

राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(Institute of National Importance)
C.E. Road, Raipur - 492010 (C.G.)

Phone: (0771) 225 42 00
Fax: (0771) 225 46 00
Email: director.nitr@rediffmail.com
Website: www.nitr.ac.in

No./NITRR/R-1/Adv//2009/.....1599

Raipur, Dated: 18-8-09

To,

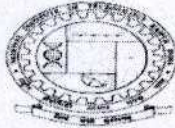
M/s. AK Advertisers
Near Tatyapara Chowk
Raipur (C.G.).

Sub: Publishing of advertisement – regarding.

Dear Sir,

You are kindly requested to publish the advertisement given below by **21 August 2009** in your **The Times of India (1. Delhi 2. Bombay edition)** in minimum size. Bill according to DAVP rates may kindly be submitted to the office of undersigned in three copies for the payment.

You are also requested to enclose DAVP rate list and copy of the advertisement published along with the bill.



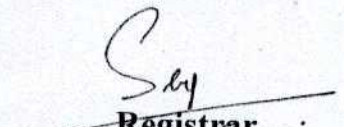
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Invitation of Bids for Computerisation of Operations at NIT, Raipur

Technical and Financial bids are invited (Separately sealed in two envelopes superscribed bids for computerization of operations and put together in a single envelope) from eligible bidders for computerization of operations in NIT, Raipur. Bidders may submit bids by **21 September 2009 upto 3.00 P.M.** to **REGISTRAR, NIT, RAIPUR**. Scope of work, terms and conditions, payment schedule, pre-bid conference details, formats for technical and financial bids are available on www.nitr.ac.in.

Registrar
NIT Raipur


Registrar
NIT Raipur

Copy to:

1. Accounts Officer NIT Raipur for information.
2. Central Store, NIT Raipur for information.
3. Steno to Director, NIT Raipur for information.

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR
G E ROAD RAIPUR- 492101

SUB: INVITATION OF BIDS FOR COMPUTERISATION OF OPERATIONS

National Institute of Technology, Raipur has planned to provide automation and computerize various academic, administrative and other office activities to function through an software integrated with Smart Cards for improving the management efficiency, capacity, and transparency among the stake holders Parents/Teachers /Students & Administration. The Management Information Software (MIS) software has to be an integrated package with Smart Cards for students & Staff. The software has to be plug & play with a small bit of customization as per the requirements of NIT, Raipur.

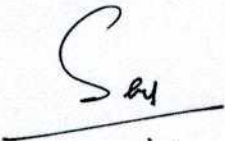
Submission of bids

1. Director, NIT, Raipur invites technical and financial bids (sealed separately and then put together) from eligible bidders for computerization of operations in the NIT, Raipur.
2. Bidders can download bidding document from the website www.nitr.ac.in
3. Bids must be submitted complete in all respect **on or before 21 Sep 2009** in the office of Registrar. Technical Bids shall be opened on the same day at 4.00 P.M.
4. The bidder would submit technical & financial bids separately duly signed.

Technical Bids

Super scribed Technical bid envelope will contain-**Annexure I** duly filled with the information as under and an undertaking that they have enough expertise to execute the work (if assigned) in the given period of time and that the terms and conditions are agreeable to them:

- (i) Name of vender with address, fax no., email & details of contact person duly authorized by management of company.
- (ii) The list of clients where the bidder has executed similar works as defined in the scope of work given by the university along with performance reports from the clients.



(iii) Standing of the firm i.e. the company should have been in the field for last 3 years. Bidder should give turnover of the company in last 3 years i.e. 2006-07, 2007-08, 2008-09 (for turnover, balance sheets are to be submitted duly audited/certified by the chartered accountant).

(iv) An earnest money amount Rs.40,000/- in shape of Draft issued from any scheduled bank in favour of Director, NIT, Raipur payable at Raipur.

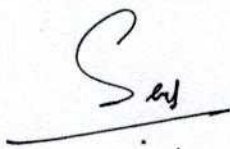
Financial Bids

Super scribed Financial bid envelope shall contain-**Annexure II** giving module wise cost and details of taxes if any. The submission of bids, evaluation, and the award of contract shall be guided entirely by the terms and conditions specified in the bidding document.

