VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: www.vssut.ac.in

Tender Document for Development and maintenance of University Automation System

Tender Call Notice No. VSSUT/ UAS/   Date:20/02/2020

Submitted by

Last Date and Time of Submission of Tender	: 20/03/2020 During Office Hours.
Cost of Tender Documents	: Rs.500.00 (Rupees Five Hundred only)
EMD Cost of the Tender	: Rs.5000.00 (Rupees Five Thousand only)

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this Tender document will become the property of VSSUT, Burla and will not be returned.

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA-768018

Advt. No.: VSSUT/UAS/ *811*   Date. 20/ 02 / 2020

The Registrar, Veer Surendra Sai University of Technology , Burla invites sealed tender from intending reputed and experienced firms for development and maintenance of University Automation System. The last date of submission of Tender is 20.03.2020 during office hours. The Technical bid shall be opened on 23/03/2020 at 4.00PM and the date of opening financial bid shall be notified later. For details visit University website www.vssut.ac.in.

Sd/-
Registrar

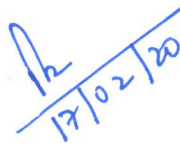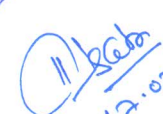Memo No. VSSUT/ UAS/ *812 (4)*   Date.   20 /02/ 2020

Copy to:

1. M/s/ Display Lines, 219 Saheed Nagar, Bhubaneswar. The above advertisement may be published in all India edition of the ~~Samay~~ Sambad (Oriya Daily) and all Odisha edition of The Times of India (English Daily) newspaper on 20.02.2020 in I & PR approved rates in one issue using minimum space. The bill may be sent in triplicate along with a copy of the paper in which the publications is made.

2. University Notice Board

3. Dean (Faculty & Planning) with a request to display the advertisement on the University website.

4. PA to Vice Chancellor for kind information to VC

Registrar
19.02.2020

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VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Detail Tender Call Notice

Tender Call Notice No. VSSUT/ UAS/   Date:20/02/2020

Sub: Tender for Development and maintenance of University Automation System

The "Registrar, Veer Surendra Sai University of Technology, Burla" invites sealed Tender from intending reputed and experienced firms for development and maintenance of University Automation System. The Tender document contains the following.

(i)   General Guidelines for submission of Tender.

(ii)   Scope of work

(iii)   Terms & Conditions

(iv)   Information sheet of the bidder

(v)   Undertaking by the Bidder

(vi)   The price bid
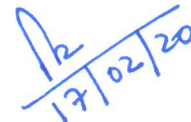
Important Dates

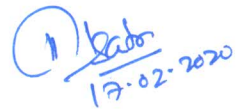|	
Last Date and Time of Submission of Tenders	: 20/03/2020 During Office Hours.
Cost of Tender Documents	: Rs.500.00 (Rupees Five Hundred only)
EMD Cost of the Tender	: Rs.5000.00 (Rupees Five Thousand only)

Sd/-
Registrar

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GENERAL GUIDE LINES FOR SUBMISSION OF TENDER

1. Eligibility: The bidder should verify its eligibility criteria as mentioned below before submitting the Tender and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of the Tender. The bidder should meet the following criteria.

   a. The bidder should be a leading software development and maintenance company.

   b. The bidder must have wide experience in the development and maintenance of software in Govt. organization / public sector/ Universities.

   c. The bidder should have large support network, with presence across India.

   d. The bidder should have capability and experience to execute large similar work to corporate/Govt./other Academic Institutions or Public Sectors in India.

   e. The bidder shall have minimum 2 to 3 years of experience to execute such services preferably in a University or an educational organization.

   f. The bidder should be a registered company making profit for the last three years, having good business track record.

   g. The bidder should be a registered firm in India, having up-to-date GST / PAN /TIN /Service Tax etc.

   h. The bidder should have an average turnover of three crores per annum during last three years.

2. The bidder shall have sufficient experience as on bid calling date in the following areas:

   a. Development and Maintenance of Software modules like Academic Affairs, Student Welfare, Finance, Establishment, Examination and Training & Placement etc.

   b. The bidder must fill up Table-1 of this Tender Call Document.

