Central University of Gujarat Gandhinagar

गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

Notice inviting "Expression of Interest for Web based ERP/University Integrated Management System (UIMS)" at Central University of Gujarat

Tender No. CUG/02/EOI/2021-22   Dated: 22/06/2021

The Registrar
Central University of Gujarat,
Near Jalaram Temple,
Sector- 29, Gandhinagar,
Gujarat- 382030
Tel: 079-23977407/ 409,
Email: registrar@cug.ac.in

Expression of Interest (EOI)

Index for Tender Form

S. No.	Items	:	Details
1.	EOI Notice No.	:	**CUG/02/EOI/2021-22, Dated: 22/06/2021**
2.	Name of work	:	Expression of Interest for **"Expression of Interest for Web based ERP/University Integrated Management System (UIMS)"** for Central University of Gujarat, Near Jalaram Temple, Sector-29, Gandhinagar, Gujarat- 382030.
3.	Pre-bid Meeting	:	06/07/2021 by 3:00 PM at Gandhinagar.
4.	Start of submission of Bids	:	22/06/2021
5.	Last date and time for Receipt of Bids	:	13/07/2021 by 03:00 PM
6.	Date and Time of Presentation	:	Shall be intimated on University Website.
7.	Place of Presentation	:	CUG Gandhinagar.

Vendors are requested to read the complete tender documents before submission of Bids.

CENTRAL UNIVERSITY OF GUJARAT
Near Jalaram Temple, Sector-29, Gandhinagar,
Gujarat- 382030

Name of the work: Expression of Interest for **"Expression of Interest for Web based ERP/University Integrated Management System (UIMS)"** at Central University of Gujarat,Gandhinagar (Gujarat).

Sold to Sri/Smt./M/s.

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Registrar

I undertake to abide by the terms and conditions as stipulated in the detail tendercall notice and conditions of contract.

Signature of the contractor

For Office Use only

1. Total Nos. Corrections :
2. Total Nos. of Overwriting :
3. Total Nos. of Pages :
4. Earnest Money Deposit in shape of :
5. Copy of S.T.C.C : Furnished/ Not Furnished
6. Copy of I.T.C.C./PAN : Furnished/ Not Furnished
7. Any other enclosure :

Registrar
Central University of Gujarat

CENTRAL UNIVERSITY OF GUJARAT
Near Jalaram Temple, Sector-29, Gandhinagar,
Gujarat- 382030

Expression of Interest

Central University of Gujarat (CUG) is one among the sixteen newlyestablished Central Universities by the Government of India under the Central Universities Act, 2009 (Section 25 of 2009).

Central University of Gujarat invites Expression of Interest (EoI) for **"Expression of Interest for procurement of "Expression of Interest for Web based ERP/University Integrated Management System (UIMS)"** from leading, reputed, professionally & financially sound and duly registered companies /agencies / organizations (preferably Government/ State Organization or Central/ State PSU's or Reputed IT Companies) which have required experience in relevant and similar execution for Development, Supply, Implementation, and Maintenance of completeUniversity Management solutions in the University.

Procedure for submission of EoI: Vendors proposing to submit EoI, kindly visit University website and www.cug.ac.in for downloading full document of EoI including details of Scope of Work and the desired prerequisites. Any amendment/ updates to theEoI or its Terms & Conditions will be uploaded on official website of the University. The EoI be submitted in the prescribed format along with all supporting documents incompliance with the requirements of EoI. The companies/ firms/ organizations will be short listed after detailed presentations by them before the designated Committee. The date for presentation shall be intimated on University website.

Request for Proposal (RFP) including Technical & Financial Bid shall only be issued to those firms who shall be declared qualified and shortlisted only after evaluation of their EoI and subsequent presentation before the designated committee.

EoI may be sent in triplicate in a sealed envelope duly super scribed. **"Expression of Interest for "Development, Supply, Implementation and Maintenance of University Integrated Management Software System"** in Central University of Gujarat either by registered post or speed post addressed to the **Registrar, Central University of Gujarat,** Near Jalaram Temple, Sector-29, Gandhinagar, Gujarat- 382030**.** The University reserves the right to accept or reject any or all the EoIs at any stage of the process or any of the terms without assigning any reason. No correspondence in this regard shall be entertained.

Registrar

CENTRAL UNIVERSITY OF GUJARAT
Near Jalaram Temple, Sector-29, Gandhinagar,
Gujarat- 382030

Chapters

SI. No.	Particulars	Page No.
1.	About CUG	
2.	Scope of Work	
3.	Guiding Principles	
4.	Eligibility Criteria/ Pre-Qualification	
5.	EoI Submission	
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Schedule of Expression of Interest

Document Name	Notice inviting "Expression of Interest for Web based ERP/University Integrated Management System (UIMS)" at CUG.
Document Reference Number	CUG/02/EoI/2021-22, Dated 22/06/2021
Date of issue of EoI notice	22/06/2021
Last date for receiving queries for pre bid	02/07/2021 by 03:00 PM
Date of responder(s) Presentation. Potential responders should make sure that they qualify all criteria as per EoI as only representatives of eligible companies will be allowed to attend the conference.	Shall be intimated on University website.
Last date for submission of EoI response	13/07/2021
Cost of EoI	Downloadable from CUG website: Free

Note: The parties must submit the response both in hard copy and two soft copies on CD /Pen-drive in sealed envelope through registered post or speed post addressed to **The Registrar, Central University of Gujarat, Near Jalaram Temple, Sector-29, Gandhinagar, Gujarat-382030.** So, as to reach us on or before the mentioned date and time of submission.