5. The NIT, Raipur authority reserves the right to accept or reject any or all bids without assigning any reason whatsoever.
6. The bidder should have implemented similar work in at least 5 universities/institutions of higher education.
7. The bidder must have annual turnover exceeding Rs.1.00 crore in any one year in last three years.
8. The firm should have technical assistance centre in India with persons qualified to handle the work.
9. The bidder must comprise a single company. No consortium is allowed.
10. The bidder should have all requisite registrations to carry out the business in India.
11. Evaluation of Bids: NIT, Raipur will evaluate technical bid first and compare the financial bids of those who are found substantially responsive. Financial bid will be valid for at least 90 days from the last date of submission of bids i.e. **21 Sep 2009**
12. Award of contract: NIT, Raipur will award the contract to the bidder after negotiation, if any whose bid has been determined to be substantially responsive and lowest in total cost.

Terms and Conditions:

1. The project (System Analysis, Installation, Training and Data entry) is to be completed within three months. There shall be on site warranty of one year after installation.
2. The data entry work of old data such as service book record, dead stock register entries, examination results etc. are to be taken care of by bidder.



3. The requirements for hardware with specifications and compatible technology, system software, networking and manpower should be specified for the setup and installation.
4. Printed installation/operation/system manual/guide must be given for each module separately.
5. The developed software should have the general features such as: accuracy in reports, click away dynamic reports generation, reports between any periods.
6. Scope of work mentioned though is detailed but not exhaustive and may have some more features as per requirements of the NIT, Raipur.

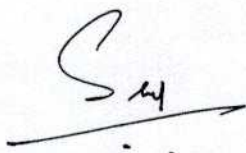
The firm allotted the work has to carry-out modifications, develop minor-extra development work in the software as and when pointed out during the usage of the software within a period of two years after successful installation.

Payment Terms:

- 10% within 15 days on mobilization and commencement of work.
- 30% within 15 days on installation, satisfactory demonstration and working of 50 % of modules.
- 50% within 15 days after installation, satisfactory demonstration and working of 100 % modules on submission of bank guarantee of 25% of bid amount valid for the warranty period.
- 10% within 15 days after warranty period of one year.
- All the payments shall be made in Indian Rs. Only.

Pre-bid Conference

A pre bid conference shall be held in E-Class room, NIT, Raipur on **04 Sep 2009** at **1100 Hrs** at **E class room NIT Raipur.**

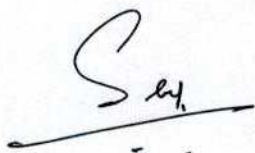


Scope of Work

1. Admission & Students Master Data CreationModule

• Admission:

- Admission details of student
- Cancellation of student admission
- Branch transfer
- Provision for branch sliding as per merit of student in Ist & IIIrd Sem.
- Allocation of registration No.
- Admission related reports
- Vacancy Statement
- Statistical reports
- Academic Management System
- Details of subjects, papers, Scheme of Exam and syllabus for each course semester wise.
- Course wise students details.
- Time Table for students and teaching staff.
- Maintenance of period wise student attendance
- Assignment of Practical Batches
- Schedule and Assessment of Internal Marks
- Assignment of elective papers
- Project work/seminar assessment
- Student attendance percentage Report
- Preparation of lecture plan of each subject and topics covered

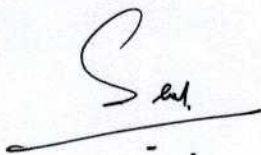


2. Student Information System

- Program / Branch/ Section / Sub-Section formation.
- Hostel Management.
- Rooms & Exam Centers Management
- Enrollment number generation
- Pre-registration / Registration
 - Core subject allocation
 - Department wise Elective/Free Elective offerings
 - Elective / Free Elective choice collection from students
 - Faculty Subject choice with Rooms, day & time preference
 - Teaching Load Distribution
 - Registration slip printing
 - Regular / Reappear paper subjects - Add/Drop
 - Integrated Fee Collection system
- Time Table Preparation
- Student In/Out Details
- Student details by flashing the card student can see all his personal, academic & fees data.
- Can reserve and search books without going to the library.
- Ready reference of their academic information
- Soft notice board for students.
- View / download lessons/ Date sheets etc.