3. The intending firms may visit the University to acquaint themselves with the (i) scope and extent of work, (ii) extent of the university campus and (iii) environment in which their work is required to be carried out.

4. The Intending firms may visit different Departments / Sections of the University to study the volume of work at their own expenses on all working days during office hours before quoting for the same.

5. Firms quoting should note that their offers should remain open for acceptance
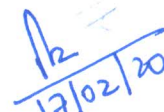
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up to 90 days; if the 90th day falls on holiday then last date will be the next working day from the date of opening of Tender. Cost of Tender documents: The cost of Tender documents is Rs.500/-(Rupees Five Hundred Only) (Non-refundable). The Tender documents can be downloaded from the University website www.vssut.ac.in and have to deposit a DD equal to the cost of Tender documents drawn in favor of "VSSUT, Burla" payable at SBI, Burla along with the Tender.

6. EMD for the amount of Rs.5,000.00 (Rupees Five Thousands Only) in the shape of Bank draft drawn in favor of "VSSUT,Burla" payable at SBI, Burla. The EMD will not carry any interest. EMD of unsuccessful bidder shall be returned within thirty days of finalization of this contract on request. It shall be returned by speed post to the address of the bidder mentioned in Table-1. The University shall not be responsible for any non-receipt of the EMD by post.

7. The Tenders shall be opened in the presence of bidders present on the date of opening or their authorized representatives on due date and time. The bidder's representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the Tender opening.

8. If the date of opening of Tender happens to be a holiday, a revised schedule will be notified. However, in absence of such notification, the tender will be opened on the next working day. The time and venue remains unaltered.

9. This tender documents must reach to "The Registrar, Veer Surendra sai University of Technology, Burla, Sambalpur-768018 (Odisha)" by the last date of submission i.e. 20.03.2020 under a sealed cover by registered/speed post only.

10. The Tenders received after the due date & time is liable to be rejected. Tender by FAX/ e-mail will not be entertained.

11. This Tender documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid down in this Tender document. (This document should be printed on both side of the A4 size paper sheet).

12. The envelope containing the Tender must be super-scribed as "Tender for Development and maintenance of University Automation System" with due date & time of submission.

13. Any additional information you wish to provide may be attached separately.

14. The Tender should contain the following documents.

    a. This Tender document signed on each page by the authorized signatory of

the bidder.

b. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.

c. Bank draft for EMD in favor of the VSSUT,Burla payable at SBI,Burla.

d. Bank draft (Non-refundable) towards the cost of Tender documents in favor of VSSUT,Burla payable at SBI,Burla.

e. Self-attested copies of Certificates of registration for GST issued by appropriate government authority for the required services with seal of the Tender.

f. Self-attested copies of GST/VAT clearance certificate/service tax clearance certificate.

g. List of Clients along with the letters of satisfaction and documents related to experience of the bidder.

h. A technical capability document describing the relevant facilities and resources available with them along with a list of technically qualified and certified engineers for development and maintenance of University Automation System.

i. The escalation matrix details for the services.

j. Financial bid in a separate envelop (Table- 2 and Table -3) mentioning the "Financial bid for Development and maintenance of University Automation System" on top of envelop.

15. The Tender is liable to be cancelled, and the EMD shall be forfeited to the COF, VSSUT, Burla, in the event of any failure to comply with any of the clauses of the terms and conditions of this Tender call document or in the event of bidder withdrawing his offer before/ after finalization of this selection process. Bid without the required EMD amount will be summarily rejected.

16. The University reserves the right to reject any or all the Tenders without assigning any reason of and the decision of the university shall be final & binding.

17. The University reserves the right to call the bidders and to conduct negotiations, if necessary and has the right to select more than one bidder for one or more software module at its discretion:

18. The element of applicable taxes is required to be shown separately and distinctly.

19. The University is not responsible for delay, loss or non-receipt of Tender documents sent by the post.

20. Any deviation in terms and conditions shall not be entertained ordinarily. If it is necessary to change any of the terms and conditions of the contract during

the contract execution process, it should be agreed upon by both the parties.

21. The University reserves the right to add additional modules as per the requirement of any Department/Section based on the rates finalized as a result of this Tender.

