

REQUEST FOR PROPOSAL (RFP)
FOR
UNIVERSITY MANAGEMENT INFORMATION SYSTEM
(UMIS)



PURNEA UNIVERSITY, PURNIA

PRATAP NAGAR, PURNIA, BIHAR (INDIA) – 854301

PHONE: 06454-223223

www.purneauniversity.ac.in

Last date of submission of Bid	: 09.01.2019 up to 13.00 hrs
Date of opening of Pre-qualification Bid	: 10.01.2019 at 14.30 hrs
Date of opening of Technical Bid	: will be announced later
Date of opening of Commercial Bid	: will be announced later

Preface

Purnea University, Purnea was established on **18th March 2018** by **Government of Bihar** vide **letter No. 15 / M 1 - 71/2016 – 702** dated **09/04/2018**. The University is formed to cater the needs of higher education of Purnea Division spread over four districts namely Purnea, Araria, Kishanganj and Katihar. The university envisions to become a globally acclaimed academic and research institution that inspire meaningful transformations to ensure holistic growth and development of the society. The mission of university is to generate a community of scholars for best teaching and learning practice around the world, to inculcate in the learners for ethical, ecological and economic issues of knowledge, to provide knowledge based scientific solutions to satisfy the needs of society and industry. The university is committed to be a world class excellence in education in the coming year.

At present university runs in the campus of Purnea College, Purnea but very soon it will have its own campus in which offices, residences, sports & cultural spaces, academic & administrative blocks, conference hall, examination hall, library, laboratories, guest house, university health care centre, hostels, canteen, Yoga and Dhyana Kendra, Information and Communication System (ICS) cell, training & placement cell, international affair cell and all other basic amenities will be available.

Currently Purnea is a centre of education in the north-east Bihar region. Purnea University comprises of **13- Constituent Colleges** and **30- Affiliated Institutes** (19- Degree Colleges, 5- B. Ed. Institutes, 2- Engineering Institutes, 3- Law Institutes and 1- Medical Institutes) spread across Purnea Division.

Lists of the colleges under Purnea University:

1. Constituent Colleges:

District	S N	Name of colleges	Types of College
Purnia	1	Purnea College, Purnea	UG & PG
	2	Purnea Mahila Mahavidyalya, Purnia	UG & PG
	3	M.L. Arya College Kasba, Purnea	UG
	4	G.L.M College, Banmankhi, Purnea	UG
	5	R.L. College, Madhavnagar, Purnia	UG
Katihar	6	D.S. College, Katihar	UG & PG, B.Ed.
	7	MJMM College, Katihar	UG
	8	R.D.S. College, Salmari, Katihar	UG
	9	K B Jha College, Katihar	UG
Araria	10	Forbesganj College, Forbesganj, Araria	UG & B. Ed.
	11	Araria College, Araria	UG
Kisanganj	12	Marwari College, Kishanganj	UG
	13	Nehru College, Bahadurganj, Kisanganj	UG

2. Affiliated Colleges:

District	S N	Name of colleges	Types of College
Purnia	1	S.N.S.Y. Degree College, Rambagh, Purnia	UG
	2	N.D.College, Rambagh, Purnia	UG
	3	R.K.K. College, Purnia	UG
	4	P.S. College, Harda, Purnia	UG
	5	B.N.C. College, Dhamdha, Purnia	UG
	6	A.J. MahilaCollege, Banmankhi, Purnia	UG

Katihar	7	Sita Ram Chamaria, Degree College, Katihar	UG
	8	R.Y. Degree College, Manihari, Katihar	UG
	9	B.M. Degree College, Barari, Katihar	UG
	10	Balrampur Degree College, Balrampur, Katihar	UG
	11	B.D.College, Barsoi, Katihar	UG
Araria	12	Y.N.P. Degree College, Raniganj, Araria	UG
	13	K.D. College, Raniganj, Araria	UG
	14	J.D.S.S.M. College, Forbesganj, Araria	UG
	15	M.L.D.P.K.Y College, Araria	UG
	16	Peoples College, Araria	UG
Kisanganj	17	Alsams Millia Degree College, Kisanganj	UG
	18	Ratan Kali Shah Mahila College, Kisanganj	UG
	19	M.H.A.N.D. College, Thakurganj, Kisanganj	UG

3. B. Ed. Colleges:

District	S N	Name of colleges	Types of College
Purnia	1	M.F.A.A. B.Ed. College, Rambagh, Purnia	B. Ed.
	2	Swadeshi B.Ed. College, Maranga, Purnia	B. Ed.
	3	S.M.B.Ed. College, Rampara, Katihar	B. Ed.
	4	Kitahar B.Ed. Training College, Sirsa, Katihar	B. Ed.
	5	K.S.T.T College, Nista, Dadwa, Katihar	B. Ed.

4. Law colleges:

District	S N	Name of colleges	Types of College
Purnia	1	B.M.T Law College, Purnia	Law
Araria	2	C.K.M. Law College, Araria	Law
Katihar	3	Surya Dev Law College, Katihar	Law

5. Engineering Colleges:

District	S N	Name of colleges	Types of College
Purnia	1	M.I.T. College, Rambagh	B Tech
Kisanganj	2	K.C.E.T. College, Kishanganj	B. Tech

6. Medical College:

District	S N	Name of colleges	Types of College
Kisanganj	1	M.G.M. Medical College, Kisanganj	Medical

NOTE: Approximately Number of Teaching and Non-Teaching Staff: 3000

Approximately Number of Students per Year: 60000

Approximately Total Number of Students: 300000

ICT Intervention

In addition to the conventional graduate, post graduate and PhD programmes, Purnea University has also taken initiatives to provide innovative programmes as Biotechnology, Microbiology, Genetics, Fisheries and Geographic Information Science (GIS) etc.

In today's digital world, institutional websites have emerged as the prime disseminators of institutional information. Information Technology has largely facilitated administration in educational institutions and on-line applications, examinations, results, etc. have become common place. Building upon its inherent strengths, the University is now poised to chart a trajectory of higher growth with both vertical and horizontal expansion of the range of contemporary and innovative programs.

Purnea University envisages the creation and establishment of University Management Information System (UMIS) frame work for improving the efficiency of delivery of its services to all its stakeholders – the student community, the teaching faculty, the administrative staff and the general public at large. The project is intended to have a complete integrated University Management Solution. To this objective, Purnea University is considering the appointment of a suitable implementing partner for the automation of the various functions of the University Management Information System.

Proposal is invited from reputed and experienced firms for this purpose. The University envisages improving the Information and Communication Technology usage within itself and its affiliated colleges and improving the efficiency of delivery of services to the students at large. The proposed UMIS is intended to be a complete integrated University Administration and Management System connecting all the constituent and affiliated colleges across the region and facilitating student centric services.

Components of the proposed system:

Following are the key components of the proposed University Management Information System.