3. Student Fee Module

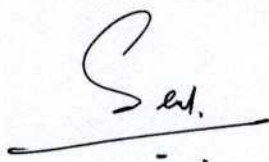
- Dynamic Fee Heads
- Multiple currency support
- Fee Structure
 - Academic Year, Program wise fee with multiple quota handling
 - Individual Fee Structure

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- Fee Waiver/Discounts
- Special Approval for delay in payment
- Fee Collection and generation of receipt/ accountwise report
 - Cash
 - Bank - DD/Cheques/ECS
 - Payment Gateway - Online Payment (on demand)
- Fine Collection
- Fee Refund / Settlement
- Payment List / Dues List
- Various MIS related reports
- Integrated with Finance Module

4. Examination Management

- On-line exam forms filling module
- Date Sheet Generation (time table)
- Seating Plan
- Invigilation Duty with load distribution.
- Application Consolidation
- Fees Management
- Paper Indent
- Exam Schedule
- Examination Hall Ticket Generation
- Reports for the NIT,Raipur
- Appointment of vigilance squad
- External examiners.
- Integration with OMR and ICR (Image Character Recognizer)
- Porting of Internal & External Marks
- Grading engine
- Marks Moderation

 *S. ed.*

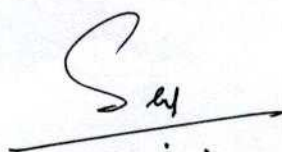
- Grade Sheet with built in security Printing & Lamination
- Revaluation Changes
- Real time Attendance / Absentee List generation
- Management of Spot Evaluation Centres
- Event based dual marks entry system - Secured online entry of marks by faculty members with chairman approval
- Result Processing
 - Final Marks - Percentile calculation
 - Grade Calculation - CGPA/SGPA calculation processing
- Tabulation of Grades.
- Printing of Grade/Marks Sheet, Transcript & various MIS reports
- Publishing of result on the web after approval
- Preparation of master result
- Panel of Examiners
- Record of used/ unused answer sheets/ Question papers
- Press information
- Eligibility of student to next semester

5. Web-Kiosk

Web based application containing all the information's related to the Student's, Employee's (Teaching & Non Teaching). All the user's will have a separate login id and password to access the kiosk. It has following informations:

Student Web-Kiosk:

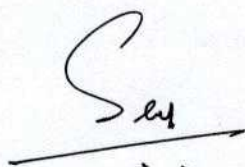
- Personal Information - View/ Edit
- Academic Information
 - Hostel Information
 - Pre-Registration/Registration - Record Subject Choice
 - Class Time Table
 - Class Attendance



- o Class Tests/Mid Semester Test Marks Details
- o Exam Date Sheet with Seating Plan
- o Marks obtained / CGPA/SGPA Details
- o Disciplinary Action
- View of Fee Details which includes
 - o Fee/Fine Payment, Dues
 - o Dr./Cr. Advice

Employee Web-Kiosk:

- Personal Information
 - o Contact Information - View/Edit
 - o Leave and Salary Record
 - o Dr./Cr Advice
- Workflow For (Leave / LTA / Medical/Advance / No Dues).
- Academic Information
 - o Subject / Room / Day Time preference for Time Table
 - o Time Table (Entire / Employee Wise)
 - o Student Attendance
 - o Day Time preference / No Invigilation Duty / Evaluation Duty
 - o Employee Wise Date Sheet / Invigilation Duty
 - o View Seating Plan
 - o Marks Entry of Class Tests/Mid Semester Test.
 - o Grade Calculation
 - o Booking / Cancellation of room for special activities
- Admin User option.
 - o Student Information
 - o Employee Information
 - o Security Management
- Director page to maintain information related to students and employees/ officers of the university.

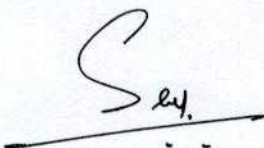


6. Financial Accounting System

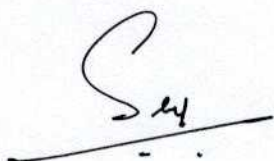
- Chart of Accounts
- Financial Statement Groupings / Grouping of Chart of Accounts
- Dynamic Sub Ledger
- Cheques Book Management
- User Defined Voucher Numbering Patterns
- Cash Receipts and Payments
- Bank Receipts and Payments with Inter Bank Transaction option
- Journal Voucher
 - Purchase Journal
 - Subcontractor Journal
 - Journal Voucher
- Dr. Cr. Note
- Voucher's, Book's, Ledger's, Trial Balances,
- Bank Reconciliation
- Ledger / Sub Ledger Credit Limit check
- Budget
- TDS Deducted vis Deposited
- Bill Passing with Age Report
- GL Zoom - Drill Down feature
- Automated year end entry passing
- Pension/ Gratuity

7. HRMS Payroll

- Archiving of all employee data
- On-line manpower indentation.
- Recruitment and selection.