22. The University may at any time terminate the contract by giving written notice to the firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the University.

23. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this Tender call document.

24. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.

25. A)Delivery Address: The Registrar,
                           Veer Surendra Sai University of Technology, Odisha
                           BURLA-768018
                           Dist. Sambalpur (Odisha)

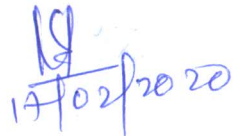   B)BillingAddress: The Comptroller of Finance,
                           Veer Surendra Sai University of Technology, Odisha
                           BURLA-768018
                           Dist. Sambalpur (Odisha)

SCOPE OF WORK

The Veer Surendra Sai University of Technology (VSSUT) Odisha was formed by Orissa Act 9 of 2009 by converting University College of Engineering (UCE), Burla to a non-affiliating Unitary University and came into force by Government of Odisha from 1st day of July 2009. The University has around 5000 students, 250 teaching faculties and 100 supporting staffs. The following academic programmes are available at VSSUT.

- Bachelor of Technology (B.Tech)
- Bachelor of Architecture (B.Arch)
- Master of Technology(M.Tech)
- Master of Science(M.Sc.)
- Master of Philosophy (M.Phil)
- Master in Computer Application(MCA)
- Doctor of Philosophy(Ph.D.)

Admissions to various B.Tech. and B.Arch. programmes are done from the merit list published by JEE Main. Admission to various M.Tech. , M.Sc. and M.Phil programmes offered are conducted by University. However, the students to B.Tech (LE) as well as MCA Programme get admitted through Orissa Joint Entrance Examination(OJEE) conducted by Government of Odisha. All the engineering courses of the University are AICTE approved. The University has a QIP Centre for Ph.D. programmes in engineering disciplines. The University admits full time Scholars to the Ph.D. Programmes in Engineering disciplines as well as in the field of Applied Sciences. The following administrative posts are available for day to day administration of the university. Vice Chancellor, Registrar, Dean(CDCE), Dean(SRIC), Dean(F&P), Dean(PGSR), Dean(Academic Affairs), Dean (Student's welfare), CoE and CoF. The University has 15 departments and runs 42 number of programmes including UG, PG, Integrated, dual degree and Ph.D. The University would like to develop and implement the automation system.

The University administration should create their own report beforehand any time round the clock. The software also enables them to submit a report to higher authorities like AICTE/University without any secretarial help. Using Automation system the evaluation of faculty members, their class load/official job load should be managed efficiently. Access to details of any student can be done very easily and promptly by using this software. Thus all the pertinent information being in the fingertips of the University administration, they can give directions more specifically and reach the base label in the easiest way without disturbing anybody using this ERP Software.

Evaluation of students properly on the basis of their merit, financial position, extracurricular activities, attendance, marks etc should be easily done. On the basis of this, proper evaluation of the students is possible in a very systematic and easy manner.

Every student using this software is given a unique user name and password for his/her personal use. The student can know his/her own marks, dues, billing/payment details, any notice, punishment, attendance, etc whenever they want.

The scope of the work for the development of different modules of University Automation System is as follows:

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MODULES & FUNCTIONALITIES

MODULE - 01

(a) Academic (PG and UG) (b) Examination Section (c) Training and Placement.

MODULE – 02

(a) Establishment Section (b)Finance Section
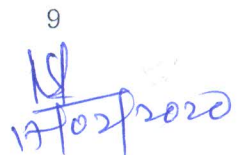
MODULE - 03