- The implementation of this solution would help Purnea University in creating a centralized student database for all the colleges affiliated to it.
- **The ownership of the student database and other data of this entire project shall be vested with Purnea University and not the solution provider.**
- This solution shall be preferably hosted centrally at the University's Information and Computer Center, which will be set up and managed by the solution provider. The premises for the same along with other infrastructure support will be provided by the University. However, vendor may suggest alternate solution to host the application.
- The solution shall provide workflow automation of various activities related to conduct of Examinations, General administration, Accounts and Payroll, Academic, Admission, Library, document management and other essential activities which are performed in day to day administrative purpose.

- This solution shall also provide Secured Examination Management system for University, Constituent and Affiliated college students as part of the Online Examination Module.
- The solution shall also provide an e-learning portal where the university can share all types of digital content to eligible users.
- **INTERFACE in UMIS for Chancellor's Office for MIS and various Analytical Reports (View/Print)**

Project objectives:

The primary project objectives of the Purnea University are:

- Application Hosting in Cloud(**There should be Two Storage system - one in university and other in Chancellors' office - Rajbhawan**) (preferably in State Data Centre (SDC))
- Role based and secured application Software
- Periodical Backup of Database with Backup Server
- Memorandum of Understanding (MoU) between University & Vendor
- To create a robust system to manage University examinations for error free and timely declaration of results.
- To facilitate proper and accurate report generation through University Management Information System (UMIS) for the **Chancellor' office, Vice-Chancellor office** and other senior administrative staff for monitoring and quick decision making.
- To provide automation to other work flow related activities.
- To process all the Examination results of the University.
- Induction of transparency and accountability in operations.
- Reduction of redundant workload of department employees.
- Electronic security and control of confidential data.
- Fast disposal of stakeholder grievances.
- Dissemination of information as per public requirements.
- Protecting the interest of all the stakeholders.

Envisaged scope of Work:

This project envisages the implementation of an end-to-end integrated ERP (Enterprise Resource Planning) Application Software that would automate all the processes of the University as stated above. This Application Software would be hosted on IT Infrastructure that would be created by the selected implementation partner. The University envisages improving the usage of Information and Communication Technology within its offices and improving the efficiency of delivery of all its services to all the stake-holders at large. The solution is intended to be implemented in the **SAAS model/one time installation model.**

The broad Scope of Work for this project will revolve around the following deliverables (detailed scope of work will be finalized at the time of issue of RFP to selected bidders who submit their EOIs). It will include:

- Digitized student/employees database creation
- Deployment of web based University ERP application with top priority on Examination module.
- Creation of the University's portal.

Specifically, the selected solution provider would be required to do the following work but not limited to:

1. Procurement and implementation of IT infrastructure equipment for the University's Data Center for implementing this ERP solution.
2. Implementation of University Automation Solution.
3. Providing MIS reports with proper workflows incorporated into the application.
4. Implementation, Training, Support, Support & Maintenance for the entire solution provided
5. Examination Management Solution.
6. Content Management Solution for E-distance Learning.
7. Operations and Maintenance of IT infrastructure
8. Providing the Operations and Management support for the Application of Software and IT infrastructure for the **service period of 3 years.**
9. Wide area network Connectivity
10. Facilitating On-line Payments through Banks

The solution providers should suggest a most appropriate and feasible implementation methodology for the entire project.

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SECTION I
INVITATION FOR BIDS

1. This invitation to the Tenderers is for carrying out following tasks for the Purnea University.

Automation of University Management Information System

- a) Process study and Gap Analysis.
 - b) System Implementation
 - c) Creation of necessary additional IT infrastructure
 - d) Training.
 - e) Support & Manpower services.
2. Tenderers are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
3. Sealed offers prepared in accordance with the procedures enumerated in Clause 1 of Section II should be submitted to the University not later than the date and time laid down, at the address given in the **Schedule for Invitation to Tender** under Clause 6.
4. All bids must be accompanied by an earnest money of **Rs. 1,00,000/-** in the form of **Bank Draft in favour of Registrar, Purnea University**. Requirement of EMD is exempted from those bidders registered under NSIC/MSME on presenting the valid document at the time of bidding.
5. This Tender document is not transferable.
6. **Schedule for Invitation to Tender:**

Name of University	: Purnea University, Purnia
Address at which tenders to be submitted	: Registrar
	Purnea University
	Pratap Nagar
	Purnia, Bihar (India) – 854301
	Email: registrarpurneauni@gmail.com

Technical bids of only the Pre-qualified Tenderers shall be opened later and if need be, on the following day(s) to be announced on the spot.

Date till which the tender is valid : **120 days** from the last date of submission of bids.

7. Delivery Period of entire project : 18 months from the date of issue of Work Order.
(Order of delivery/implementation should be as per Schedule of implementation as laid down in section III)

Note :

1. **The University shall not be responsible for any postal delay about non-receipt or non delivery of the documents.**
2. **The Registrar of Purnea University reserves the right not to accept a tender or reject all tenders without assigning any reasons.**

SECTION II

INSTRUCTIONS TO TENDERERS

A. INTRODUCTION

1. Procedure for Submission of Bids

It is proposed to have a **Three-Cover System** for this tender.

- i. Pre-qualification documents (2 copies) in one cover.
- ii. Technical Bid (2 copies) in one cover.
- iii. Commercial Bid (2 copies) in one cover.

- 1.1 The tenderer must place their pre-qualification, technical and commercial bids in separate envelopes, super-scribed with separate **Bid titles** as follows:

PRE-QUALIFICATION BID
TECHNICAL BID
COMMERCIAL BID

- 1.2 The tenderer shall have to qualify the pre-qualification Bid.
- 1.3 Pre-Qualification Bids shall be opened on the prescribed date and time.
- 1.4 Technical Bids of only those Tenderers, who qualify the Pre-Qualification round, shall be opened after the initial processing of pre-qualification on the same day or at a later date and time to be notified on the same day. The Tenderer may have to give a technical presentation to the University Authority or any Agency appointed by the University. The technical specifications may, however, be fine tuned before calling for the revised Commercial bids.
- 1.5 Commercial Bids of only those Tenderers shall be opened who qualify based on the Technical discussion and presentation.
- 1.6 Each Pre-qualification document should be covered in a separate sealed envelope super-scribing the wordings '**Pre-qualification document**' by indicating "**original copy**" or "**first copy**" as the case may be.
- 1.7 Each Technical Bid of the Tender should be covered in a separate sealed envelope super-scribing the wordings "**Technical Bid**" by indicating "**Original**" or "**First copy**" as the case may be.
- 1.8 **Please note that Prices should not be indicated in the Pre-qualification Bid or the Technical Bid and should be quoted only in the Commercial Bid.**
- 1.9 Each Commercial Bid of the Tender should be covered in a separate sealed envelope super-scribing the wordings "**Commercial Bid**" by indicating "**Original**" or "**First copy**" as the case may be.
- 1.10 The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is received "**Late**".
- 1.11 The bids, received after the last date and time for receipt of bids prescribed in the tender document and declared late by the **Tender Evaluation Committee**, shall be rejected and/or returned unopened to the Tenderer.
- 1.12 Each copy of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.

2. Cost of preparation of Tender document

The Tenderer shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the University and University shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3. Responsiveness:

The Tenderer is expected to carefully examine all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required in the Tender Document or submission of

a bid not substantially responsive to the Tender Document in every respect shall be at the Tenderer's risk and may result in the rejection of the bid.