The envelope containing the EoI response should be super scribed with the title **"Expression of Interest for Web based ERP/University Integrated Management System (UIMS)"**.

Venue for Presentation

Central University of Gujarat
Near Jalaram Temple, Sector-29,
Gandhinagar, Gujarat- 382030

CENTRAL UNIVERSITY OF GUJARAT
Near Jalaram Temple, Sector-29, Gandhinagar,
Gujarat- 382030

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1. ABOUT Central University of Gujarat (CUG):

Established by Parliament of India through the Central Universities Act (2009), Central University of Gujarat (CUG) considers its main objectives to be dissemination and advancement of knowledge creation and sharing. The University is committed to make special provisions for integrated and interdisciplinary courses, to educate and train human resources for the country's development, to initiate appropriate measures for promoting innovation in teaching and learning and to pay special attention to improve the social and economic conditions and welfare of the people, especially pertaining to their intellectual, academic and cultural development. The University was ranked overall 60th in India and 2nd among all the Universities in Gujarat in NIRF 2016 rankings. According to NIRF 2017, the University ranked among the top 150 Universities in the country.

2. Broad Scope of Work

i.	Vice-Chancellor's Secretariat Mgt. System
ii.	Admission Management System (Central University of Gujarat Entrance Test-CUCET)
iii.	Examination Management System and its Linking with National Academic Depository
iv.	Student Life Cycle Management
v.	Choice Based Credit System
vi.	Finance, Accounting and Auditing Management System
vii.	Budget Management System
viii.	Departmental Activities Mgt. System
ix.	Off Site Campuses Mgt. System
x.	Planning, Development and Project
xi.	Purchase and Inventory Management
xii.	HR and Establishment
xiii.	File Tracking and Document Management
xiv.	Legal Cases and RTI Management
xv.	Hostel Management System
xvi.	Course and Curricula Management
xvii.	Research and Scholar Tracking System

xviii.   Attendance Monitoring System (Student+ Employee-Teaching/Non-Teaching)
xix.   Students Welfare Management System
xx.   Alumni Management System
xxi.   Information Management System
xxii.   Sports Board Management System/ Cultural Committee
xxiii.   Assets (Movable and Immovable) Management System
xxiv.   Library Administration System
xxv.   Academic Management System (Office of DAA etc.)
xxvi.   Office Management System (Pro-Vic-Chancellor/Dean/Proctor/DSW/Head etc)
xxvii.   University Works Department (UWD), Electric and Water Supply (EWS) and Sanitary & Support Services (SSS) Management System.
xxviii.   Guest House management system
xxix.   Online hosting of Lectures/ Seminars/ Teaching/ Learning materials
xxx.   Residential Accommodation Management
xxxi.   Website and web portal
xxxii.   Quality Management System/NAAC/NIRF/IQAC
xxxiii.   Transport Management
xxxiv.   Functioning of Specific Cells (Sexual Harassment Cell/ST-ST Cell/ GRC etc)
xxxv.   Any other function of the University not covered above.

Tentative scope of work is attached at **Annexure-D.**

3. Guiding Principles

CUG being an institution which has created and adopted best practices across its organizational operations, expects all its partners also to follow the same. In view ofthis, CUG has framed the following guiding principles to be adhered to by interested participants. The best practices may be more than what are specified below:

➢ The proposed solution must be based on Service Oriented Architecture (SOA) principles and must adhere to a SOA based integration model across various applications of the IT portfolio.
➢ The proposed solution should be an Integrated, Scalable, Modular User-friendly, and Highly Available.
➢ The proposed solution must implement a multi-level security across various tiers and software layers of the IT platform.
➢ Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development life cycle.

3.1 Software Support and Maintenance Practices

Software support and maintenance for a period of five years post go-live of the software platform is mandatory and part of the scope of work of the proposed program. The selected bidder must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (where applicable) and made available at no extra cost to the University.

3.2 Software Licensing

The University would require various software licenses (OEM or otherwise) to be made available for use enterprise wide and not be restricted to the number of users, devices, or membership. The University would prefer a CPU/core-based licensing that it could use to scale further while not being constrained with the number of users or devices.

3.3 Setup and Commissioning

Installation, Setup and Commissioning of the system to host the software servers along with the portfolio applications will be part of the scope of work. Ensure that all non- functional requirements are catered to and will be part of the design and the proposed solution. The server infrastructure and connectivity requirements along with the data center details will be provided by CUG to the selected bidder for configuration.

3.4 Documentation

Providing all design, documents, user, and operational manual.

4. Eligibility Criteria/Prequalification

The bidder must possess the requisite experience, strength, and capabilities for providing the services necessary to meet the requirements, as described in the EoI document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the IT applications, systems and support services sought by CUG. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the EoI document. The invitation to bid is open to all bidders who qualify the eligibility criteria as given below. Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification.