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- On-line/ off line of application collection with applicant database.
 - Short listing
 - Call Letter generation.
 - Formation of Interview committee members.
 - Interview Remarks
 - Selection and Joining
- Employee Database
 - Personal Information
 - Professional Information
 - Dependent Details
 - Journals / Publications / Conference / Seminar etc.
 - Salary / Perks / Reimbursement Details
- Promotion / Increment
- Visiting Professors / Guest faculty details
- Dynamic Earning / Reimbursement / Deduction Management with formula builder.
- Leave Management
- Salary Computation and generation of pay bills and pay slips.
- Arrear calculation
- Generation of Income tax, TDS, Generation of income tax statement.
- Loan payment / recovery and interest calculation
- Employee transfer
- Disciplinary action
- Reward /Award
- List of Holidays
- Shift Details
- Daily Staff attendance (Shift wise) through Contact Reader, Access Control,
- Biometrics, Finger Scanner etc., using Contact / Contact less Smart Card
- Staff time table



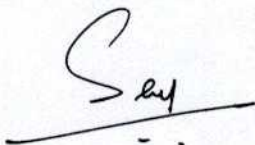
- Online leave application and approval
- Attendance integrated with payroll system
- Staff wise allowances and deductions
- Daily/monthly/yearly attendance report of staff
- Refreshment benefits and pension payment

8. Fixed Asset Management

- Addition of Fixed Assets
- Value addition to existing assets
- Fixed Asset Register
- Allocation / Reallocation of Fixed Assets
- Asset Transfer
- Asset AMC / Insurance Details
- Depreciation Calculation
- Declaration of Scrap / Sale of Assets
- Definition of fixed assets with details of quantity, cost, depreciation
- Classification of Assets based on Asset Categories
- Tracking Asset Locations and Retirement of assets

9. Purchase / Receiving / Inventory

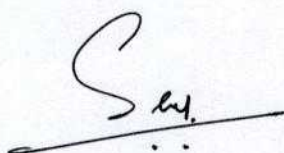
- Dynamic and Configurable Item Codification Structure
- Ensure accurate tracking of inventory through Lot/Secondary Lot and Serial Controls
- Tracking of item qty on various parameters like on-hand, reserved, allocated, inventory reserved, tolling and available free quantity
- Returnable and Non-Returnable Material Requisitions
- Purchasing and Sub-Contracting (Tolling)
- Online costing of Landed Cost for all Purchase Order Receipts
- Quality control based on configurable process parameters and specifications
- Handling Material Rejections



- Cycle Count and Physical Count of Inventory
- Multiple warehouses/branches/regional offices
- Warehouse Transfer and Subinventory Transfers
- Bulk Warehouse Assignment
- 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 receipt and Material Inspection
- Purchase Return
- Bill Passing
- Material Issue / Receipt
- Material transfer In / Out to other stores / locations
- Physical Stock Verification and Adjustment Voucher
- Item Repair
- Store valuation on Weighted Average methodology
- Write off/ Unusable/Condemnation/Lost/Stolen

10. Student's Reaction Survey

- Event Declaration with IP based security
- Type / Sub Type / Question Preparation with weight age
- Filtration of abusing words
- Feedback collection through web kiosk with approval .
- Feedback processing, publishing & analysis with various MIS reports .
- Feedback Appraisal form from students.



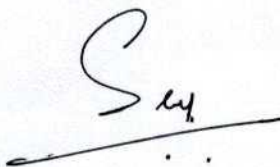
11. Training and Placement and Alumni activities

Training:-

- Branch wise List of organizations imparting training.
- Duration of training with dates & addresses of organization.
- Students option for training in order of preference.
- Training seats allotment.
- Generation of sponsorship Training letters.
- Conduct & behaviour & evaluation by Industrial organization
- Allocation of Project topic and Guide's name.
- Industrial visit by Training & Placement Department doing
- Receipts of evaluation marks by Industrial Organization

Placement:-

- Maintains recruiting corporate addresses
- Managing various placement events
- Selection criteria check.
- Web enrollment for placement events
- Maintains campus requirement.
- Notice of campus interview fixation (by SMS/Email also).
- Attendance of student's upto stipulated time on Campus Interview.
- Display of Campus Interview result (by SMS/email generation also).
- No. of Interview attended by each student.
- List of selected students
 - I. Department Wise
 - ii. Industry wise
 - iii. Location/State wise



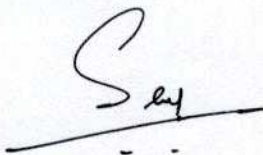
- Reopening for selected students
 - Campus interview response performa (To be filled up by industry/organization)
 - Students Resumes search
 - i. Branch wise
 - ii. Category wise
 - iii. Sex wise
 - iv. Place wise
 - v. Age wise, etc.
 - vi. Percentage wise
 - vii. Location wise
- Search engine for existing vacancies with e-mail/website address