Student Welfare

MODULE - 01

1. (a) ACADEMIC-POST GRADUATE (PG) STUDIES AND RESEARCH

- Automaton of formats to be submitted by PhD Scholars during & after admission till Completion of PhD declaration of results.
  (Available in website) (Logic should be in line with Regulations)
  *Plagiarism
  *Paper verification
  (Forms/Thesis/ to be received and messages to be sent scholar/Guide/HOD/Chairman/Dean)
- On line deposit of fees,(Admission fees, Registration fees etc)
- Progress monitoring:
- Quarterly review by the Guide
- Half yearly review by the HOD & Chairman DRC
- Progress monitoring- Annually by Dean after comments of Guide, Chairman/HOD
  - (With intervention of scholar, Guide(s), Chairman DRC, RPEC Members, HOD, Dean, VC)
- Maintenance of Profile of each Ph.D Scholar.
- Maintenance of Profile of each Ph.D Scholars
  - Maintenance of Profile of each M Tech/Msc/Int. MSc/MCA Scholars of other PG courses.
- Issue of ULC/Migration,etc/Verification for Alumni
- Verification of mark sheets of PG & Ph.D students.
- Data base of Ph.D & P.G students(Passed out & continuing)(year- wise, gender wise, course wise)
- Feedback system from students/Alumni
- Grievance Redresses
- RTI related communication & record.
- Attendance Record of PhD & PG students
- Monitoring the progress of evaluation of Ph.D & PG theses
- Notices Admission Notice, other notices

1. (b) ACADEMIC UNDER GRADUATE (UG) STUDIES

- Pre –admission Management
  - Application Form Fill Up
  - Admission Free Payment
  - Document Verification
  - Admission
  - Reports
- Online Admission Application(Linked)
  - Online Application
  - Application Free Payment
  - Scrutiny
  - Admission Fee Payment
  - Document Verification
  - Admission
  - Reports
- Academic Administration
  - Academic Calendar
  - Application access control using date and time (for students and faculties)
  - Faculty Advisor allotment
  - User access permission
  - User page access right
  - Holiday List
- Student Information System
  - Students personal details
  - Roll number generation
  - Section allotment
  - Students I-Card generatio and Registration Card.
  - Sliding/Branch Change
  - Students status charge(Semester Break/Terminated/Slowpace/TC)
  - Semester Promotion
  - Branch Change
  - LE Admission
  - TC/ULC Cum Migration Certificate
  - Year Back
  - Readmission
  - Bonafied Certificate
  - Expenditure Certificate
  - Conversion Certificate
  - Course Completion Certificate
  - Residential
  - Feed Back
  - English Medium Certificate

- Income Tax Rebate Certificate

- ➤ Registration
  - Semester Pre-Registration
  - Semester Final Registration
  - Amend Semester Registration
  - De-Registration
  - Change of Subject (Elective, Failed , Un-Registered)
  - Alternative Mid Semester Registration
  - Summer/Supplementary Registration
  - Reports (Registration Status, De-Registration Report, Registration Form, Aggregate Registration Report, Registration Hisory , Students wise Registration Report)
- ➤ Attendance and Leave
  - Attendance Sheet Generation
  - Attendance Entry
  - Attendance Monitoring
  - Attendance Leave(Medical, SAC,T&P, Any other)
  - Academic Travel Leave
  - Reports(Student Class Attendance, Attendance Status, Total Class Report, Grade back/Debar Report, Foreign Students Attendance, Attendance Leave Report etc.)
- ➤ Biometric Attendance
  - Biometric Registration
  - Biometric Capture
  - Biometric Attendance Monitoring
  - Approval of biometric attendance by supervisors
  - Biometric attendance linking for stipend generation
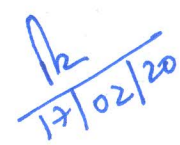
1. (c) EXAMINATION SECTION

Dean, AA & Dean, PGS & R	• Student Database (Dean, AA & Dean, PGSR) • Updated Student database after Branch Change, TC , Year Back, Lateral Entry Admission, Re-admission etc. (Dean, AA & Dean, PGSR) • Correction of name of students (Academic Affairs & PGSR Section) • Ph. D Course Work Assignment to Ph. D students (PGSR Section)
Respective Deptt.	• All U. G. , P. G, M. Phil and Ph. D Subject (Sessional and Theory) Teacher Assignment • Elective Subject Assignment • Attendance of Students