4. Clarification regarding Tender Document

A prospective Tenderer requiring any clarification of the Tender Document may notify the University in writing at the University's mailing address indicated in Clause 6 of Section I. The University shall respond in writing to any request for clarification of the Tender Document, received, not later than 7 days prior to the last date for the receipt of bids prescribed by the University. Written copies of the University response (including an explanation of the query but without identifying the source of Inquiry) shall be sent to all prospective Tenderers who have received the Tender Documents.

A prospective Tenderer requiring any clarification of the bidding documents must submit his queries, in writing, in the following format to be considered for clarification:

SN	SECTION NO.	CLAUSE NO.	REFERENCE/SUBJECT	CLERIFICATION SOUGHT
-	-	-	-	-

The queries not adhering to the above mentioned format shall not be responded.

5. Amendment of Tender Document.

- 5.1 **At any time up to the last date for receipt of bids, the University, may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.**
- 5.2 The amendment shall be notified in writing/on website or by fax to the prospective Tenderers who have received the Tender Documents and shall be binding on them.
- 5.3 In order to offer prospective Tenderers reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, the University may, at its discretion, extend the last date for the receipt of Bids.

B. PREPARATION OF BIDS

6. Language of Bids

The Bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the University shall be written in the English language.

7. Documents Comprising the Bids

7.1 The Bids prepared by the Tenderers shall comprise of following components:

- (a) **Pre-Qualifying Document consisting of following:-**
 - i) Bid Proposal sheet duly filled in, signed and completed in all respects.(Performa-I)
 - ii) Qualifying data duly filled in as required in Section – III (Item No.1) of this tender document.
 - iii) Full Earnest Money of **Rs. 1,00,000/-** in the form of Bank Draft in favour of Registrar, Purnea University and payable at Purnia. Unsuccessful Tenderer's E.M.D. will be returned as promptly as possible, but not later than 15 days after the expiration of the period of bid validity
- (b) **Technical Bid shall consist of the following: -**
 - i) Proposed solution and its existing functionalities in detail. Proposed Implementation methodology, Customization methodology and development tools and detailed technical specifications for undertaking Tasks / Projects specified under Section IV.
 - ii) Technical Deviations if any from the terms and conditions and specifications as specified in the Bidding Documents (Performa - III).
- (c) **Commercial Bid consisting of the following :-**
The Tenderer shall indicate the firm price for indicated Tasks / scope of work in the proforma III as per the Terms of reference given in the Technical specifications.

C. KEY EVENTS & DATES

Date and Time of the pre bid meeting to clarify the various queries against the tender document	07.01.2019 from 12.00 hrs.
Earnest Money Deposit	Rs. 1,00,000/-
Cost of the Tender form	Rs. 20000/-
Date and Time of opening of Pre Qualification Bid	10.01.2019 at 14.30 hrs.
Date and Time of opening of Technical Bid	Will be announced later
Date and Time for Technical Presentation	Will be announced later
Date and Time for opening of Financial Bid	Will be announced later
Venue for submission of Pre bid queries, Pre bid meeting, opening of pre qualification, Technical Bid, Technical Presentation & Financial Bid	Computer Centre, Purnea University, Purnia
Validity of tender	120 Days
Contact Person	Registrar Purnea University, Purnia Pratap Nagar Purnia (Bihar) INDIA PIN: 854301 Tel: 06454-223223

Note: In case of Pre bid meeting, Vendors are requested to kindly confirm their participation in advance.

D. BID OPENING**Opening of Pre-qualification Bid & Technical Bid.**

The University will first open the Pre Qualification bid on the notified date & time, and then the Technical bids.

The Tenderer's representative who is present shall sign an attendance register evidencing their attendance. In the event of declaring the date of tender opening as holiday, the tender shall be opened at the appointed time and location on the next working day. No bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.

Subsequent to submission of technical bid, the technically qualified bidders will be invited for giving a technical presentation in front of the University Authority or any Committee/Agency appointed by the University. The bidders will be required to make a technical presentation highlighting the following aspects:

- Approach & Methodology
- Software solution design & Architecture
- Support and Maintenance plan

Opening of Commercial Bid

Financial Bids of only those bidders who qualify on the basis of evaluation of technical bid will be opened in the presence of the qualified bidders / their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.

**SECTION –III
TERMS AND CONDITIONS OF THE TENDER**

1. TENDERER'S QUALIFICATION:

1.1 The Tenderer should be primarily an IT Service provider dealing with infrastructure management services, application development & management services for which the bid is quoted in the tender form.

Two entities may form a consortium to submit the bid wherein the combined credential of the two entities will be considered during the evaluation process.

1.2 The tenderer or in case of consortium lead tenderer, must have at least 50 IT professionals on its rolls. (list of their names, date of joining, PF numbers and designation will have to be furnished if asked by the technical committee).

1.3 The tenderer or in case of consortium should have sales turnover of **Rs. 25 Crores** or more in each of last two financial years (2016-2017, 2017-2018) in the IT business as mentioned at para 1.1 above. **Audited and Certified Balance Sheet & Profit/Loss Account of last 2 Financial Years to be attached.**

1.4 The tenderer or in case of consortium must have **ISO 9001:2000** certification in “Information Technology (IT) Services related to IT Infrastructure and Application Support Provided to the Client Organization” - **Valid copy of the Certificate need to be enclosed.**

1.5 The tenderer or in case of consortium should be an established Information Technology Company/ IT Service Provider in a similar field and should have been in the business for a period exceeding three years as on date - **Memorandum and Articles of Associations should be enclosed.**

1.6 The tenderer or in case of consortium should have been engaged in at least two project involving similar services like “University Management System” (**having Admission, Registration Enrolment, Examination modules of phase I and as many remaining modules of Phase I, II & III mentioned on page 16**) in any one or more UGC recognized Indian Universities. **Copy of Purchase Order and project progress/completion report from the concerned University to be attached.**

1.7 The tenderer should be registered in any state/central Govt. Nodal agency for IT services.

1.8 The individual signing the tender or other document, in connection with the tender must certify as to whether he or she has signed as:-

- a) A “Sole Proprietor” of the firm or constituted attorney of such sole proprietor.
- b) A partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. In the alternative all the partners should sign the tender.
- c) Authorized Signatory.

2. STANDARDS:

Work executed under this work order shall conform to the standard mentioned in the Fine tuned Technical Specifications.

3. ELIGIBLE TENDERERS.

3.1 The Registrar reserves the right to carry out the capability assessment of the tenderers and the Registrar’s decision in this regard shall be final & binding to all.

3.2 Upon award of work order, within 15 days the successful tenderer shall sign an agreement with the University.

4. DELIVERY PERIOD & INSTALLATION :

4.1 The successful completion period of the said tasks should be adhered to as shall be mentioned in the **Award of work order**. The supply of each phase shall actually be deemed to have been completed on completing the User Acceptance Test (UAT) for that phase.

