

Issued to: _____

**TENDER DOCUMENT
FOR PURCHASE OF ACADEMIC MANAGEMENT
SYSTEM**

(Estimated Value: Rs 10.0 Lacs)

Tender No: 04 / UPTTI / 2016-17

“Schedule-2”

NAME OF WORK:

**DESIGN, DEVELOPMENT AND IMPLEMENTATION
OF ACADEMIC MANAGEMENT SYSTEM
INCLUDING ACADEMIC MANAGEMENT
SOFTWARE WITH ALL REQUIRED HARDWARE
AND ASSOCIATED SERVER SOFTWARE, AS
TURN KEY SOLUTION.**

Last date of submission: 23/08/2016, Time 11:30 AM

Time and date of opening of Technical bid 12:30pm on 23/08/2016

Time and date of opening of Financial bid 12:30pm on 26/08/2016

**Uttar Pradesh Textile Technology Institute,
Kanpur**

UTTAR PRADESH TEXTILE TECHNOLOGY INSTITUTE, KANPUR

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF Items as per List enclosed as annexure-I
and as per

Tender notice No:

(Please note that schedule of requirement of all items under this Tender notice is also displayed on the notice board and at our website www.uptti.ac.in.)

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the Goods	Specifications*	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
As per List enclosed (Annexure-I)	As per enclosed annexure II	As per enclosed annexure-I	10 Days	UPTTI, Kanpur	As per annexure-I and II

2. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable by the contractor under the contract **shall be included in the total price.**
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. *(Please note that the bid will be rejected in the absence of above)*

d) The Prices should be quoted in Indian Rupees only.

3. Each bidder shall submit only one quotation for one schedule.

4. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for tender submission.

5. **Evaluation of Quotations**

(i)The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

(a) Are properly signed; and

(b) Conform to the terms and conditions, and specifications.

6. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. **100% Payment after receipt, check/installation & commissioning and verification of material but within 30 days. Please note that payment terms demanding advance of any type will not be acceptable.**

8. Warranty/ Guarantee of three year from the date of Installation shall be applicable to the supplied goods and services unless otherwise specified in the **special terms & conditions** of the tender document or in the specification sheet.

9. You are requested to provide your offer according to the date & Time mentioned in the tender notice.

10. We look forward to receiving your quotations and thank you for your interest in this project.

11. **General Terms and conditions/Guidelines/Instructions for preparation and submission of offers/Tenders:**

(11.1) How to prepare the offers/Tenders:

The essential details of specifications & instructions are to be followed strictly in accordance with the tender notice. The tendering firms are requested to submit their offer in two parts. The first part will be named as **TECHNICAL OFFER** & the second part will be called **FINANCIAL OFFER**.

The Technical offer as well as financial offer are to be prepared separately,(i.e. in separate covers), indicating very clearly on the envelopes with the relevant enclosure given as under:

Both Technical Offer and Financial Offer must be kept in one covering Envelope (i.e. in Third envelope) and should be properly sealed. In Technical Offer and Financial offer BID COVERS, it may specifically be indicated properly the Tender Notice No: _____, Dated _____ Due/Opening on _____ on.

(11.2) In case of U. P. state firm, enclose valid trade tax registration certificate. In case of outside U.P. firms, enclose valid C.S.T. registration certificate or VAT registration certificate.

(11.3) All the enclosures should be valid on the date of opening of the Tender

(11.4) After opening the tender any changes in the rates shall not be acceptable and offer will be rejected in this case.

(11.5) It shall be responsibility of the tendering firms to present themselves on the date of technical & Financial opening and meeting thereof and acquaint themselves with the shortcomings. No separate intimation will be sent to them in this regard.

(11.6) The security money/**Earnest money Rs 10500 (Ten thousand five hundred)** only shall have to be given/ submitted as desired along with the technical offer. **Offers without E.M/Security will be rejected.**

(11.7) Tenderer (Authorized person) shall **sign the offer and all the enclosure being submitted by them with their designation, seal and date.** All documents may be numbered starting from the first pages 1, 2, 3.....

(11.8) If any regulatory act is applicable in item then enclose copy of clearance of the competent authority.

