

# **Request for Proposal (RFP) for ERP System for BIMTECH, Greater Noida**

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## **1. Introduction**

Birla Institute of Management Technology, Greater Noida, (BIMTECH) a premier postgraduate management institution, invites proposals for the implementation of an Enterprise Resource Planning (ERP) system. The objective is to streamline and integrate all administrative and academic processes to enhance operational efficiency, data management, and decision-making.

*The proposal for the ERP Solution should be made in two parts,*

*(a) On-premises at Bimtech*

*(b) Cloud-based*

## **2. Institution Background**

BIMTECH conducts two years Post Graduate Diploma in Management, core and specialization programmes for 500 students in every batch. BIMTECH also conducts Fellow Programme in Management (FPM) and Executive Fellow Programme in Management (EFPM).

Apart from EFPM, all the other academic programmes are fully residential.

## **3. Project Overview**

The ERP system should integrate various functions, including but not limited to:

- Admissions
- Academics and Scheduling
- Student Information Management
- Human Resources
- Financial Management
- Inventory and Asset Management
- Library Management
- Alumni Relations

## **4. Scope of Work**

The scope of work includes but is not limited to:

- Analysis and understanding of current systems and processes.
- Design and development of an ERP solution tailored to BIMTECH's needs.
- Data migration from existing systems.
- Implementation and integration of the ERP system.
- Training for faculty, staff, and students.
- Ongoing support and maintenance.

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## 5. Technical Requirements

The ERP system should meet the following technical requirements:

- Web-based interface accessible from multiple devices.
- User-friendly and intuitive design.
- Secure login and data encryption with role-based access for students, professors and function administrators.
- Scalable architecture to accommodate future growth.
- Compatibility with existing IT infrastructure.
- Integration with third-party tools and platforms.

## 6. Functional Requirements

The ERP system must include the following modules and functionalities:

- **Admissions Management:** Online application processing, document management, and communication tools.
- **Academic Management:** Course scheduling, grade book, attendance tracking, and curriculum management.
- **Student Information System:** Student profiles, academic records, and performance tracking.
- **HR Management:** Employee profiles, payroll, attendance, and performance management.
- **Financial Management:** Budgeting, accounting, fee management, and financial reporting.
- **Inventory and Asset Management:** Tracking of institutional assets, inventory control, and maintenance management.
- **Library Management:** Cataloging, lending, and inventory management.
- **Alumni Relations:** Alumni database, communication tools, and event management.

## 7. Proposal Submission Requirements

Proposals should include the following information:

- Executive Summary
- Company Profile
- Experience and References
- Separately, for On-premises & Cloud-based ERP Solution
  - Implementation Plan
  - Training and Support Plan
  - Project Timeline
  - Detailed Cost Proposal

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- Legal and Compliance Information

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical capability and functionality of the proposed solution.
- Relevant experience and references.
- Implementation approach and timeline.
- Training and support offerings.
- Total cost of ownership.
- Compliance with institutional requirements.

## 9. Submission Details

All proposals must be submitted by 31 August 2024 to:

The Registrar  
Birla Institute of Management Technology  
Plot No.5, Knowledge Park – II  
Greater Noida (NCR)  
Uttar Pradesh – 201306, India

## 10. Terms and Conditions

- Bimtech reserves the right to accept or reject any or all proposals without prior notice.
- All submitted proposals become the property of Bimtech.
- Any costs incurred by the vendor in preparing and submitting the proposal are the vendor's responsibility.
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## 11. Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact:

The Registrar, Birla Institute of Management Technology

via email: [registrar@bimtech.ac.in](mailto:registrar@bimtech.ac.in)

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We look forward to receiving your proposal and thank you for your interest in partnering with Bimtech

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