WB e-Tender Ref. No.DAC/E-NIT/02/2023-24

Ref. No. ....

WB e-Tender Ref.ID:2023_DHE_604718_1

Date ....

Notice Inviting e-Tender

NIT No.

DAC/E-NIT-02/2023-24, dated 11.11.2023

Dinabandhu Andrews College invites online bids through the West Bengal Government e-procurement system "https://wbtenders.gov.in" from the reputed OEMs and bidders who must be authorized by the OEMs / Registered for works related to "College website, College ERP, Online Admission, NAAC related work etc."

Interested bidders are requested to provide their bids as per mentioned in the table below:

SL. NO.	CRITERIA	DOCUMENTS REQUIRE TO BE SUBMITTED
1	At least 07-year experience in providing Application Software related to College/University Management System Module to Central Govt. University/ College or State Aided University / Autonomous College or Autonomous Institute/ Govt.-Aided Colleges. etc	Documentary evidence such as Purchase /Renew/Payment along with successful completion certificate in support to this point is to be given
2	The Company / Agency / vender must be located in West Bengal & ISO Certified	Company addresses along with trade license, GSTIN, PAN to be submitted
3	The Company / Agency / vender must have experience in serving Higher Education Institution for at least 10 years under 5 different Universities/College of West Bengal.	Documentary evidence like Purchase Order along with successful completion certificate in support to this point is to be given
4	System must be running in at least in 5 NAAC Grade A institutions in West Bengal for minimum of 5 years	Documentary evidence like Purchase Order along with successful completion certificate in support to this point is to be given
5	Solution must have been implemented in at least 25 HEI within last 5 years, and currently functional	Documentary evidence like Purchase Order along with successful completion certificate in

Please note after fulfilling the technical specifications, companies will be considered for financial bid

Requirement Specification

1. ERP for following modules

A) Student Management System)

Features

- Student Prospecting
- Student admission data
- Student ID creation
- Student details (Personal Profile and 10+2 Academic Records)
- Student Photo & Signature
- Student Document Storage
- Internal examination marks
- University examination marks
- Student Attendance
- Admission cancellation
- Course change
- Student ID Card generation
- Student Library card generation
- Student provisional promotion
- Smart card mapping
- Fees Payment Scheduling
- Student Fees Management
- Payment
- Due list
- Concession Handling
- Scholarship Handling
- Hostel Mapping
- Transportation Mapping
- Online / Offline Payment Facility
- Certificate handling (Character, Transfer, College Leaving, Concessions, Attendance, Admission Cancellation e.t.c.)

Reports (Academic + MIS)

- Semester/ year wise admitted Student list
- Student general information
- Student subject relation
- Student ID card generation
- Student document submitted report
- Student promotion list
- Certificate Generation (Character Certificate / Transfer Certificate/ Concession (Bus/train)
- Student university registration data

- Evaluation record report
- Student subject group report
- Letter to parent
- Student photo extraction
- Evaluation sheet

Reports (Financial)

- Fee plan detail
- Fee receipt
- Extra fee entry receipt
- Fee challan
- Refund fee receipt
- Duplicate receipt
- Fee collection report (format 1)
- Fee collection report (format 2)
- Student fee deposit status
- Due fee report
- Cheque /DD/Online/Cash collection report
- Fee challan detail report
- User wise fee collection report
- Due letter
- Expenditure certificate
- Advance deposition report
- Refund fee report

B) STUDENT DASHBOARD

Features

- Pay fees Online
- Upload document
- Profile update
- Subject change request
- Attendance Report
- Examination marks report
- Fees Report
- Due Notification
- Concession Request (Transport)
- Student Feed Back
- Support
- Online Library Status (If Library Management System is Implemented)
- Grievance handling
- Alumni

C) FINANCIAL ACCOUNTING
Features

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- Budget preparation
- Integrated with student fees transaction.
- Integrated with store management.
- Integrated with fixed asset management.
- Integrated with library management.
- Integrated with salary.
- Ledger Group Creation
- Ledger Master Creation
- Sub Ledger Creation
- Department Wise expenditure tracking
- Voucher Creation (Journal, Payment, Receipt, Purchase, Sales, Debit Note, Credit Note, Contra Entry)
- Voucher Modification
- Cash Book Entry
- Bank Reconciliation