(11.9) Conditional offers shall not be acceptable and such offers shall be rejected outright. **Optional bids will also be rejected.** Please do not bid with options in bid

12. Special Terms & Conditions:
(PLEASE READ AND COMPLY THESE CAREFULLY)

1. The Tenderer should satisfy the minimum eligibility criteria (defined as similar nature of work) i.e. they must have developed and implemented successfully the following or adjudging the eligibility/ consideration of his offer. The similar nature of work is defined as the work of development and maintenance of Web based Software Application related to software modules defined in scope of work of this document. The bidder should have supplied the same type of software to minimum one Central/State Government/ autonomous/ reputed technical/ educational institution. The certificate of completion and satisfaction from that institution is required
2. The modules should be web based S/W(ASP.NET, open source platform) using C++, Java, any other platform using C# and SQL Server 2008 or advanced as Backend.
3. **Any hardware including**
 - (a) **Server hardware to host above software,**
 - (b) **5.0 kVA or above online UPS with a battery bank of 16 batteries of 12V, Exide Make for above server etc,**
 - (c) **Database Software and additional software like licensed server operating systems and antivirus software etc., required for implementation of above software will be in the scope of supplier.**

Any offer in which anything is mentioned “in the scope of purchaser” WILL BE IMMEDIATELY REJECTED. We need the TURN KEY SOLUTION.

4. **COMPREHENSIVE WARRANTY OF THIS TURN KEY SOLUTION WILL BE THREE YEARS. Security money 10 % will be held with the purchaser till the completion of warranty period and will be released after successful completion of warranty tenure.**

5. **INITIAL DATA ENTRY OF 1000 STUDENTS AND 100 STAFF WILL BE IN SCOPE OF SUPPLIER.**
6. **ONE WEEK TRAINING TO FIVE PERSONS INCLUDED**
7. **The Technical bid should be accompanied with the following documents:**
 - a. The bidder should have **certificate of OEM authorization** for the major equipment like video conferencing equipment and DSP etc. Any software used should be licensed as stated above. Please enclose the required certificates with the technical bid. In absence of which, the bid may not qualify for financial comparison.
 - b. Technical Leaflet/ catalogue / Brochure of the product quoted
 - c. The certificates as per terms and conditions mentioned in specification sheet (Annexure-II) of concerned schedule of requirement
 - d. A demand draft for earnest money (Refundable to non-successful bidders within seven working days from the date of opening of tender). The DD should be made in favour of 'Director, Uttar Pradesh Textile Technology Institute, Kanpur', payable at Kanpur.
 - e. **In the absence of Earnest money or in case of Earnest money deposited less than the required, the bid will be considered as non responsive.**
 - f. The copy of receipt of tender document fee. The tender document is Rs. 300/=and is payable in cash or through DD in favour of Director, Uttar Pradesh Textile Institute, Kanpur, Payable at Kanpur. Photocopies of Bid document or downloaded from our website can be used but the document fee as described above must be deposited to us before submitting the tender.
 - g. General information form as per annexure-I
 - h. The certificate of registration in the sales tax / trade Tax/VAT
 - i. **Please ensure that the quoted item must be in conformity with the specifications/ requirement as per our document.**
 - j. The bidder shall have to deposit a bank guaranty for the 10 % amount of the final order for the period of warranty (three years), if the order is to be placed in favor of the bidder. This BG will be released on the successful completion of warranty period.
 - k. Payment: After delivery
 - l. Delivery: Within 10-Days.

Director

Uttar Pradesh Textile Technology Institute,
11/208, Parwati Bagla Souterganj, Kanpur

Tel.No 0512-2530199
Fax No.0512-2531814
E-Mail: info@uptti.ac.in

13. FORMAT OF QUOTATION

(May be retyped on Supplier's Letterhead)