4.2 The Software shall be implemented at the University at the cost of the Tenderer.

4.3 The source code of the application Software shall be kept in escrow account and will be opened on agreement of both the parties. The Software Developer shall submit complete system design and user Manuals within 15 days period from the date of successful testing and implementation.

5. DELAY IN THE TENDER PERFORMANCE & PENALTY:

5.1 Delivery of the items shall be made or the work order Services shall be completed/ provided by the Tenderer in accordance with the time schedule specified by the University in this schedule of requirement.

5.2 Any delay/failure by the tenderer in the performance of its delivery obligations shall render him liable to penalties as specified in the service level agreement (SLA) to be signed within 15 days from the date of issuing of the work order.

6. TIME LIMIT FOR COMPLETION OF THE TASK.

6.1 The University's requirement for the completion schedule of different tasks under the work order is given below:

6.2 Task-I to Task-VII of the scope of work indicated in Section IV shall be completed within period agreed / specified by the University.

6.3 The above time limit may be fine tuned in consultation with the tenderer at the time of award of work order depending upon the nature/ scope of the work, which will be binding on the parties thereafter.

7. STANDARD OF PERFORMANCE.

The tenderer shall carry out the supply order/services and carry out its obligations under the work order with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. The tenderer shall also adhere to professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, technical and engineering practices. He shall employ appropriate advanced technology, Advanced software development tools and effective methods. The tenderer shall always act in respect of any matter relating to this work order, as faithful advisors to the University and shall, at all times, support and safeguard the University's legitimate interests in any dealings with the third party.

8. USE OF DOCUMENTS AND INFORMATION.

8.1 The tenderer shall not, without the University's prior written consent, disclose the agreement or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of University in connection therewith to any person other than a person employed by the tenderer in the performance of the agreement. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

8.2 Any document, supplied by the University, other than the work order itself shall remain the property of the University and shall be returned (in all copies) to the University on completion of the tenderer's performance under the work order if so required by the University.

8.3 The Tenderer shall own all the software, hardware, fixtures, fittings, machinery and equipment on the Site, supplied in connection with the implementation of the University Management System in the University till the contract period.

9. EARNEST MONEY :

Tenderer shall submit the Earnest money (EMD) of Rs 1,00,000/- along with tender document in the form of Bank Draft in favour of the Registrar, Purnea University, payable at Purnea. The EMD of the unsuccessful Tenderer will be returned not later than 30 days from the date of award of the work order to the successful Tenderer. The EMD of the Successful Tenderer will be adjusted against the Performance Guarantee to be signed later.

10. SCHEDULE OF PAYMENT:

Payment shall be made by the University only after completion, installation, commissioning and acceptance of the Tasks allotted in the schedule, to the entire satisfaction of the University or any other agency nominated by the university.

11. SERVICE PERIOD:

The service period for the running of software shall be three years from the date of successful installation and the date of UAT during which period the tenderer shall extend all support free of cost to attend to all complaints and fix them successfully. However, the Tenderer shall be responsible for providing Technical support for successful running of the Application Software, so developed, at least for the period of 10 years after the date of expiry of agreement period under Annual Maintenance Contract.

12. PRICES: The prices quoted for the Services shall be valid for a period of five years and shall not be subject to any changes whatsoever. The rates should be quoted inclusive of supply, installation,

commissioning, acceptance, warranty and maintenance during service period and delivery as per schedule specified in the award of work order.

13. TAXES AND DUTIES :

- 13.1** The tenderer shall be entirely responsible for all taxes, duties, license fees, octroi etc. incurred until delivery of the work order Goods to the purchaser.
- 13.2** The Tenderer must also note that in the event of the University making available of any special form applicable to Government Purchases, Sales tax shall be payable only as per the rates applicable therein.

14. TERMINATION FOR DEFAULT:

- 14.1** The University may, without prejudice to any other remedy for breach of agreement, terminate the work order in whole or in part, by written notice of default sent to the tenderer, and the performance guarantee shall stand forfeited if :
- 14.1.1** The tenderer fails to deliver any or all of the obligations within the time period(s) specified in the work order/agreement, or any extension thereof granted by the University.
- 14.1.2** The tenderer fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period for the rectification of the same.

15. TERMINATION FOR INSOLVENCY :

The University may at any time terminate the work order by giving written notice to the tenderer without compensation to the tenderer, if the tenderer becomes bankrupt or otherwise insolvent, provided that such termination shall not prejudice or effect any right of action or remedy which has accrued thereafter to the University.

16. "NO CLAIM" CERTIFICATE :

The tenderer shall not be entitled to make any claim, whatsoever, against the University under or by virtue of or arising out of this work order/agreement nor shall the University entertain or consider any such claim, if made by the tenderer after he shall have signed a "no claim" certificate in favour of the University in such forms as shall be required by the University after the works are finally accepted.

17. SUSPENSION :

- 17.1** The University may by a written notice of suspension to the tenderer, suspend all payments to the tenderer under the work order, if the tenderer fails to perform any of its obligations under this work order/agreement, (including the carrying out of the services) provided that such notice of suspension :
- 17.1.1** Shall specify the nature of the failure and
- 17.1.2** Shall request the tenderer to remedy such failure within 60 day s period from the date of receipt of such notice of suspension by the tenderer.

18. CONFIDENTIALITY:

The tenderer and their personnel shall not, either during the term or after expiration of this work order, disclose any proprietary or confidential information relating to the services, agreement or the University's business or operations without the prior written consent of the University.

19. PASSING OF PROPERTY: Ownership of the hardware, software, documentation and any other assets created during the service period under the work order shall pass to the University immediately after completion of the service period. The tenderer shall transfer the ownership of the entire solution in a functional state and all the hardware installed by them also in a functional state without any cost to the university only at the end of full term.

