e) In case of excessive qualifying responses received, weightage shall be given based on the written statement of the Agency describing strengths of its product/system and its claim for suitability for the requirement and a merit list of qualifying Agencies shall be prepared.

f) The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No further correspondence will be entertained in this regard.

g) The Evaluation Committee reserves the right to reject any or all Proposals.

h) Based on the recommendation of the Evaluation Committee, work order would be awarded to the selected Agency.

8. PAYMENT TERMS

The selected Agency shall be entitled for 100% payment as per Government norms (GFR-2017), against a bill submitted to RCCIIT, subject to satisfactory delivery & installation of system proposed.

9. SUBMISSION OF EOI

a) The application shall be submitted in a single sealed envelope and superscripted as **"EoI – Customized Learning Management System EOI No. RCCIIT/MeitY Project/002 Dated: 31-05-2022"**. This envelope should contain signed hard copy of EOI proposal and other necessary documents mentioned below.

b) Applicant shall enclose supporting proofs and documents as specified in para 4 on page no. 6 as will be necessary to prove the eligibility of the applicant to be considered for the award of work order.

c) No overwriting/changes is allowed in submitted EOI documents.

10. EOI PROPOSAL PREPARATION COSTS & RELATED ISSUES

a. The Applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in preparation of proposal, participation in meetings / discussions. R C C I I T in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.

b. This EOI does not commit RCCIIT, Kolkata to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

c. All materials submitted by the Applicants will become the property of RCCIIT and may or may not be returned completely at its sole discretion.

11. QUERIES

a) All queries may be sent to the following Officer of RCCIIT, Kolkata by post, or e-mail on or before 06-06-2022.

> Project Co-Coordinator
>
> 1st Floor, MCA Building
>
> RCC Institute of Information Technology,
>
> Canal South Road, Beliaghata, Kolkata – 700015
>
> Email: coordinator.project_meity@rcciit.org.in
>
> Cc to chinmay.ghoshal@rcciit.org.in

b) All enquiries / clarifications from the Applicants, related to this EOI, must be directed in writing (e-mail) exclusively to the contact person(s) notified in 11 (a) above. Enquiries received after the due date shall not be entertained.

c) The preferred mode of delivering questions is through e-mail. Telephonic responses, if sought for, shall not be treated as valid responses. The queries by the applicants shall be raised in the following format:

S. No.	Page	Clause of the EOI	Clarification required

12. RESPONSES TO PRE-SUBMISSION QUERIES & ISSUE OF CORRIGENDUM

a. Based on the response to the EOI, queries from interested parties would be taken to clarify / to amend the scope / mechanism of developing/customizing etc. and revised scope / term shall be issued to the parties responding to the EOI. Further, emulation of responses received shall be as per Para 7(c). After distribution of the EOI, the contact person notified by RCCIIT, Kolkata will begin accepting written questions from the applicants. RCCIIT, Kolkata will endeavor to provide timely response to all queries. However, RCCIIT, Kolkata makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does RCCIIT, Kolkata undertake to answer all the queries that have been posed by the applicants. The responses to the queries from all Applicants will be posted in www.rcciit.org.in on 14-06-2022.

b. At any time prior to the last date for receipt of EOI, RCCIIT, Kolkata may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by a corrigendum.

c. The corrigendum (if any) shall be posted only on the portal

d. Any such corrigendum shall be deemed to be incorporated into this EOI.

e. In order to provide prospective applicants reasonable time for taking the corrigendum into account, RCCIIT, Kolkata may, at its discretion, extend the last date for the receipt of EOI proposals which shall again be notified online through RCCIIT, Kolkata portal www.rcciit.org.in

<div align="center">Covering Letter on Letterhead of the Applicant</div>

<Location, Date>

To,

The Principal,

1st Floor, Administrative Building

RCC Institute of Information Technology,

Canal South Road, Beliaghata, Kolkata – 700015

<div align="center">**Kind Attn. – Prof. Anirban Mukherjee, Coordinator**</div>

Dear Sir,

We, the undersigned, offer to provide our services to carry-out development/supply of "Customized Learning Management System for effective monitoring and assessment" on turnkey basis.

We are hereby submitting our Expression of Interest. We understand you are not bound to accept any proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

<Applicant's Name with seal> Name:

<<Insert Name of Contact>> Title:

<<Insert Title of Contact>>

Signature: <<Insert Signature>>