S.No.	Criteria	Document to be provided
i.	The bidder should be a company registered under the Companies Act, 1956.	Certificate of Incorporation.
ii.	The bidder must have successfully implemented at least three similar University Management System in University/Govt. institute of repute having at least 5000 student's registration.	Documentary proof from earlier institute/university where the project was completed. List of successfully completed projects indicating cost, customer name & address. The proof should be applicable to the responder only and not for its sister-concern or subsidiary or parent company.
iii.	Bidder must have ISO 9001:2000 and ISO-27001 or other such certification.	Valid Copy of Certificate

iv.	The bidder or each member in case of a consortium should have positive net worthand an annual turnover of more than INR 10Crore or above for the last three Financial Years.	Practicing Chartered Accountant Certificate for Net worth and Copy of the audited balance sheet of the company for last 03 years.
v.	The Bidder should not be under a Declaration of Ineligibility or black listed with any of the Government/ Public sector unit Agencies	Self-Declaration from Authorized Signatory of the Bidder
vi.	The responder shall be the single point of contact for CUG and shall be solely responsible for all the warranties, upgradesand guarantees etc. Offered by the OEM etc. An undertaking to this effect should be submitted	Self-certification
vii.	Having minimum manpower strength of 100.	List of employees
viii.	Having at least 06 years' experience of handling big project of software development & implementation	Substantiating documents
ix.	Having Set-up/ Office in **Gandhinagar, Ahmedabad**	Address
x.	Able to provide total integration & solution	Self-certification
xi.	Agreeable to sign Service Level Agreement (SLA) documents	Draft undertaking

5. EoI Submission

Bidders may download the EoI documents from the CUG website and must be submitted on or before **13/07/2021 up to 03:00 PM** through registered post or speedpost.

6. Bid Evaluation process

All responses including the proposed solution(s) received by CUG shall be evaluated by an Evaluation Committee duly constituted by CUG, on the basis of eligibility criteria mentioned in this document. **Only the eligible bidders will be informed of their selection and RFP will be issued to them.**

CUG shall be at liberty to reject any response received from any company or consortium for the Expression of Interest in reply of notice inviting Expression of Interest.

Registrar

Annexure "A"

7. Annexure

7.1. Annexure A- Checklist for response submission

The following checklist must be filled in and submitted with the response.

Description	Response	If yes, mention page no.
Have you provided the EoI Response containing the details mentioned in the document?	Yes/No	
Have you provided the documentation proof of being a ISO 27001 certified organization?	Yes/No	
Have you submitted the undertaking pertaining to the single point of contact?	Yes/No	
Have you attached documents pertaining to similar experience?	Yes/No	
Have you attached the documents pertaining to 6 years of company's incorporation?	Yes/No	
Have you attached audited balance sheets for last three years	Yes/No	

7.2. EoI response form
(To be submitted with EoI response)

Note: Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.

S. No.	Description	Details (To be filled in by the responder to the EoI)
i.	Name of the Company	
ii.	Official address	
iii.	Phone No. and Fax No.	
iv.	Corporate Headquarters Address	
v.	Phone No. and Fax No.	
vi.	E-Mail address of contact person	
vii.	Web Site Address	
viii.	Details of Company's Registration (Please enclose attested copies)	
ix.	Name of Registration Authority	
x.	Registration Number and Year of Registration	
xi.	Product/ Service For which Registered with validity period	
xii.	GST registration No.	
xiii.	Service Tax Registration No.	
xiv.	Permanent Account Number (PAN)	
xv.	Whether the company complies with the Requirement under the Contract Labour (Regulation and Abolition) Act	
xvi.	Name of Bankers along with Branch (as appearing in MICR Cheque) & Account	
xvii.	Name of the Authorized Signatory, who is authorized to respond to the EoI	
xviii.	Other documents provided	

7.3 Annexure "B"

The following notes offer guidance to proposing responder in the form of a model outline for their response document. All the headings indicated below must be addressed in the sequence shown, providing as much relevant detail as possible. (Conformance to this outline will assist the subsequent evaluation and selection activities, and any variations should be documented).

Additional headings and information may be provided by the proposing responder where they are required to include additional details or explanations.

Description of the proposing responder:

I. Specifically include legal status, ownership, and the name of the personwithin the company who is responsible for this project.

II. The proposing responder's general understanding of the project requirementsand the proposed total solution.

III. The main features of the proposed solution and any areas of financial,operational, development risks that are perceived.

IV. Upgrade and technology refresh strategy for the proposed software platform.

V. Describe the strategy suggested for future upgrade of the supplied equipmentand / or products and any impact this strategy may have on operation etc.

VI. Scope of work compliance as per the document

7.4. Annexure "C"

UNDERTAKING

(To be submitted by the responder on the responder's letter head)

I/We hereby undertake that I/We have studied and understood the Expression of Interest document completely.

I/We hereby undertake that I/We understand that the Section Scope of Work and Requirement of this Eol is indicative only and not exhaustive in any manner and that the final scope of work and technical specification will be decided by CUG at their discretion.

I/We hereby undertake that I/We understand that the CUG reserves the right to finalize the scope of work and requirements at its discretion, which may be based on my/or proposed solution and/or any other responder's proposed solution and/or as decided by the CUG. I/We hereby declare that I/We shall not be having any claim and/or right for the said usage. I/We hereby undertake to provide the requisite OEM authorization as and when required and/or asked for by CUG, as per the solution and/or requirements, as decided by CUG at their discretion.