20. FORCE MAJEURE :

- 20.1** Notwithstanding the provisions of the tender, the tenderer shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that , its delay in performance are other failure to perform its obligations under the work order/agreement is the result of an event of Force Majeure.
- 20.2** For purposes of this Clause, "Force Majeure" means an event beyond the control of the tenderer and not involving the tenderer and not involving the tenderer's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 20.3** If a Force Majeure situation arises, the tenderer shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the tenderer shall continue to perform its obligations under the work order/agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The University may terminate this work order, by giving a written notice of minimum 30 days to the tenderer, if as a result of Force Majeure, the tenderer being unable to perform a material portion of the services for a period of more than 60 days.
- 21. GOVERNING LANGUAGE:**
The work order/agreement shall be written in the language of the bid, as specified by the University, in the instructions to the tenders. Subject to clause 6 of Section 2, that language version of the work order/agreement shall govern its interpretation. All correspondence and other documents pertaining to the work order/agreement which are exchanged by the parties shall be written in that same language.
- 22. OTHER CONDITIONS:**
- 22.1** The University shall be free to use the software at any number of its locations. The Tenderer shall provide implementation support at agreed terms & conditions.
- 22.2** When some latest technology or equivalent is introduced on these systems by the Tenderer, the same shall have to be offered to the University, if needed, on mutually agreed charges.
- 22.3** All disputes, differences, claims and demands arising under or pursuant to or touching the work order/agreement shall be referred to the sole arbitrator who shall be appointed by the Vice Chancellor of the Purnea University. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration Act, 1996 or by statutory modification reenactment thereof for the time being in force. Such arbitration shall be held at Purnia.
- 22.4** In all matters and disputes arising there under, the appropriate Courts in the state of Bihar alone shall have jurisdiction to entertain and try them.
- 22.5** HRD and Training shall be integral part of the work order. The tenderer will have to place required number of professionals at the university during the service period for managing the entire services.
- 23. RIGHT TO ACCEPT ANY BID OR REJECT ALL BIDS:**
The Registrar reserves the right not to accept any bid and to annul the Tender process and reject all bids at any time prior to award of work order, without thereby incurring any liability to the affected Tenderers or any obligation to inform the affected Tenderers of the grounds for the action.
- 24. NOTIFICATION OF AWARD:**
Prior to the expiration of the period of the bid validity, the University will notify the successful tenderer in writing that his bid has been accepted. The notification of award will follow signing of the agreement by both the parties.
- 25. SIGNING OF AGREEMENT:**
The university and the successful bidder will sign the Service Level agreement (SLA) incorporating all the terms & conditions agreed between the two parties. This will be completed within 15 days of issue of the work order.
- 26. PERFORMANCE GUARANTEE:**
Within 15 days of the receipt of notification of award of work order, the successful Tenderer shall furnish the Performance Guarantee in accordance with the Conditions laid down. Failure of the successful Tenderer to comply with this requirement can constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the University may make the award to the next lowest evaluated Tenderer or call for new bids. Performance Guarantee will be 10% of the estimated annual contract value which will be renewed every year upto the service period. The Performance Guarantee should be in the form of Bank Guarantee (to be denominated in Indian Rupees) issued by a Public Sector Bank. No interest shall be payable on the amount.
- 27. PAYMENT:**
The University will make payment at the agreed rate on per user basis and on terms & conditions as laid down in the agreement.
- 28. CHANGE ORDERS:**
The University may, at any time during the period of implementation by written order to the Service provider, make changes within the general scope of the work order/agreement in any one or more of the

following: Designs, specifications, requirements and the software or service to be provided under the work order/agreement.

29. SITE PREPARATION:

The university is solely responsible for the preparation of the site in compliance with the technical and environmental specification defined by the Tenderer. The university will designate the installation sites before the scheduled installation date to allow the service provider to perform a site inspection to verify the appropriateness of the sites before the deployment of software. The Hardware/software requirement, if any, should be submitted within the first 30 days after signing of the Service Level Agreement with Purnea University.

30. SCHEDULE OF IMPLEMENTATION:

The total time limit for the successful implementation of the solution shall be 12 months from the date of signing the agreement which will be excluding the time required for approvals for the critical intermediate submissions. Time required for approval in normal circumstances may not exceed 20 working days for each such critical deliverables.

Milestones for the accomplishment of various stages of the project shall be as under:

Phase	Activities	Timelines (Months)
Phase - I	<ol style="list-style-type: none"> 1. Admission Management 2. Student Enrolment module with Eligibility, Migration, Transcript etc. 3. Examination Module <ol style="list-style-type: none"> a. Undergraduate b. Postgraduate c. Professional d. PhD 4. Course Management 5. Examiner Question Bank Management 6. Convocation. 7. Teacher's Information Module. 8. Student self service portal 9. University Fee Management and Fee Accounting 	1 Months
Phase - II	<ol style="list-style-type: none"> 1. Financial accounting module 2. University Level communication and notification management 3. University Materials for Management 4. University Payroll management 5. University Human Recourses Management Module 6. Funded Project Monitoring 7. File & Notes Tracking System 8. Asset & Estate Management 9. Hostel Management 10. Guest House Management 	2 Months
Phase - III	<ol style="list-style-type: none"> 1. Events Management 2. Transport & Fleet Management 3. Student Alumni 4. Student Activities 5. Health Centre Module 6. Document Management Module 7. UGC-Academic Staff College 8. IQAC features 9. RTI Cell 10. Miscellaneous 	1 Months

31. EVALUATION OF TENDER:**First stage technical evaluation:**

Technical Evaluation will be carried out as per the following criteria. The proposal of the bidders, **not registered under company act shall be rejected** except Government organization at the primary stage and their proposal shall not be evaluated at any stage. The points given to evaluation criteria are:

SN	Particulars	Max. Marks	Marks Scored	Remarks if any
1	Experience of work in Universities of Centre/States, deemed/autonomous university institution like NIT, IIT, IISc, or similar.	10		Supporting documents are necessarily required.
2	Large Database handling admission, academic, examination, HRM, accounts in University	20		Supporting documents are necessarily required.
3	Live running online web-based application	10		To be demonstrated
4	Auto SMS & Email based System	2		Supporting documents are necessarily required
5	OMR based processing	3		Supporting documents are necessarily required
6	Experience	20		Supporting documents are necessarily required
7	Demonstration and discussion of the proposed software	35		PPT Required
	TOTAL	100		

Note: A technical proposal should score at least 50 points out of 100 to be considered for financial evaluation. Financial offers of Agencies whose technical proposal score is less than 50 points may not be opened.

Financial bid:

Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Combined Evaluation:

The combined evaluation will be done to finalize the tenderer

SECTION IV

SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

A. SCOPE OF WORK

1. TASK I :

Detailed Process Study

Detailed analysis of the existing systems, whether automated or manual. This shall include analysis of documentation in use, detailed information requirements, reporting procedures and formats, reporting levels, coding and classification being followed etc.

Identification of unique data elements their size, format, source, use and sequence of data storage, data volume, its frequency of updating, responsibility of the department/sections for updating, inter-system flow of data, current volume and growth rate etc.

2. TASK II :

2.1 System Configuration and Implementation Items : The Tender is expected to Configure and Implement the proposed system keeping in view the following points:

Setting up of IT cell at the university campus with all necessary hardware including required number of Desk-tops, printers, servers etc. of required configuration and specifications for running the various modules of the UMIS as listed under the Functional requirement.

- a.) Ensure quick retrieval/ access and also improving response time.
- b.) The tenderer should also make provision for interface and Networking requirements between various other facilities.
- c.) The system should also have provisions to interface with (Rajbhawan, Patna & University) other present computerized systems/migration of data from current systems prevailing in the University like existing examination software in use.
- d.) The system should be completely menu driven and user friendly in all respects using GUI. It should support point and click technology with minimum data entry/typing.
- e.) As far as possible it should be single on- line application with single point data capture and global access.
- f.) It should be robust system which is crash proof, fail safe, easy to restore and secure.
- g.) While configuring and implementing the system for the deployment of proposed Application software, the tenderer consider and utilize the work already done by the University in this field. This factor should also be considered while estimating the cost.
- h.) Maximum level of parameterization to meet the frequent need for changes without disturbing the software.
- i.) Provision to review report on screen. Both horizontal as well as vertical scrolling available while viewing some reports.
- j.) Provision to mark reports optional or mandatory through parameters.
- k.) User access should be there based upon their functional areas like Clerk, Assistant, Superintendent etc. and User level should be assigned to each user depending upon his functional areas. Role based security should be implemented.