Reports

- Bank Reconciliation statement.
- Ledger Statement
- Voucher Statement
- Voucher Register (Journal, Payment, Receipt, Purchase, Sales, Debit Note, Credit Note)
- Cash Book statement
- Fund Statement
- Budget vs Actual transaction.
- Receipt & Payment statement
- Income & Expenditure Statement
- Fund Balance

D) HR MANAGEMENT SYSTEM

Features

- Employee Master details creation.
- Leave Details Creation
- Leave Information Calendar
- Leave Application Acceptance & Approval
- Employee Attendance Master linked with Biometric
- Student Attendance Register Maintenance (Faculty End)
- Academic Marks Entry Module (Faculty End)
- Pay / Allowance Type
- Deduction Type
- Loan Type Creation
- Loan Applications Management & Approval
- Pay Scale Creation
- Personal Profile Creation with Picture
- Formula Creation i.e. DA rate creation.
- Salary Creation.
- Pay Slip Generation
- Provident Fund Deposit Information with Input & Update Facility

![Dinabandhu Andrews College logo]

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Ref. No. ....   Date ....

Reports

- Pay Packet Report
- Salary Bill Report
- Professional Tax Report
- Pay Slip Report
- Income/Allowance Report
- Deduction Report / Acquittance Report
- PF Reports / Loan Report

E)   HR DASHBOARD

Features

- Individual Employee Login
- Individual Employee Documents Upload Facility
- Online Loan Application Facility
- Online Leave Application Facility
- Online Pay Slip Generation (Show & Download Facility)
- Online PF Records (Show & Download Facility)
- Online Leave History (Show & Download Facility)

F) STORE MANAGEMENT SYSTEM

- Easy Identification of all material stored.
- Receipt of incoming goods.
- Inspection of all receipts.
- Storage and preservation.
- Easy to Handle Materials.
- Issue by FIFO.
- Maintenance of stock records.
- Stores accounting.
- Controlled Inventory.
- Easy for Stock-taking.

G) DOCUMENT MANAGEMENT SYSTEM

- Document Type Master Creation
- Document Upload and Achieve Facility (.jpeg, .png, .pdf)
- Access Documents as Per User Permissions
- Document Access System Activation

H) FEEDBACK SYSTEM

Features

- Prepare feedback questions for STUDENTS, PARENTS, FACULTY, ADMIN. STAFF

- Create rating for each feedback responses out of score 0 to 4 as per NACK
- Online response capturing from the stake holders.
- Graphical analysis of the feedback.
- Report on feedback

I) ROUTINE MANAGEMENT SYSTEM

Functional Modules

- Semester based routine creation based on various factors like faculty, room, subject grouping, credit points etc.
- Semester based Syllabus setting with respect to faculty and number of class needed to complete the syllabus.
- Daily / monthly attendance to be entered in the system

Reports

- Principal report to view department wise syllabus completion
- Principal report to view department wise progression status.
- Department to view department routine structure and syllabus progression
- Faculty to view respective subject wise routine and Faculty to view routine
- Student to view respective subject wise number of classes to be delivered as per routine
- Subject wise Syllabus completion status

  J) e-Training & Learning Management System

Features of Teaching & Learning Management System:-

1. Subject and semester specific managing course materials.
2. Mapping students and faculties to subject and semester specific environment.
3. Course content may be stored in the form of PDF, YOUTUBE, VIDEO files
4. Student specific doubt clearance facility
5. Course wise FAQ
6. Assessment submission system
7. Online MCQ based exam system. The teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.
8. Grade and give comments on uploaded files and assignments created on and offline
9. Assessment and MCQ exam can be used for internal or university purpose
10. Business Intelligence Reports.