I/We hereby undertake that I/We hereby undertake that I/We understand that the CUG reserves the right to float a separate tender for the scope of work and requirements as mentioned above of this Eol irrespective of the outcome of this Eol. I/We understand that in such a case I/We shall bid separately for that tender and in no case our response to this Eol shall be deemed as a bid for the said tender.

I/We hereby undertake that the CUG reserves the right to short list responder(s) for further *tendering of this* Eol and in case of my/our response being rejected I/We shall have no claim of any short in the further tendering process. Further CUG shall be at liberty to allow any company to respond in the tender process at the stage for "Request for Proposal" irrespective of the fact that the company allowed has participated in the Eol or not and I/We shall have no claim of any sort on such process.

I/We hereby undertake that we shall comply with the scope of work and requirements and there are no deviations of any manner in this regard from my/our side.

I/We hereby undertake that in case my/our response to this Eol is short listed I/We agree to bid for the further tender as and when asked for by CUG based on the terms and conditions and technical specifications and scope of work as finalized and decided by the CUG at their discretion.

I/We undertake to be the single point of contact for CUG and shall be solely responsible for all warranties, upgrades, and guarantees etc. offered by the OEM, and system integration and facilities management and for the entire scope of work and requirements as per the service levels defined in the subsequent tender document.

I/ We here by affirm that our response is valid for a period of 180 days from the date of Eol submission.

Sl.No.	Moduels	Sub Modules	Features
1.	Counselling & Student Master Data Creation	Counselling	➢ Pre-Admission Enquiry
			➢ Student Application Data (Online/Offlne)
			➢ Student Counselling Based on Rank
			➢ Verification of Admission Criteria
			➢ Application of Programme/Batch basedon the choices given by the student
			➢ Hostel Allocation
			➢ Up gradation of student in case of vacancy in the higher branch
			➢ On-line seat status display
			➢ Integrated Fees Collection
		Student Master Data Creation	➢ Admission letter generation with student's photograph Up- gradation/Import of Short-listed studentdata into database along with
			➢ Branch Awarded
			➢ Personal Details
			➢ Qualification
			➢ Category (General/SC/ST etc.).
			➢ Student Master Data
			➢ Hostel Management
			➢ Room and Exam Centre Management
			➢ Formation of Programs/Branch/Section/Sub-Section
			➢ Enrolment Number Generation
			➢ Pre-Registration/Registration
			➢ Core Subject Allocation
2.	Student Information System	SIS – Student Database Management	➢ Department wise Elective/free Elective Offering.
			➢ Elective/free elective choice collection from student.
			➢ Faculty Subject Choice with rooms, day& time preference.
			➢ Teacher Load Distribution.
			➢ Registration Slip Printing.
			➢ Add/Drop Regular/Back Paper Subject
			➢ Student Attendance.
			➢ Time table Generation.
			➢ Student in or Out Details
			➢ Student Disciplinary Records.
			➢ Student Module: Student data upload

			for UG/PG/Ph. D programmes Merit preparation module for UG/PG/PhD admissions
			➢ Student name-photograph & profile reading through OCR/online Qualification, address, local and Student Roll number generation
			➢ Course Registration Address change / Duplicate I-Card request, generate Name / Data / Branch change/ correct request maintenance Course completion/ Bonafide/ Character
			➢ Request create and maintain Scholarship management - type, source, target, duration Scholarship start date / end date amount
			➢ Linkage of scholarship with fee Student statistics Girls/Boys/ Category Ratio etc.
			➢ Student address label for sending letters to parents
			➢ Student feedback management
			➢ Student misbehavior / Ragging records / Corrective action Email / SMSnotification of misbehavior /achievements / General Information Maintain all type of records of studentfor their performance whether it
			➢ Alumni module View and edit current profile and the name of the organization where he/she is working
			➢ View current standing and degree information
			➢ View archived data from previous years for UIMS and discussions with teachers and current students
			➢ Alerts and emails regarding events, functions, and placement Data visualization & statistics of past students
3.	**Student Fees Management**	**Fees Management**	➢ Dynamic Fees Heads
			➢ Multiple Currency Supports
			➢ Fees Structure.
			➢ Academic wise / Program Wise Fees
			➢ Individual Fees Structure and also Quota Wise.
			➢ Fees Waiver or Fees Discount
			➢ Special Approval in case of Delay in

			Payment
			➢ Fees Collection.
			➢ Cash
			➢ Bank /Cheque/Draft/ECS.
			➢ Online Payment Gateway
			➢ Fine Collection.
			➢ Fees Refund or Fees Settlement.
			➢ Payment List or Due List.
			➢ Student Fees transfer.
			➢ Various MIS related Reports.
			➢ Integration with Finance Module.
4.	**Examination Modules**	**Examination.**	➢ Question Paper Setting
			➢ Date Sheet Generation.
			➢ Setting Plan
			➢ Invigilation Duty with Faculty load distribution/No duty request/Time Preference.
			➢ Attendance / Absentee list generation
			➢ Marks Entry System by faculty Member with approval from HOD
			➢ Result Entry System and Processing
			➢ Percentile
			➢ Grading System
			➢ CGPA or SGPA
			➢ Tabulation of Grade Sheet.
			➢ Printing of Grade Sheet, Marks Sheets, Transcript and Various MIS reports.
			➢ Published of Results in the Web Kiosk after approval.
			➢ Faculty can enter internal and external marks of allotted subjects as coordinator/teacher coordinator/teacher
			➢ Faculty can enter internal/external marks of back papers as allocated Editing of marks can be done before locking Print and Save option to become active only upon locking Backlog record of each student to bemaintained Branch-wise/Semester-wise result generation
			➢ Facility for conducting online and written sub module may System shouldgenerate DMC/CGPA/SGPA records ofindividual student and statistical reportsof overall results semester wise, branch wise, batch wise, year in spread sheet,and graphical form Student can fill form