Name of the Supplier: _____

Address of the Supplier: _____

Sr.	Particulars	Nett Amount (Rs.)
1.	<p>Charges for Initial study, design, supply and commissioning of software & including one week Training to 5 personnel</p> <p>Academic Management Software as per Specifications and requirements laid down in point B above, including but not limiting up to the following: Student's Module inclusive of login creation, Master generation and initial data feeding for approximately 1000 students.</p> <p>Faculty Registration Module with Login Creation.</p> <p>Exam Module inclusive of Submission of Class test marks, assignment marks, attendance and Submission of End Semester Examination Theory and Practical Marks & Result Processing with Printing Module for printing various documents and mark sheets etc., in the form of TURN KEY SOLUTION.</p> <p>WARRANTY OF THREE YEARS from the date of Commissioning included</p> <p>DATA ENTRY as specified in Special Terms and Conditions, INCLUDED,</p> <p>HARDWARE AND SOFTWARE as Specified in Special Terms and Conditions, INCLUDED</p> <p>TRAINING INCLUDED as specified in Special Terms and Conditions</p>	
2.	Taxes (If applicable)	
3.	TOTAL	
<p>Total offered</p> <p>Price of Item no 1 (Complete in all respect):</p> <p>(Eligible for Comparison)</p>	<p>Rs</p> <p>Please write total bid value offered by you in above box.</p>	<p>(Please Sign in above Box)</p> <p>Rubber stamp (in Above Box)</p>

14 General Information Form

1	Name of the Firm	
2	Address of the Firm	
3	Sales Tax registration Number	
4	Tender fee receipt no	
	Tender fee receipt date	
5	EMD Details	Bank Draft to be attached on the Top of Technical Bid.
	EMD Amount	
	Bank Draft Number	
	Name of Bank	
	Branch	
	Date of Bank Draft	
6	Certificate of Sales Tax registration.	Attached as Page Number _____ of Technical bid.
7	Catalogue of Video Conferencing System	Attached as page numbers from _____ to _____ of Technical Bid.
8	Catalogue of Projection System	Attached as page numbers from _____ to _____ of Technical Bid.
9	Catalogue of Audio System	Attached as page numbers from _____ to _____ of Technical Bid.
10	Catalogue of Switching System	Attached as page numbers from _____ to _____ of Technical Bid.
11	Letter/ Certificate of Authorization from the OEM of Firewall Hardware	Attached as Page Number _____ of Technical bid.
12	Letter/ Certificate of Authorization from the OEM of Video Conferencing System	Attached as Page Number _____ of Technical bid.
13	Documents certifying 3 (b) in Special Terms & Conditions above	Attached as page numbers from _____ to _____ of Technical Bid.

Signature of Supplier (Please Sign in above Box)	Date (Please write in above Box)	Place (Please write in above Box)	Rubber stamp (in Above Box)

Annexure I and II

Specifications and requirements of Work

The modules should be web based S/W(ASP.NET, open source platform) using C++, Java, any other platform using C# and SQL Server 2008 or advanced as Backend.

Any hardware including

- (a) Server hardware to host above software,**
- (b) 5.0 kVA or above online UPS with a battery bank of 16 batteries of 12V, Exide Make for above server etc,**
- (c) Database Software and additional software like licensed server operating systems and antivirus software etc., required for implementation of above software**

Will be in the scope of supplier.

1.1 Registration of Students with Profile updating facility,

The Students registration for all semesters will be done online on the website of U. P. Textile Technology Institute Kanpur before every Examination (Odd and Even). The Students will be required to register through following methodology:

After Counseling the student comes to the Institute along with the letter received for Admission during the time of counseling.

At the Institute the Student will be required to fill a basic Registration Form which will have some basic details of the student along with photograph and signature.

The student will submit the Registration Form in the Institute and will get a receipt against the Form submitted.

Now when all the Registration Forms have been received by the Institute, they will get the basic data entered online by their staff through the Software Application developed. This data will also include the Students email ID, Date of birth and Registration Form No.

The students can view their records and will also have the facility for updating their records from time to time apart from the basic details entered by the Institute.

The student registration form will include the following :

Student search-on Name, admission id, parents Name, subject Group

Student information-

official information

personal information

parent information

Student ID card printing

Subject Group/Semester-Allotment

Roll no allotment-manual-Automatic

Student Photograph

Details of the certificate, collected for various qualification

- Candidate's Name
- Roll No
- Enrolment number
- Photograph
- Date of Birth
- Gender
- Place of Birth
- Category
- Sub-Category
- Religion
- Nationality
- Domicile
- E-mail ID
- Mobile No
- Address
 - Correspondence
 - Permanent
- Local Guardian Detail
- Parent Details (Father & Mother Both)
- Parent's Mobile Number
- Parent's E Mail Id
- Educational Qualification
- Extra Curricular Achievements
- Health Details

Various Certificates of the students need to be scanned and uploaded at proper place so that they can be accessed with student's record.