11. **Automated student intimation via web publishing, SMS, Email alerts.**
12. **The chat activity module allows participants to have a real-time synchronous discussion in a course.**
13. **Knowledge repository for the institute to provide benefit to all the students in the future days.**

K) LESSON, PLAN & PROGRESSION

Functional Modules

- Complete academic scheduling of course wise, subject wise, semester wise, faculty wise
- Schedule planning of the entire course, subject wise, semester wise, with actual progression of classes
- Progression of the subject - course completion faculty wise, semester wise, subject wise

Reports

- Principal report to view department wise syllabus completion
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- Student to view respective subject wise number of classes to be delivered as per routine
- Subject wise Syllabus completion status

L) ALUMNI MODULE

Alumni management software **enables organizations, typically universities and colleges, to stay in touch with their alumni, engage them through communications and events, and solicit donations.**

- Manage a large number of alumni databases

- Easily Plan and organize an alumni event

- Raise funds from alumni using online payment

- College can easily identify student achievement

- Easily manage Alumni events and invitation for some specific member

2. NAAC Data Management from Storing and Publishing

- Accreditation Software Implementation, training, up gradation as per NAAC
- Onsite Training & hand holding for data uploading and template preparation
- Online/Telephonic, Onsite support for One year.
- Acquainting the stake holders (Management, Faculty, and Staff) on the Process and procedures of NAAC Accreditation.

- Providing guidance for collection, collation and organizing the institute data documents as per NAAC specifications.

- Identifying and guiding the institute staff in their data and the supporting documents required to be uploaded (based on the specialization) in each of the applicable quantitative and the qualitative Metrics of the Self Study Report.

3. Online Admission System

PRE ADMISSION

- Defining admission criteria
- Student Registration as per admission criteria along with necessary document upload like images /signature / mark sheet / cast certificate / ID Proof
- Payment integration bank/ gateway
- Registration payment reconciliation
- Publishing of valid applicant list

ADMISSION

- Provisional merit list generation
- Category wise final merit list.
- EMAIL / SMS / Web site publishing of merit list for counseling / admission based on sit capacity.
- Direct admission
- Admission Challan generation
- Admission Payment against admission challan
- Admission payment reconciliation
- Document verification of applicant

POST ADMISSION

- Student ID and Roll No generation
- Student ID Card
- Student Attendance register
- University registration Data

4. Institution Email

5. Video Conference facility for at least 100 users

6. Data Management Infrastructure Maintenance (Storage, Security, Back Ups, Cloud Server & internet Bandwidth)

7. Website Using Content Management

Features

- User Management
- Content Management
- Menu Manager
- Template Management
- Media Manager
- Language Manager
- Banner Management
- Contact Management
- Polls / Search
- Web Link Management
- Syndication and Newsfeed Management

GENERAL TERMS AND CONDITION

Awarding of Contract

College Authority will award the contract to the successful bidder whose bid has been valued as per Price and Other criteria. College Authority reserves the right not to accept the Lowest Price bid without assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever

Amendment of Invitation

At any time 1 days prior to the deadline for submission of proposals, College authority reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, College may, at its discretion, extend the deadline for the submission of proposals.

Assignments

Assignment of the job to third party is not allowed without the consent of college authority.

Rejection of BID

Any deviation from the given specification and make, will be treated as rejected

Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned.

Ref. No. .... Date ....

Date & Time validity of the quotation

Any quotation submitted later than the date and time mentioned above will not be accepted

Discrepancies and Adjustment thereof

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct. Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm. Discrepancy in totalling or carry forward in the amount quoted by the bidder shall be corrected.

Earnest Money

- In the event of e-procurement, intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. Earnest Money may be remitted through NEFT/RTGS or Net-Bankingas per Order No→**3975 – F(Y) Dated: 28th July,2016** of Finance DepartmentGovernment of West Bengal and also to be documented through e-procurement portal.
- Tenderers having valid / Relevant NSIC or MSME Certificate or Registrationis exempted from payment of EMD, where such proof needs to be submitted.
- MSME Registered Company may avoid EMD

Sl. No.	Name of the work	Earnest Money Deposit (EMD) in Rs.	Completion Period
1	College website, College ERP, Online Admission, NAAC related work etc.	10,000.00	30 Days

- **Date and Time schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T & other Documents (online) (Publishing Date)	11/11/2023 at 6-00 PM
2	Documents download / sale start date (online)	11/11/2023 at 6-00 PM
3	Bid submission start date (online)	11/11/2023 after 6-00 PM
4	Bid submission closing date (online)	04/12/2023 Up to 6-00 PM
5	Bid opening date for technical proposal	06/12/2023 after 6-00 PM
6	Date of uploading list for Qualified Bidder in Technical Proposal	After evaluation of Technical Proposal
7	Date for opening of Financial Proposal (Online)	To be notified later on.

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Ref. No. ....

Date ....

Sd/-
Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084

Date 11.11.2023