- l.) User-Id and password should be allotted to each user so that no unauthorized person can work on the machine.
- m.) Access to menu items for execution should be restricted up to user level.
- n.) Provision for temporarily disabling users against unauthorized use.
- o.) Locking of user screen provision should be there. Auto locking of screen also should be allowed if no activity is performed for specified time.

3 **TASK-III:**

Data Load and Acceptance Testing.

After completion of the above tasks, the tenderer shall be asked to implement the Systems. System Implementation for each application shall include

- Collection and preparation of data
- Data entry and validation
- Trial run with live data for 6-8 weeks under actual conditions.
- Implementation of systems and handing over to the users for acceptance and operation
- Preparation of user Manual.

The duration of the trial run for the system shall be mutually decided by the University and Tenderer keeping in view the complexity of the system.

4 **TASK-IV:**

Training

The tenderer shall provide training on appropriate aspects of the Software per module at appropriate location of the concerned department to System Analysts, Programmers, Operating staff, senior executives etc of the user department or such other persons nominated by the University.

The tenderer will provide service of trained manpower for running the various modules of UMIS for a period of three years or as decided by the university from time to time.

5 **TASK-V:**

Maintenance of Application Systems

Maintenance of Application Systems shall include:

- Maintenance of the Application systems during warranty and support period i.e. for a period of five years from the date of Go Live. During this period system will be supported for any issues as reported by the users.
- Maintenance of the Application Systems after the expiry of the warranty period on agreed terms.
- For development of any additional, functionality or report programs or to undertake substantial modification/changes, charges may be indicated separately.

The terms of Reference mentioned above are indicative only and may undergo change at the time of Award of work order.

On-site-Support: The complexity of the working environment at the universities necessitates standardized process flows for setting up hardware as well as software for online Examination Management, Students Resource Management System, Human Resource Management, College Affiliation, Academics Management, Finance and Accounting management,

Administrative functions such as Inventory, online reporting, project monitoring and status updates, project planning and execution, etc. which the universities would like to implement as part of this envisaged University Management Information System to meet their requirements in specified time schedule.

The successful bidder must provide the training and documentation for all users of the system across the university as well as registered external users like Colleges and Teachers.

6 TASK-VI:

Technical / Functional Specification

The information provided here is the minimum requirement from the university to the tenderer of the University Management system.

The scope of the work may be broadly defined as providing accustomed solution to implement an University Management Process Automation System that shall allow Purnea University a well defined over all process management.

The software should be capable of being used by the affiliated colleges across the region of India specially state of Bihar for their respective academic and non academic processes.

The System may be broadly divided into following modules

PHASE – I

1. Admission Management
2. Student Enrolment module with Eligibility, Migration, Transcript etc.
3. **Examination Module**
 - a. Undergraduate
 - b. Postgraduate
 - c. Professional courses
 - d. PhD
4. Course Management
5. Examiner Question Bank Management
6. Convocation.
7. Teacher's Information Module.
8. Student self service portal
9. University Fee Management and Fee Accounting

PHASE – II

1. Financial accounting module
2. University Level communication and notification management
3. University Materials for Management
4. University Payroll management
5. University Human Recourses Management Module
6. Funded Project Monitoring
7. File & Notes Tracking System
8. Asset & Estate Management
9. Hostel Management
10. Guest House Management

PHASE – III

1. Events Management
2. Transport & Fleet Management
3. Student Alumni
4. Student Activities
5. Health Centre Module
6. Document Management Module
7. UGC-Academic Staff College
8. IQAC features
9. RTI Cell
10. Miscellaneous

Functional Requirements:

1	<p>Admission Management</p> <p>Online Registration - Prospective Students register for programs and uploading students credentials based on which admission management process is triggered</p> <p>Merit List - Admission Category wise seats handling, custom rule-based short listing, counselling, documents verifications and admission conformation at university level</p> <p>Entrance Exam - Handling online or offline entrance exams and generating merit list based on them.</p> <p>Admission Process - Collection of Fees, Assignment of roll numbers, ID Card generation at university level.</p> <p>Admission Cancellation/Transfer - Handling admission cancellations and transfers of students</p>
2	<p>Student Enrolment Module with Eligibility, Migration and Transcripts</p> <p>Eligibility Module Set eligibility process in the system. Check login credentials of Academic section if OK allows access to system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. Enter details from the provisional eligibility form filled by a particular student in the system. 2. Accept and validate the data. 3. Devise the numbering system for eligibility case number. 4. Design the eligibility certificate 5. On validation print and issue eligibility certificate 6. Confirmation of Eligibility 7. Issue final confirmation of admission (Link to declaration of results i.e. Withhold the result if not confirmed) 8. Save data into database. <p>Enrolment Module Set enrolment process in the system. Check login credentials of Academic section if OK allow access to system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. Get the application form filled by the student from respective college. 2. Enter details from the application form into the system. 3. Accept the data. System should implicitly check for the re-registration cases. 4. Devise the numbering system for issuing registration number. 5. Design the registration card. 6. On validation print and issue registration card. 7. Save the data into database. 8. In addition design and maintain student register. <p>Migration Set Migration process in the system. Check login credentials of Academic section if OK allows access to the system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. Get the migration form duly filled by the student. 2. Enter details from the application form into the system. 3. Accept and validate the data. System should implicitly check the passing records of the respective student & confirmation of Admission / Eligibility. 4. Design the migration certificate. 5. On validation print and issue migration certificate. 6. Save the data into database. 7. In addition provision should be made to issue duplicate migration certificate <p>Transcripts Set Transcript process in the system. Check login credentials of Academic section if OK allows access to system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. Get the transcript form duly filled by the student. 2. Enter details from the application form into the system. 3. Accept and validate the data. 4. Design the transcript certificate. 5. On validation print transcript certificate.