			to appear in a particular or all subjects
			➢ Faculty/student/parent can view result/placement details of the students if given authority by the management Examination related information – date sheet, change in exam date, result declaration through e-notice, email, SMS channels System to generate topper details, scholarship holder records, gold medal list details, best project
5.	**Student Feedback**	**Feedback / Reaction Survey**	➢ Event declaration with IP based Security
			➢ Type / sub type question preparation with weight age filtration of abusive words
			➢ Feedback collection through web kiosk with approval processing, publishing & analysis of MIS(Optional)
6.	**Training & Placement**	**Training Placement**	➢ Student academic data to be obtained from database Student to enter other data like class x, xii, training details, projects done
			➢ Student can register and select companies online
			➢ Placement calendar
			➢ Maintaining corporate recruitment
			➢ Managing various placement events
			➢ Checking selection criteria
			➢ Web enrolment for placement event
			➢ Maintain Campus requirement
7.	**Alumni**	**Alumni**	➢ Maintaining the alumni database-contact details work details
			➢ Mailing facility - institute to alumni, alumni to alumni secured web access (approval based)
			➢ Graffiti wall - Alumni Forum
			➢ News event
			➢ Search engine (Optional) & Online Registration
8.	**Student & Employee portal**	**Student**	➢ Personal Information-view/edit
			➢ Academic information
			➢ Pre- registration/registration-record subject choice
			➢ Class time table
			➢ Class attendance
			➢ Class test / mid semester test marks details

			➢ Exam date sheet with seating plan
			➢ Marks obtain CGPA/SGPA details
			➢ Disciplinary records
			➢ Fees details which include
			➢ Fees/fine payment, dues details
			➢ Debit / credit advice
		Employee	➢ Personal information
			➢ Contact information view/edit
			➢ Leave and salary records
			➢ Debit/. credit advice
			➢ Income tax declaration and deduction
			➢ Workflow for (leave/ LTA/medical/ advance/ no dues
			➢ Subject/room/day/time preference for time table
			➢ Time table entire (employee wise)
			➢ Day/time preference/ no dues request for invigilator duty
			➢ Employee wise data sheet/ invigilator duty
			➢ View seating plan
			➢ Marks entry of class test/mid semestertest
			➢ Grade calculation
			➢ Booking/cancellation of room for special activity/extra class
			➢ View result of student recreation survey (Self)
			➢ Administration user option
			➢ Student information
			➢ Employee information
			➢ Security information
9.	**HRMS**	**HRM & Payroll**	➢ Recruitment –Teaching/ Non-Teaching Online
			➢ Online job Application
			➢ Archiving of all employee data
			➢ Employee Database.
			➢ Personal Information
			➢ Professional Membership Information
			➢ Dependent Details
			➢ List Journals/ Publications/ Conference/ Seminar etc.
			➢ Salary/ Perks/ reimbursement Details
			➢ Promotion /Increment
			➢ Visiting Professor or Guest Faculty Details
			➢ Leave Management

				➢ Salary Computation and generation of salary bills and pay slip
				➢ Arrear Calculation and Generation of Arrear reports.
				➢ Generation of TDS and income Tax Statement
				➢ Advance/Loan Payment/recovery
				➢ Income Tax Calculation.
				➢ Setup, add, edit, update detailed employee information Employee I-Cardgeneration
				➢ LTC Management Personal filemanagement along Qualifications / achievements as acquired from time-to-time
				➢ House allotment management including record
				➢ Keeping Handling estate maintenance related complaints
				➢ Notices / Circulars management - information dissemination through email and SMS channel to different levels of employees according to requirement To All or in Group Password protected view, save and print by each employee his/her salary statement Present & Past leave balance, loan history, loan status, pension, CPF and all other allowances / deductions status.
				➢ Employee can view the APAR as per decisions of administration
				➢ View of Government orders / Circulars as received/made by GA section CPDA utilization status advance
				➢ Time table Administrative duties assigned
				➢ Activities organized Seminar, Conference Workshop attended
				➢ Publications Research Project, Consultancy
				➢ File management/letter movement and its tracking system by the employee/faculty
				➢ Trace/ tracking of reimbursements / indents and advances by employee/faculty to facilitate purchase/different activities for institutional /department

