

# **NIT Raipur Foundation for Innovation and Entrepreneurship**

NIT Raipur, GE Road, Raipur - Chhattisgarh 492010

No./NITRR/CDC/ 2022/777

Raipur, Dated 21/07/2022

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**Sub: Request for Quotation for Incubation Management Software application and maintenance for NIT Raipur Foundation for Innovation and Entrepreneurship, NIT Raipur-reg.**

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National Institute of Technology Raipur- An Institute of National Importance, under the Ministry of Education, GOI is one among the premier education & research institutions of India. To promote an ecosystem of innovation and entrepreneurship NIT Raipur has established a Section-8 Company: NIT Raipur Foundation for Innovation and Entrepreneurship (NITRFIE) under NIDHI TBI Scheme of DST, GOI. The NITRFIE has been mandated to incubate budding entrepreneurs and promulgate entrepreneurial and R&D activities leading to development of prototypes, development of products.

For the efficient management of incubation activities and entities, NIT Raipur is seeking quotations to develop and implement incubation management software from your firm within 15 days of receipt of this letter. The scope of work for the incubation management software are as following:

## **Scope of Work:**

The scope of work under the Incubation Management application development and maintenance services are as under:

## **Design and modules required:**

The broad features of the applications must consist of but not limited to the following modules:

1. Design, development, maintenance, and service support of incubation management software for managing the startup applications, their pipeline, startup performance, screening, evaluation, sorting and generation of reports.
2. Setting up UI and database management for the application receipt, application management and screening module
3. Setting up roles and privileges for NITRFIE members and applicants.
4. Management of various stages of funding, finances & progress of startups.

## **Interface, Managerial & Financial Module:**

1. GUI design for incubation management (Screen design, navigation etc.)
2. Application management
3. Evaluation module
4. Process flow, workflow, timelines module
5. Dashboard pages for Governing Body along with 10 different pages,
6. Meetings, fund management,
7. Accounting,
8. Grievance Management,
9. Fund management,
10. Task management,
11. Milestone planning,
12. Data reporting and analytics,
13. Community management,
14. Mentor, expert & Alumni management,
15. Customizable emails,
16. Broadcast message,
17. Anytime anywhere access on any browser

**Deployment, Development, Maintenance & Support:**

1. Supply of IT infrastructure such as cloud platform for hosting for the NITRFIE
2. Installation and commissioning of IT infrastructure
3. Maintenance of the module and updating the same as per requirements from time-to-time
4. Software design documents
5. User training
6. Training Manual
7. Remote Support via Call & Mail and through Web-interface

**Terms and Conditions:**

The Solution provider shall meet the following terms and conditions:

1. It must possess the requisite experience, strength and capability in providing the necessary services to meet the requirement.
2. It must also possess the technical know-how and the financial wherewithal and would be required to successfully provide the service for "Design, development, implement & maintenance of Incubation system and support service sought by the NITRFIE incubation activities"
3. Perform evaluation based on the following characteristics of solution:
  - i. Quality of the application, support, and services
  - ii. Technical Team merit
  - iii. Running costs
  - iv. Cost effectiveness
  - v. Delivery date/ Delivery period/ period of completion and other relevant timelines
4. The firm is required to carefully assess and implement the required applications

as per the proposals submitted.

5. The firm shall be responsible for ensuring and delivering all the functional, technical and operations requirements by coordinating with NITRFIE and NIT Raipur.
6. Solutions implementation/new feature development, design and implementation timelines of 5-7 days.
7. 24\*7 support system
8. Training of NITRFIE staff/knowledge transfer on the application and usage.
9. Application support with Zero down time.
10. Creating user training and standard operating procedures documents
11. Key Performance Indicators (KPIs) review and periodic review meetings
12. Implementing approved operational changes required in the application
13. Any other emergent or foreseeable requirement in operation of the incubation management program.

#### **Data Security & Privacy**

**Confidentiality** responsibility, both during and after the term of its appointment, to use all reasonable efforts to preserve the confidentiality of any proprietary or confidential information or data developed by the Firm on behalf of NITRFIE or disclosed by NITFIE. The Firm will sign the NDA for the client data privacy. The Firm must use best-practice security measures to protect our personal and organisational data.

**Server Security** The high-resilience Virtual Private Cloud (VPC) should be hosted on reputed and trustworthy platform and service and should be built to comply with stringent global standards and meet the requirements of the most security-sensitive organizations.

**Data encryption in transit** In keeping with the best practices in security, all data in transit, including login credentials and credit card details for payments, should be protected using TLS 1.2 (https) by default, with 256-bit encryption key and SHA-256 signed certificates. Robust network security controls provided by reputed agencies should be used to help protect data in transit. Network security solutions, including firewalls and network access control, should be provided to secure the networks used to transmit data against malware attacks or intrusions.

**Role and permission based access control** The Firm should have an extensible system for defining user roles and associated system use permissions so that users can only access functionality they are permitted to, whether they be administrators, managers, employees or other users.

Role and permission based access control implemented by the Firm should have a policy neutral access control mechanism defined around roles and privileges. The components should include role-permissions, user-role and role-role relationships, to make it simple to perform user assignments. The access control mechanism should be appropriate to facilitate administration of security in small to large organizations with thousands of users and hundreds of permissions.

**Best practices** The Firm should have an elaborate self-test and regular audit procedure in place. A secure and robust logging infrastructure, leveraging latest

technology platforms, should enable the Firm to trace an event end-to-end. Real-time security monitoring and protection and web application firewalls should protect from a range of perspectives, both internal and external. The operating systems, network infrastructure and the software, that the supplier uses should always up-to-date with latest versions, to ensure that all diagnosed and fixed security vulnerabilities are embedded in the architecture.

**Note:**

1. Mention GSTN in quotation
2. Amount should be inclusive of all taxes with bifurcation
3. Mention previous expertise along with duration and client base if any.
4. The quotation should be duly sealed and signed appropriately, failing which it shall be liable to be rejected.

You are therefore required to submit a quotation for the same to the Office of Head, CDC, 2<sup>nd</sup> Floor, TPO Building, NIT Raipur within 15 days of the receipt of this letter.

**-sd-**  
**Dr. Samir Bajpai**  
**Head, CDC,**  
**NIT Raipur**