17/2/20   17/02/20   17/02/2020

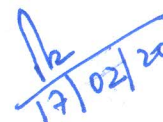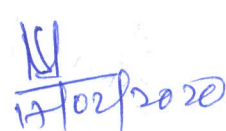|	
Pre Examination	Notice Board of Examinations to the students as well as faculties
	Subject Code, Subject & Credit Assignment
	Mailing provision for Question Paper Setter
	Online Backlog registration for all examinations (End/Supplementary) (Online fee payment)
	Examination Programme (Mid/Repeat Mid/End/Supplementary)
	Preparation of Shortage of Attendance (Theory & Sessional)
	Sitting arrangement for all examination (Mid/Repeat Mid/End/Supplementary)
	Attendance Sheet for all examination (Mid/Repeat Mid/End/Supplementary)
	Invigilation duty Chart for all examinations
	Chief Examiner, Examiner and Assistant Examiner assignment for theory & sessional
	Examiner assignment for Registered Backlog Subjects
Post Examination	Paper Receive, Evaluation and Return Report (Mid/Repeat Mid/End/Supplementary)
	Preparation of absent subject report of students for Mid Semester, End Semester (Regular & Backlog) & supplementary Examinations [Theory & Sessional]
	Restriction of Mark Entry for absent subject (Theory & Sessional)
	Restriction of Mark Entry for shortage of attendance case (Theory & Sessional)
	Mark Entry for Sessional / Theory Subjects
	Mark Entry for Registered Backlog Subject
	Mark Entry for Yoga, NCC, NSS etc.
	Mark Entry for Hard Cases: 1. Malpractice Cases 2. Disciplinary Cases
	Action Taken such as grade less, deduction of mark for shortage of attendance, malpractice and disciplinary cases
	Online apply for reset of password and correction of marks after final submission of marks
	Correction of Mark Entry after final submission of marks for Sessional/Theory/Backlog Subject before publication of result
	Processing of result based on academic rules and regulation and publication

	Preparation of Tabulation Register / Master Tabulation Register / Statistics / Backlist / Backlog report (Regular & Backlog)
	Preparation of Sessional Failure Case (Regular)
	Preparation of Grade List (Regular & Backlog)
	Online Submission of defaulter cases for final year students (Hostels, Library, Departments and Sections etc.)
	Ph.d Thesis Tracking
Post result Publication	Preparation of Provisional certificate
	Preparation of Pass Grade Sheet
	Preparation of Fail Grade Sheet
	Preparation of Official Transcripts
	Preparation of Grade Sheet Issue Register
	Online apply for reset of password and correction of marks for correction case after result publication
	Correction of Marks and submission of marks for Sessional/Theory/Backlog Subjects correction case after result publication
	Processing of result based on academic rules and regulation and publication after correction cases
	Preparation of Revised Master Tabulation / Tabulation Register / statistics / backlist / grade list / sessional failure report after correction cases
	Preparation of revised grade sheet and provisional certificate after correction cases
	Assignment of withheld case
	Preparation of Tabulation Register, Master Tabulation Register & Grade List after removal of withheld case
	Result Statistics of 1st Year, 2nd Year, 3rd Year , 4th Year and 5th Year of End semester
	Preparation of year back list
	Transition report of student after supplementary examination (without backlog / with backlog)
	Online payment to Question Paper Setters / External Examiners with TA / any type of examination related remunerations
	Preparation of Topper List / Best Ten list etc. (Course wise, Branch wise,

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	Specialization wise)	
	Preparation of pass out students list for convocation	
Others	Preparation of various types of report as per user requirements	
	Any other requirements during development	

1. (d) TRAINING AND PLACEMENT

- ➢ Company Registration- to be used by the visiting companies for recruitment/internship for posting of job profile and subsequent of confirmation byT&P cell
- ➢ Student Registration portal- where students can upload their data (in xcel/document/pdf format)
- ➢ Notice Board-to be used by T&P to upload notices, letters & images.
- ➢ Publish and Invite Application- to be used both by T&P and the students for interaction.
- ➢ Uploading of written test/trade test/GD/ PI Result for class attendance leave- during recruitment/internship
- ➢ Results- to be used by T&P/recruiters
- ➢ Placement Statistics
- ➢ Reports
- ➢ Mock test platform with evaluation facility- to be used by T&P to conduct multiple choice based practice test. Auto generation of the results and display board are required.

Mock interview platform -- An audio visual platform which can take mock interview of the students through recorded audio questions with a facility of audio and video recording of the students while taking the mock interview.