			/research.
			➢ Online purchasing procedure particularly approval and submissionof quotations
			➢ Management Personal filemanagement along with qualifications / achievements as acquired from time-to-time.
10.		➢ **E-processing & Digital Approval**	
11.	RTI/Court Case monitoring system		➢ RTI/case registration like case no, year, individual/ department name, legal notice receipt etc.
			➢ Pending cases of all department pertaining to various courts
			➢ (CAT/lower court/high court/ Supreme Court)
			➢ Disposed cases of all department pertaining to various courts (CAT/ lowercourt/ high court/ Supreme Court) Individual/ department wise case history
			➢ Alert for next hearing
			➢ Queries using date of hearing
			➢ View/print of case existing / historical
			➢ Reports on pending cases as on date-category wise/department
			➢ Information regarding dealing branch and officials
12.	**Financial Accounting System**		➢ Chart of Accounts
			➢ Financial Statement Groupings / Grouping of Chart of Accounts, Budget Allocation as on date Expenditure Statement, Unspent balance details
			➢ Dynamic Sub Ledger
			➢ Cheque Book Management including priority of cheques
			➢ User Defined Voucher Numbering Patterns
			➢ Voucher configuration for designing vouchers
			➢ Cash Receipts and Payments
			➢ Bank Receipts and Payments with Inter Bank Transaction option
			➢ Journal Voucher
			➢ Purchase Journal
			➢ Subcontractor Journal (Optional)
			➢ Dr./Cr. Note Voucher's, Book's,

				Ledger's, Trial Balances,
				➢ Bank Reconciliation
				➢ Ledger / Sub Ledger Credit Limit check
				➢ Budget Preparation on the basis of previous year expenditure with % increase and new services
				➢ TDS Deducted v/s Deposited
				➢ Bill Passing with Age Report (Optional)
				➢ Automated year end entry passing (Optional)
				➢ Various MIS Reports
				➢ Project / Grant Management.
				➢ Payroll Management Finance Rules to be implemented as per latest GFR Finance period creation and maintenance
				➢ Investments by Institute in Term Deposits Generation of all kinds of reports required by the section including CAG Statutory requirements like TDS for goods and services
				➢ Transfer of money to respective project heads /departments/ indentors Consultancy Work
				➢ Payment received and distribution employees Number of pay scales – Grade Pay wise/designation wise / employee wise salary structure Quarter accommodation deduction of license fee
				➢ Conveyance Allowance Processing of salary according to defined days of a month on which employee salary is claimed for preparation of salary of the employee
				➢ Facility of full attendance transfer to mark present for entire month initially and update leaves / make employee absent later to reduce data entry effort Category/department /employee wise salary processing taking into account consideration components – allowances and deductions creation, HRA, CPF,
				➢ Extra CPF, CPDA payment, LTC/ other reimbursement etc. Medical Allowance / Reimbursement

				➤ CPDA management Earned Leave Encashment Calculation and historical record
				➤ Salary slips generation Salary report generation month wise posting on individual e-mails, year wise Posting of salary details into Bank Processing of DA, other arrears Contingent Bill for Leave Encashment, Other Payments
				➤ Loan structure, application & sanction of loan / guarantors, instalments Income Tax Management – income tax slabs / surcharge, IT Rules till a specified date.
				➤ Calculate the recovery amount on theLoan amount taken / instalments for every month.
				➤ Maintain a NPS Personal Ledger foran Employee Calculate interest amount on the accumulated CPF: quarterly, semi-annually, and annually. Monthly and yearly report of NPS collection and deposit with PFRDA for each individual Employee
				➤ Student fees management Read student data Fee set up for Coursewise fees details Payment of fees for each course Set different types of categories to be associated with student fees Student fees can be set with different categories and different number of students
				➤ Define „n" number of fee heads and fee components in the institute like, college head, transport head, hostelhead Add and collect full/ partial fee during student registration and admission
				➤ View, edit, update, cancel student feesand related information Receive student fee dynamically at the time of receiving fee Facility of receiving fee through payment gateway into institute's account
				➤ View received fee and fee transactions Send information to student and his parent of cancellationof fee through email and SMS channel

				Provides student ledger report Provides transaction reports and details.
				➢ View for all session fee together and gives option to receive fee from there.
				➢ Functionality to add additional fee, for fine or any other amount type.
				➢ Facility to refund some or all amount and can also close student fee account.
				➢ Provides reports to view student fees.
				➢ Define fee structure at course level, branch level, batch level and semester level.
				➢ Define fee concessions for academic performances.
				➢ Define fee concessions for different categories of students like SC/ST/OBC/DASA
				➢ Define fine for any activity in the institute e.g., ragging, indiscipline. Maintain fee and fine record paid and due for a student Cancel fee receipts issued
				➢ Sponsored Projects and consultancy Project /Consultancy proposal / approval Receiving of approved project proposal
				➢ Management of fund sanction, allocation & expenditure, and UC Details for each individual project
				➢ Project wise PI/Co-PI details
				➢ Finance Accounting This Package is not required as part of University Management System. University is using Tally for this. However, as per details given above and below it should be possible to import any required data into Tally using CSV format. Further, reports and data as needed by Tally should be possible to print and convert into CSV/PDF format.
				➢ Accounting Reports Account head / Sub head report Challan / DD / Cash book / Bank book / Transfer / Contra report Outstanding report Income tax details Request amount Trial balance report