3	<p>Course Management</p> <p>All the prerequisite transactions shall be done by system administrator before academic and examination section utilizes the system. Check login credential of system administrator if OK allows access to system. The list of events to be executed by Administrator are:</p> <ol style="list-style-type: none"> 1. Academic Calendar for all courses and all session. 2. Thesis/Research Management which include Registration Project, Pre Ph.D., Synopsis, Thesis 3. Choice Based Credit System – currently for PG provided and implemented by Rajbhawan and gradually it will also be implemented in UG and professional degree. 4. Define courses conducted by the university under different categories. Those are Under-Graduate, Post-Graduate, PhD, Professional and diploma courses. 5. Define course structure or scheme of examination for each of the courses under all the categories. 6. Define papers included under each of the courses. 7. Enter details of the papers such as its nomenclature, paper type like Theory or Practical etc. 8. Enter the marks details for each paper type which includes max, min marks for passing etc. 9. Define passing, gracing, exemption logic for each course separately. This shall also include various checks such as even and odd semester passing criteria for some of the courses, sports and grace marks etc. 10. Validation of student's eligibility for taking a particular course. 11. Enter the details of all the colleges/Institutions affiliated to Purnea University. 12. Link the courses conducted by individual college. <p>Any changes in the above listed events should be updated in the system by administrator or primary user of a particular section in the following cases.</p> <ol style="list-style-type: none"> 1. Modification of existing course by introducing new subject / syllabus / paper. The administrator should be able to attach the new course structure to an existing course conducted by Purnea University keeping the old structure as valid and its applicability. 2. Multiple course structure attached to the same programme. 3. Changes in the pattern or duration of programme. <p>Changes in the Course structure shall result into defining new course structure for existing students.</p> <p>The list of events in this case can be listed as below</p> <ol style="list-style-type: none"> 1. Provision should be kept in the system wherein a student having backlogs of an old course structure can appear for the exams combining papers from both new and old course structure. In short, the system should be flexible enough to define a course structure for any student based on multiple valid course structures. 2. Flexibility should be provided to allow students to have inter-disciplinary subjects of any valid courses.
4	<p>Examination Management</p> <p>Set Pre-Conduct Procedure of examination. Check login credentials of Examination Section if OK allows access to system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. Selecting the panel of examiners as per ordinance from master panel. 2. Appointment of chief conductor for the examination centre 3. Appointment of examiners including reserve examiner 4. Design exam form 5. Select examiners for paper setting, assessment, evaluation, revaluation, dissertation, practical etc separately. 6. Online submission of examination form / capture of examination details of the student along with fees collection. 7. Generate seat numbers & print hall tickets, student register & other related reports. 8. Preparation of remuneration bill of the paper-setter's & examiners. <p>Set Conduct procedure of examination. Check login credential of examination section if OK allow access to system. Steps to set the processes are:</p> <ol style="list-style-type: none"> 1. Exams conducted at various centers. 2. Generate code numbers & Mark Input forms

	<ol style="list-style-type: none"> 3. Answer books along with attendance sheet & other details received by university. 4. Transfer code numbers on answer books. 5. Student's exam attendance along with answer sheet numbers is updated in the system. 6. Answer sheets along with marks input forms are assigned for checking to various evaluators/ faculty members in centralized mode or across colleges. 7. Receipt of Mark Input forms from respective examiner. 8. Examiner would enter the marks on the system and automatically consolidation can happen in the system. 9. Provision to enter the marks in a consolidated way or question wise in the system. 10. Provision of double entry of marks / scanning in the system. 11. Keep provisions for multiple evaluations (also section wise). 12. Record the cases reported on unfair means. <p>Set Post-Conduct procedure of examination. Check login credentials of examination section if OK allows access to system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. Enter the marks from mark input form into the system. 2. Allocation of entitlement marks. 3. Process the results. System should run the grading and logic engine implicitly to process the results. 4. The result format changes from course to course. System Administrator should be able to design/modify the format as and when required. 5. Prepare and print result register, marks card, passing certificates etc. 6. Provision for reevaluation and verification. 7. Payment of remuneration to the examiners. 8. Print Provisional degree certificates as per the request. 9. Statistical record to be maintained. 10. List of ranker / topper and awarding for scholarships / medal as per the endowments. 11. Mailing of result to the students.
5	<p>Examiner Question Bank Management</p> <ol style="list-style-type: none"> 1. Centralized as well as course specific question banks with multiple options of handling question types, encrypted storage of questions. 2. Setting difficulty levels on the questions. 3. Capability of handling images, charts, graphs etc. 4. Provision for designing multiple sets of question papers 5. Provision for preparing Question Paper from multiple choices from the question bank. 6. Review and merge the question papers from different setters 7. Design question paper pattern as per requirement 8. Send question paper for final approval 9. Send question paper for printing.
6	<p>Convocation</p> <p>Set Convocation procedure. Check login credentials of examination section if OK allows access to system. Steps to set the process are:</p> <ol style="list-style-type: none"> 1. University announces the date of convocation once in a year. 2. Convocation programme and other requirements to be taken into consideration. 3. Print convocation certificates for eligible candidates. 4. Print Mailing list etc. 5. Letter to the awards / topper / Deans / Principal to such other invitees.
7	<p>Teacher's Information</p> <ol style="list-style-type: none"> 1. Appointment's of new teacher's in colleges / university. 2. Personal details of the teacher (i.e. Academic qualifications etc.) 3. Career advancement details of the teacher. 4. Subject expertise details. 5. Office attendance. 6. Eligibility for paper setter / evaluation etc. 7. Any other details as per the requirements. 8. Generating profile report of teachers for achievements, projects and research done by the teacher and internships and work experience of the teacher.

8	<p>Student Portal</p> <ol style="list-style-type: none"> 1. Attendance 2. Access through student ID & password. 3. Updating of personal information (Residential address, contact, email details) 4. Inbox facility 5. Examination notification and time table 6. Hall ticket information and hall ticket printing facility available on the portal 7. View examination result and related analysis 8. Convocation notification 9. Request for duplicate documents 10. Auto reply facility 11. News on University Sports/ Other activities 12. Library Management
9	<p>University Fee Management and Fee Accounting</p> <ol style="list-style-type: none"> 1. Complete automation to fees Management process 2. Create university fees structures manage reminders to colleges and reports 3. Fee collection and submission process and automatic accounting entry in the accounting system 4. Exam fee collection management and reporting 5. Late fees and fine calculations and management 6. Provision of collection of fee in bulk 7. Provision for management of fee concessions 8. Due fee reports, collected v/s due month on month fee report 9. Auto Generation of Fee Receipts and duplicate receipts
10	<p>University Financial Accounting automation</p> <p>Presently University is using Tally Financial Accounting Package. Vendors are required to integrate all the financial transactions to the Tally Financial Accounting Package.</p>
11	<p>University Level communication and notification management</p> <ol style="list-style-type: none"> 1. Notifications – University can Create, Manage, Display all kind of notifications within the campus or outside the campus to affiliate colleges, teachers, students etc 2. Automated Notifications -"Email, Mobile based and on-portal Notifications 3. System should support sending various system email notifications to learners / students and colleges / teachers via any standard internet email address." 4. Collaboration- provision for discussion forums, wikis, community building, social media integration etc.
12	<p>University Materials Management</p> <p>Inventory Management - Complete management of inventory including purchases & sales with work flow management. Various purchases are made by the university with regards to the consumable items, fix asset items. The module should be able to generate dead stock register & number for fixed asset items. Its maintenance history is required to be maintained. Auto alerts to be generated once the stock of the consumable items reaches below reorder level. The system should generate the purchase order, upto date stock of items etc. Asset management includes movable & Bon-Movable assets.</p>
13	<p>University Payroll management</p> <ol style="list-style-type: none"> 1. Management of automated payroll processing including Salary Slips. 2. University defined income and deductions heads (graded pay and fix pay structures to be handled). 3. Rule based income tax and PF calculations and option for creating reports and formats. 4. Income tax rule based rebates handling for employees. 5. Budget preparation 6. Provident Fund, Salary unit, Pension unit, LIC., Professional Tax, Income Tax, Form 16, Form16A etc. Pay fixation and arrears
14	<p>University Human Recourses Management Modules</p> <ol style="list-style-type: none"> 1. Recruitments - Handling employee recruitment process and personnel file management 2. Leave and Attendance (Teaching and Non-Teaching employees) - Leave management process with leave rules configuration, leave encashment, online leave approval workflow. 3. Attendance tracking and management, integration options with Bar code, card based, and biometric