ALUMINI :-

- Maintains the Alumni Database - Contact details and current work details
- Mailing facility -Institute to Alumni, Alumni to Alumni and vice versa.
- Graffiti Wall
- News/Event Forum
- Search Engine - Alumni searching
- Online registration of Alumni
- Alumni Fee Deposit
- Change of address/Phone/email by Alumni

12. Library - Book entry, Issue & return, Stock verification

- Maintains catalog and register of books, magazines, Project Reports, Journals. These items are categorized into three classes of "For Issue", "For Reference" and "Issue Against Deposit".
- Issue / Return of books, magazines etc. and fine for delays.
- Membership eligibility.
- Subject wise categorization of Library Books.
- Author, Publisher and Suppliers data.
- Other details like Lost Book register, re-issuing guidelines, refunding of deposit
- Search of Books, Journals/ Magazines on the basis of key-words/contents, etc.



13. Smart Cards for Students and Staff

- The software should be integrated with Smart Cards for Students & Staff.
- Smart Cards to be used for Admission/Fee Collection/Examination/Library /Student Information System.
- Staff to use the Smart Cards for Staff Information & Staff Attendance

14. Integration, Security & Backup:

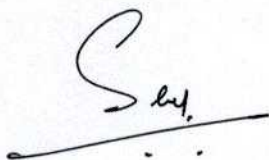
- The system should be a fully integrated package and various modules will have to be totally inter-linked. To the possible extent, the system should minimize the duplication of work.
- Good interface should be provided to view the information by Director and Officers of the NIT, Students and Faculty & Staff as per their privileges.
- Every module should be provided with user login & password security. No unauthorized access to modules is to be allowed.
- Facility must be incorporated in every module to create several users with access to only necessary menu options to every user.
- Provision must be given for backup on CD/another server in case of failures. Provision must also be given for daily, weekly, monthly and yearly full/incremental backup.

15. Miscellaneous

- Management Information System (MIS)
- Parent Information System (PIS)
- Transport Department Activities

16. Compatible Technology / Hardware

The vendor shall provide the hardware and its compatibility with the software. The cost of the hardware with specification and make shall be included in the financial bid.

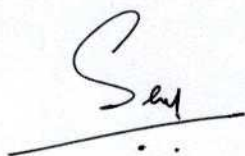
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CHECKLIST FOR RESPONSIVENESS/QUALIFICATION OF BID

(To be filled by the committee of the university, however necessary supporting documents to be enclosed by the bidders)

S.No.	Items	Yes/No	Remarks
1.	Whether the Bidder has installed the similar automation software in at least 5 universities/institutes of repute?		
2.	Whether the bidder is having three years experience of developing full fledged campus administration automation in reputed institutions?		
3.	Whether the bidder has enclosed the cliental list along with the contact addresses and supporting documents with performance reports?		
4.	Has the bidder submitted technical and financial bids separately?		
6.	Does the bidder has turnover of exceeding Rs. One crore in anyone year in last three years?		
8.	Does the bidder agree to provide the University complete user manual?		
9.	Does the bidder provide warranty for one year after successful completion of the project?		
10.	Whether bidder agrees and fulfills the terms and conditions given in bidding document including payment terms?		
11.	Whether the bidder has enclosed Draft of Rs. 40,000/-?		

Signatures of the committee members



ANNEXURE I

TECHNICAL BID

1. Name of vender
2. Address
3. Telephone and fax no.
4. EmailID
5. Details of authorized person
6. Details of clients (minimum five with supporting documents and performance reports)

S.No	Address of the client	Contact Person with his Mobile No.	Period of Execution	Value of work	Details of work executed
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7. Financial Turn over

2006-07 Rs.....

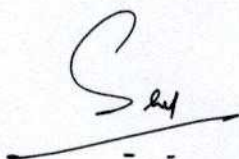
2007-08 Rs.....

2008-09 Rs.....

(Balance sheets to be submitted in support of turn over)

8. Details of Earnest Money of Rs.40,000/- in the shape of Demand Draft in favour of Director, Natonal Institute of Technology, Raipur.

Authorized Signatory



ANNEXURE II

FINANCIAL BID

S .No.	Name of module with details as Given in scope of work	Cost(Rs.)*
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

*Service tax and other taxes (if any) have to be mentioned separately.

Authorized Signatory