			➢ Fund utilization report TDS certificate search Yearly budget Fee and fine collection for every semester: branch wise, course wise. Fee and fine collection between any 2 dates. Fee and fine collection due. List of concessions available. Fee and fine receipts.
			➢ Students details their outstanding scholarship amount and amount released data
13.	VC/Pro-VC /Director/ Registrar/ Dean/HOD Office Management		➢ Dash Board separate for each category
			➢ File Movement
			➢ File Tracking
			➢ Meeting Management
			➢ Conferences/Seminars/Workshops/ Training Programme management
			➢ Senate / BOG agenda/minutes uploading and circulation
			➢ View / Print of current / minutes of Senate / BOG / Finance Committee agenda/minutes uploading
			➢ View / Print of current / minutes of Finance Committee
			➢ Office Record Keeping, Work assignment, Progress monitoring
			➢ Dynamic Website, Automatic updation of information
			➢ File management/letter movement and its tracking system by the employee/faculty
			➢ Trace/tracking of reimbursements/indents and advances by employee/faculty to facilitate purchase/different activities for institutional /department /research.
			➢ Online invigilation duties to faculty members.
			➢ Online purchasing procedure particularly approval and submission of quotations
			➢ Online availability of student and alumni record of the department.
			➢ Online availability of Faculty & Staff of the department
			➢ List of students registered on the basis of subjects.

				➢ List of students eligible to write end semester examination.
				➢ List of students appearing in supplementary examination.
				➢ Course file management, Assignment records, student feedback, course web page management.
				➢ Lab record management, stock book, purchase comparative, purchase order.
				➢ Meetings & Minutes of various Academic Committees (DUGC, DMPC, DDPC etc.)
				➢ Online availability of Faculty & Staff of the department List of students registered on the basis of subjects.
				➢ Online invigilation duties to faculty members.
				➢ List of students eligible to write end semester examination. List of students appearing in supplementary examination. The information under the Integrated Institute Management System [IIMS] pertaining to the Department fulfils departmental objective & requirements. Course file management, Assignment records, student feedback, course web pagemanagement. Lab record management, stock book, purchase comparative, purchase order. Meetings & Minutes of various Academic Committees (BOS/BOE/URDC/CRDC/School Boards etc.)
				➢ Ability to create mailing groups of employees of students as per group/ elective/ Insurance Management Facility of login from institute's public portal into the system for limited access for viewing above as per policy of the institute
				➢ Student Management Dashboard, including ability to view Admission and Current Registration Status,
				➢ Academic Records, Historical Records (for verification purpose), Student's Personal Database, Report of

			indiscipline and proctorial action against the student.
14.	Academic module		➢ Provision of Subject allotment and faculty by concerned HOD Faculty may take theory / practical / project / thesis
			➢ Concerned HOD can allow failed students to sit in Mid- Term Examination as allowed by Dean (Acad.)
			➢ Provision to Faculty to enter student's attendance – access through login
			➢ Provision for reminding faculty to fill attendance through HOD via email
			➢ Attendance visible to administration, faculty, student, and parent modules
			➢ Short attendance notices through e-notice/email/SMS to subject teacher, HOD, Dean (Acad.), Academic Officers, controller of examination, professor-in-charge, chairperson, coordinator,student, parent on a selectable frequency such as monthly/before mid-term examinations/ end- of-semester Attendance information dissemination to students/parents through Email/SMS channel
			➢ Student Database
			➢ Student Registration
			➢ Student Program and Course Registration
			➢ Faculty Database
			➢ Faculty Assignment to courses
			➢ Syllabus creation
			➢ Pre-examination functionality
			➢ Schedule of Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations
			➢ Receiving of question papers for the Mid Semester, Main or End Semester, Supplementary, Special Supplementary and Summer Semester Examinations from the different departments.

			Invigilator, Hall management, Seating Arrangement, Hall ticket printing.
			➤ Online attendance management for the registered students in a semester.
			➤ Multiple eligibility checks for example attendance, valid registration etc. of students for appearing in examination
			➤ Generation of attendance list of students and invigilators for examination.
			➤ Conduct of Examination-record keeping of Student Attendance during examination Invigilator attendance during examination
			➤ Answer-sheet distribution during examination
			➤ Answer sheet distribution and return
		Learning Triggers	➤ The software should facilitate student learning through online downloading-uploading of assignments/study material. There should be provision tocreate a learning plan (based on the syllabus) and link learning resources with it.
		Parents Module	➤ Parents can view attendance via Internet in the Parent's Button on IIMS
15.	**Fixed Assets Modules**	**Assets**	➤ Addition of Fixed Assets
			➤ Value addition to existing assets
			➤ Fixed Assets Register
			➤ Allocation/Re-allocation of fixed assets
			➤ Assets Transfer
			➤ Assets Insurance details /AMC
			➤ Depreciation/Sales of Scrap or assets
			➤ Depreciation Calculation.
16.	**Purchase/ Receiving/ Inventory**		➤ Raising of Purchase requisition
			➤ Store indent generation
			➤ Placing of Enquiry to various parties
			➤ Comparative statement generation.
			➤ Purchase order through approved quotation
			➤ Amendment of approved purchase order
			➤ Goods received and material inspection
			➤ Purchase return