	<p>based attendance systems.</p> <ol style="list-style-type: none"> 4. Employee Performance Management - "Appraisals - Self / Superiors. 5. Increments and Incentives handling. 6. Clock hour appointment of teachers 7. Resignations / Retirement. 8. Employee Training and Development. 9. Principal Appointment, Teaching and non-teaching promotion 10. Affiliation of colleges, new and renew of affiliation, permanent affiliation, 11. College Autonomy 12. Monitoring of constituent and affiliated colleges 13. Students and employees statistical information 14. University and college based website domain emails 15. Facility of bulk SMS etc
15	<p>Funded Project Monitoring.</p> <p>The university faculty is allotted research project by various government of India agencies, this module should keep track of all the activities and its progress pertaining to a project. Time to time MIS reports requires to be generated.</p>
16	<p>File & Notes Tracking System</p> <p>The system should keep track of the movement of files. Automatic alert may be generated for the end users.</p>
17	<p>Asset & Estate Management</p> <p>University is having wide variety of assets which require periodic maintenance. The system should prepare the maintenance schedule, expenditure incurred for the maintenance. University also develops its infrastructure by way of constructing new buildings, labs etc through the various funding agencies. The module should keep track of all the activities from the point of tendering to the time completion of the project. Facility like e-tendering, work flow definition should form part of this module.</p>
18	<p>Hostel Management</p> <p>University is having number of hostels for boys as well as girls. This module should cover the automation of various hostel related activities viz. allotment of rooms, vacation, mess facility, payment of hostel fees, penalties, refund of caution money etc.</p>
19	<p>Guest House Management</p> <p>This module should provide facility of on-line booking request, availability status, billing etc. UMIS reports like booking chart, duty allocation schedule etc. requires to be generated.</p>
20	<p>Events Management</p> <p>This module should facilitate to automate handling of various types of events like refresher course, orientation programme, special lecture series, administrative staff development courses, various kinds of seminars and conferences. This should facilitate scheduling of event, announcement, registration, bookings as per the requirement, forming of committees, document delivery, fees collection etc.</p>
21	<p>Transport & Fleet Management</p> <p>System should help to keep track of scheduling of vehicles, routes, driver allotment, reservations, bookings and scheduling of all the official vehicles. System should keep track of vehicle log book, maintenance, insurance etc.</p>
22	<p>Student Alumni</p> <p>Module should help build online student alumni community and quality communication between university and its alumni. Portal feature should have discussion forum, exchange, donation opportunity etc.</p>
23	<p>Student Activities</p> <p>This module should keep track of all the students who have participated under various activities like NCC/NSS/Sports. System should be able to generate participation certificate and other related documents. This should also cater in various student welfare schemes like part time job allocation etc. It should also facilitate in getting placement in the industries for their projects, jobs etc.</p>
24	<p>Health Centre Module</p> <p>A detailed medical history is to be maintained for each university employees. The facility of health centre is also availed by the neighbouring community all those activities are required to be maintained.</p>
25	<p>Document Management Module</p> <p>All the University documents viz, Admission, Registration, Library management, Exam, Results, Convocation, minutes of the various meetings, circulars, orders etc. are to maintained / managed for retrievals. This will also include knowledge management i.e. maintenance of records, documents rules and regulations and intra-departmental and inter-departmental sharing documents to be implemented for students and employees.</p>

26	<p>UGC-Academic Staff College</p> <p>System should assist in creating & notifying the Refresher & Orientation course / Workshops etc. Facility should be provided to submit the application forms online, generation of waitlist, maintaining the details of subject experts, issue of appointment letters, issue of call letters to the selected participants etc. Internal accounting module is required to maintain the account of the various funds received from the UGC.</p>
27	<p>IQAC features</p> <p>Should provide the facility to take the feedback of teachers and department from students online. Ability to consolidate the feedback and prepare statistics teacher wise / department wise/university wise/faculty wise etc.</p>
28	<p>RTI Cell</p> <p>Ability to create and update the RTI request and transfer to department / section online. Facility to check the status & ability to send the reminders automatically.</p>
29	<p>Miscellaneous</p> <ol style="list-style-type: none"> 1. Canteen management- appointment of vender's by tender. 2. Facilities/Securities/Campus management facility 3. Grievance Redressal cell 4. Court case management/ legal cell 5. Sports and cultural activities 6. Election Process management- Student election, Teacher association, non-teacher association, academic council, senate etc. 7. Library management

Setting up of IT infrastructure:

The vendor will be responsible to supply, install and maintain the necessary hardware for backend and client (25 Nos.) with latest specifications at the University premises to run the entire solution. The Vendor should also provide necessary Disaster recovery facilities during the service period.

Date: 20.12.2011

(Col. Promod Kumar)
Registrar

Enclosures:

1. Performa No. I, II & III under section V.

SECTION-V
Performa –I
BID PROPOSAL PROFORMA

Tenderer's Proposal Reference No. & Date	
Tenderer's Name & Address	
Person to be contacted	
Designation	
Telephone No. with area code	
Email ID	
Fax No with area code	

To:

**The Registrar
Purnea University**

Subject : Proposal for Automation of University Management Information System

Dear Sir,

1. We, the undersigned Tenderer, having read and examined in detail the specifications and all bidding documents in respect of IT Services / Supply of IT products do hereby propose to provide Software & Technical Services as specified in the bidding document.
2. **PRICE AND VALIDITY**
 - 2.1 All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 120 calendar days from the last date of submission of bids.
 - 2.2 We do hereby confirm that our bid prices include all taxes.
3. **EARNEST MONEY**
We have enclosed the earnest money in the form of Bank Draft amounting to **Rupees One Lac**. It is liable to be forfeited in accordance with the provision 5.2 of section III of tender document.
4. **DEVIATIONS**
We declare that all the services shall be performed strictly in accordance with the fine tuned Technical specifications and other tender documents.

5. BID PRICING

We further declare that the prices stated in our Commercial Bid proposal are in accordance with your terms & conditions in the bidding document.

6. QUALIFYING DATA

We confirm having enclosed the qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

7. PERFORMANCE SECURITY

We hereby declare that in case the work order is awarded to us, we shall submit the performance Guarantee Bond in the form of Bank Guarantee as per terms of tender document.

8. DECLARATION

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge & belief. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you,

Yours faithfully,

Date:

Signature :

Name :

Designation:

Company Seal

Performa –II
PARTICULARS OF TENDERER'S

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Date :

Signature :

Name :

Designation :

Company Seal

Witness

Signature :

Name :

Designation :

Address :

Company Seal

Date

**Performa -III
PRICE SCHEDULE**

Item No	Item Description	Total cost inclusive of all taxes Rs. (Annually)
1	Implementation of University Management Information System (per user basis of approx. 50000 users).	

Date:

Signature

Name:

Designation:

Company Seal