MODULE – 02

2. (a) ESTABLISHMENT SECTION

- ➢ **Employee Enrolment:**
- ➢ Regular/ Substantive/ Temporary
- ➢ Issue of Employee ID
- ➢ Acceptance of Joining
- ➢ Freeze of an employee (Resignation/ Suspension)
- ➢ Proceed on Lien/Deputation (Status Change)
- ➢ Return of an employee after completion of Lien/Re-instatement in service
- ➢ Removal from place in another table for retired employees
- ➢ Confirmation of Service
- ➢ View the information
- ➢ **Leave Information**
- ➢ Casual Leave
- ➢ Duty Leave
- ➢ Earned Leave

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- ➤ Half Pay Leave
- ➤ Maternity Leave
- ➤ Paternity Leave
- ➤ Extra-Ordinary Leave
- ➤ Special Leave
- ➤ Study Leave Under QIP
- ➤ Update Leave Account & send a message to the employee about updation
- ➤ **Sanctioned of Increment & Fixation of Pay**
- ➤ Annual Increment
- ➤ Fixation of pay under MACP
- ➤ Cadre Change
- ➤ Fixation of Pay
- ➤ **Forwarding of application/ Recommendation**
- ➤ Forwarding of application to other organisation for appearing interview
- ➤ Issue of NOC for appearing interview at other organisation
- ➤ Issue of NOC for pursuing higher studies under QIP
- ➤ **Issue of Miscellaneous Certificates**
- ➤ Service Certificate
- ➤ NOC for obtaining Indian passport
- ➤ **Preparation of Office order**
- ➤ Relieve order of retirement
- ➤ Relieve order to join other organisation
- ➤ Relieve order to proceed on lien/deputation
- ➤ Relieve order on resignation
- ➤ Office order of sanction of annual increment
- ➤ Office order for sanction of leave
- ➤ Office order for fixation of pay
- ➤ Office order for sanction of unutilized leave at the time of retirement
- ➤ **Court Cases**

Entry of cases in Register

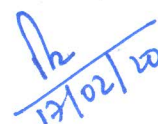| Case No & Year	Case filed -by	Name of opposite parties	Date of apperance	Engagement of Advocate	Submission of parawise comments	Status of the case

2. (b) FINANCE SECTION

STUDENT FEES

- ➤ Fee Head Creation (Tuition Fee, Hostel Fee, Library Fine, Late Payment Fee, Convocation Fee, Medical Fee, Establishment Fee etc.).
- ➤ Demand Generation for Semester Fee.
- ➤ Demand Generation for Other Fees.
- ➤ Time limit set for payment.
- ➤ Late fine uploading.
- ➤ Block student from paying the Fee.
- ➤ Defer Students for late payment of Fee.
- ➤ Fee Waiver Scheme.
- ➤ Student Fee Collection (NEFT Challan/Demand Draft/Net Banking, GCC etc.)
- ➤ Reconciliation of Fees.
- ➤ Refund of Fees.

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- Uploading of fines (Library, Hostel, Department, Academic etc.) for caution money refund.
- Caution Money Refund.
- Receipt Printing.
- Reports (Demand Register, Fee Collection Report, Surplus/Deficit Report, Defaulter list, Demand Collection Register etc.)

SALARY
- Monthly salary bill format.
- Salary deposit in Bank.
- LIC deposit format.
- Professional deposit format.
- GPF deposit format for officers of Govt.
- Income Tax deposit format.
- Annual Income Tax return form No. 16.
- Format for submission of data for form No. 24Q.
- Salary Slip.

NPS
- Monthly Deduction and Deposit format.
- Format of form No. 16.

PROVIDENT FUND
- Ledger format.
- Application format.
- Interest Calculation format.
- P.F. Withdrawal.

CASH BOOK
- Receipt & Payment format.

GIS PAYMENT -
- Modules for payment/Release of Group Insurance Scheme.

PENSION
- Monthly Pension Bill format.
- Gratuity Payment format.
- Commuted Pension format.
- Pension Slip.
- Life Certificate.
- Pension Certificate.
- Arrear Pension.

REIMBURSEMENT OF COST OF MEDICINE
- RCM Payment format.