			➢ Bill Passing with FAS Integration
			➢ Material issue / receipts
			➢ Material Transfer in/out to other stores/Location
			➢ Physical stock verification and adjustment voucher
			➢ Item's repair
			➢ Store valuation on weighted average methodology.
			➢ Store's transaction detail
			➢ Classification and stocking
			➢ Maintenance of consumables/ assets
			➢ Automatic updation of stocks on purchase and distribution
			➢ Stock on hand-department wise / Stock verification details Purchase order generation and Records Vendor list
			➢ AMC maintenance for different equipment's in different departments Stores audit Gate pass generation and record
			➢ Category /sub category Item search
17.	**Transport**		➢ Institute/Vendor- Vehicle Management
			➢ Vehicle Master Database
			➢ Route Management
			➢ Pick & Drop Points
			➢ Student Seat Allotment
			➢ Vehicle Log Book Management
			➢ Vehicle Maintenance
			➢ Vehicle details
			➢ Vehicle maintenance details Vehicle running history
			➢ Driver information
			➢ Distance covered
			➢ Details of last purchase and last service
			➢ Repairing agency and date/cost
			➢ Issue and use details / Fuel log book
			➢ Price and payment of fuel consumption-monthly, quarterly, yearly
			➢ Contractor management
			➢ Insurance information
			➢ Online requisition and duty assignment
			➢ Fitness of vehicles

18.	**Hostel**		➢ Hostel admission
			➢ Room search / Room allocation / Room discontinuation / Room transfer
			➢ Room occupancy record keeping, Mess Bill Management
			➢ Visitor log book, Security guard details / duty etc.
19.	**System administrator rights**		➢ Restriction of unauthorized access to various modules of the software
			➢ System administrator can only access all the modules of the software
			➢ System administrator can create, update, edit, view, and remove any users
			➢ System administrator can update functionality security System administrator can
			➢ change any user id and password Create login accounts and permissions. Setup /edit employee and student information
			➢ Generate notices/circulars
			➢ View all reports, records, results for employee and students Document
			➢ Management as to search on any given keyword that could be name, employee id, roll no., role and also month wise, year wise etc. and show in formatted form on the screen. It should be possible to generate printout and save searched data in file form. Similar restricted facility should be possible for every user of the system.
			➢ Overall administrative control over all modules
			➢ Top authority page to maintain information related to student/employee mass mailing (e-mail) facility
20.	**Security management**		➢ Security Agency name and Details/Contacts
			➢ Contract Period
			➢ All security guards" name/ designation, personal details, address, phone number / duty hours / duty location / Date of duty / Nature of duty

				/ Off days
21.	**Guest/Faculty house management**			➢ Room type
				➢ Room search / Booking
				➢ Occupancy Record Management Check in date / Check out date Guestcontract details, email Guest report monthly.
				➢ Guest report daily
				➢ Reservation master
				➢ Room/ Food Billing, Mode of payment, Service Tax Guest House Inventory Management, Kitchen Inventory Management

TECHNICAL BID PROFORMA

EOI No.:	CUG/02/EOI/2021-22, Dated: 22/06/2021	
Expression of Interest for "Web based ERP/University Integrated Management System (UIMS)"		
1.	Name of the Organization	
2.	Head Office / Registered Office	
	Telephone No/mobile No.	
	Fax No.	
	Email	
	Web site (if any)	
	Date of Establishment	
	Branch Office in Gandhinagar / Ahmedabad	
	(Provide Complete Address)	
	Telephone No.	
	Fax No./Email	
3.	Name of Chief Executive Officer (CEO) with Designation	
	Telephone No./Mobile No.	
	Fax No./ Email	
4.	Name of Contact Person	
	Telephone No./Mobile No	
	Fax No./Email	
5.	**Type of Organization**	**Certified Documents to be enclosed**
a.	Private Limited Company	Memorandum of Article
b.	Public Limited Company	Certificate of Registration
c.	Public Sector	Trade License

6.	Nature of Business (tick the relevant)				
Manufacturing		Service		Dealership	
Stockiest		Indian Agent		Indian Branch Office	
Others Pl. Specify					

7.	Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated				
Scientific Equipment		Electronics		Lab Consumables& Chemicals	
Electrical Items		Computer Peripherals		Computers	
Laboratory Equipment's		Office Automation Product		Electrical Works	
Sport Materials		Water Coolers		Air-conditioners	
AV Equipment's		Boards		Other, please specify……	

Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy)

Year	Rupees (in Lakhs)	Annexure (Number)
2018-19		
2019-20		
2020-21		

8.	Commercial Information (enclose Attested Copy wherever Applicable)		
Sl. No.	Information	Details	Annexure (Number)
a.	GST Registration Number		
b.	Excise Registration Number Trade / Factory License Number		
c.	PAN No.		
d.	Details of Registration Certificate		

	with DGS&D/NCCF			
e.	SSI/NSIC Certificate			
f.	Current dealership agreement with Principal Letter No. / Date / Valid up to.			
g.	Relevant IISI/ SO Certificate if any			
h.	Bank Details: Account No.			
i.	Name of Bank & Branch			
j.	IFSC Code			
k.	Details of Tender Fee	Amount:	DD Details:	Name of the issuing Bank & Branch
l.	Details of EMD	Amount:	DD Details:	Name of the issuing Bank & Branch
m.	Details of Previous Supply in Govt. Organizations/ Govt. Educational Institutions (Enclose Supply order & Performance report. If requiredenclose separate sheets)	Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)

I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.

Signature of authorized representative: …………………………

Date:……….

9.	**Note**
9.1.	Separate information sheet may be provided for item (s) in case spaceprovided is not adequate.
9.2.	Affidavit in the enclosed format on Non-Judicial stamp paper duly attestedby Magistrate/Notary shall also be furnished by the bidder.