Various reports will be available through the Application like:

Students Report Course-wise.

Year wise Student Report

Category wise report

Category and gender wise report

Students Report as per their Personal Interests.

Various other query based reports.

Subject Master will be created with facility to modify the master at Admin Level. This facility will enable the Admin to Add, Delete or modify any record in the Subject Master.

Thereafter, this module will also be used for selection of elective subjects.

Time frames will be allotted for each activity and will be communicated to students through notices and message displayed in Institute Notice board and on website.

1.2 Faculty Registration Module with Login Creation:

The Administrator will create the Login for all the HODs of all the Departments. The HOD will have the permission of creating Faculty for their Department. All the students academic data will be uploading by the Faculty through their login.

A module will be developed through which the Faculty members will be able to upload the following data of the students in the application:

Assignment, Test, theory Sessional (internal) marks, Practical Sessional (Internal) / Exam and GP Marks: Application will have provision for uploading of Class Test Marks (CT1, CT2 and CT3). The teachers will be printing the blank award sheet with student roll number & name and will fill the marks in them manually. Later the teachers will enter it into the system through their login. The marks will be entered by the respective teachers on the Institute LAN with necessary security features built-in the application. Monitoring reports will be available in Director Login to monitor.

Sessional Generation

Daily Attendance, Class Test and Assignments will be entered by the Faculty on the website, as explained above. This Module will help in the automatic calculation of marks by calculating the weightage. The marks will be automatically calculated and displayed to the faculty. The faculty will authenticate the same and submit it. Faculty will be required to take a printout of the same and sign it before submitting it to the HoD.

The teachers will also have the facility to edit / delete the data before a particular date and time as per the time frame set by the Administrator.

1.2.1 Submission of End Semester Examination Theory Marks & Result Processing with Printing Module for printing various documents :

A Module shall be designed for submission of end semester examination Theory Marks through a web based application running on web server hosted by the supplier. This will be done in Institute's secured premises on secluded LAN of five to six computers with database hosting on supplier's server, secure web based application is required.

The methodology to be followed is as follows:

- After evaluation and submission of marks in the Web Based Application, through faculty, first list will be generated and thereafter students will be allowed to see their copies.
- The entry of Exam Marks will be done through Evaluator Login created by Controller of Examination for this purpose.
- If any change in marks is there after student's screening of copies, it will be done only through COE login. Once this process is completed, second and final list will be generated. The application will be guided with all security features to check unauthorized entry or modifications.
- Examination marks will be stored in database on web Server which will be protected from unauthorized access both through application or physical access.

- Sessional marks are already generated and authenticated by the Faculty are also present in the web server.
- Module for Compilation of marks for Sessional, Practical and Theory Exam for result processing will be developed as per the Ordinance & Institute/University rules.
- COE also reviews the monitoring report to ensure that all sessionals and Exam marks are submitted. In case of any incomplete entry, the concerned faculty shall be directed to complete it.
- Result processing will be done through following steps in accordance with the ordinance (to be provided by the Institute) :
 - Data Correction (if any)
 - Generation of Tabulation Data
 - Processing of Data
 - Data Transfer from previous years
 - Division Generation
- Final database of results will be prepared and will be uploaded on the Institute's website.
- Reports will be available at each step and can be printed to keep hard copy as record. Signed hard copies from teachers & other users will be required for record purpose.
- Analysis reports will be developed like average percentage of marks obtained subject-wise, semester-wise, absent students report, total no. of students appeared, subject wise students count, etc.
- User & their access limits will be as per the Institute requirement.

Printing of Documents:

Design and Development of Printing Module for printing of various documents like:

- Printing of admit cards and verification cards with photo.
- Printing of Marks on pre-printed design of the mark sheets.
- Module for generation of Tabulation Registers will also be developed & used for printing Tabulation Registers.
- Printing of Provisional Certificates.
- Printing of Provisional Degrees on pre-printed degree stationery.

Reports will be available at each step and can be printed to keep hard copy as record. Signed hard copies from teachers & other users will be required for record purpose.