GRANT-IN-AID
- Sanction form No. O.T.C.-40.
- Utilization Certificate form OGFR-7-A.
- Grant-In-Aid details (Non-Plan).

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- ➤ Grant-In-Aid details (Plan).
- ➤ GIA Register.
- ➤

WATER TAX REIMBURSEMENT

- ➤ Reimbursement format.

OTHER

- ➤ Bill Payment to suppliers/Firms/Agencies.
- ➤ Scholarship.
- ➤ EMD Refund.
- ➤ Payment of E.L. on retirement.
- ➤ Arrear Bill (Salary/Increment).
- ➤ Annual Budget/Supplementary Budget.
- ➤ ATM rent/ Bank rent/ Shop rent/ Canteen rent/ Cafeteria rent.

MODULE - 03

3. STUDENTS' WELFARE

Students Hostel Information
- ➤ Students personal detail
- ➤ University Admission detail
- ➤ Academic Detail (For Year back)
- ➤ Parents Income status
- ➤ Hotel and room allotment
- ➤ Person sharing the room
- ➤ Disciplinary punishments (university/hostel)

Biometric Attendance
- ➤ Biometric Registration
- ➤ Attendance
- ➤ Biometric attendance linking to mess bill

Financial management
- ➤ Hostel Budget
- ➤ Mess bill Generation linking to biometric
- ➤ Fund for Hostel development
- ➤ Fund for Student Activity
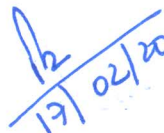- ➤ Hostel Refund
- ➤ Fines

Club Activity Management
- ➤ Name of different Club
- ➤ Filling Nomination Form
- ➤ Name of the club members
- ➤ Name of the students participated in different activities

- ➤ Selection of Coordinator/ Assistant Coordinator
- ➤ Activity budget

Miscellanies Reports
- ➤ Conduct certificate
- ➤ Hostel Clearance
- ➤ Mess dues
- ➤ Day scholarship
- ➤ Approval of student participation in outstation activities (for consideration of attendance)

Front end Tools : ASP.net Framework 3.5/4.0 or any other secured and user friendly framework
Data Base: SQL Server or any other secured database

Server Both intranet and Cloud storage facilities

N.B: The development of the software must be completed within six months from the issue of work order.

- • After the development and successful delivery and installation of the University automation system, the firm shall give training to all the faculty and staff members of the University.

- • There shall be one year free upgradation/ maintenance service to be provided by the firm for successful deployment of the software.

After completion of one year, the firm should provide one Software maintenance Engineer for a period of three years on payment basis.

TERMS AND CONDITIONS OF DEVELOPMENT AND MAINTENANCE OF UNIVERSITY AUTOMATION SYSTEM

1. All the terms and conditions enumerated in the Tender document shall remain enforced and shall form part of the contract.

2. Acceptance Certificate: The firm/firms must submit a certificate for the acceptance of the work order within seven days of the issue of the work order.

3. Period of contract: The period of contract will be for three years from the date of completion of the free service provided by the firm after successful deployment. It can be extended depending on performance satisfaction. However, the manpower deployed by the firm/firms has to go for performance test by the University. If the firm does not deploy the manpower within the prescribed date then it shall be open to the University to cancel the contract.
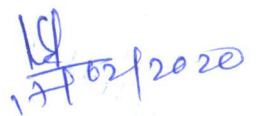
4. The completed automation must be submitted to the university within six month from the date of issue of work order. However, 50% of the payment of each module shall be made after the successful delivery, implementation, testing, training and satisfaction report of the concerned heads of each module of the automation software . 50% of the payment of each module shall be made after the successful delivery, implementation, testing, training and satisfaction report of the concerned heads of each module of the automation software . 40% of the rest amount will be paid after integration of the said module for complete University automation system. (first phase). 10 % of the payment shall be released after one year of free maintenance service provided by the firm.

5. The firm shall be given contract for three years for maintenance of the software. The firm should quote the cost of software development and the maintenance cost for a period of three years separately year wise.

6. Termination of contract: If service of the firm is not found satisfactory, the contract will be terminated by the University at any stage with one month notice and without any obligation on its part. However, if the bidder desires to terminate contract, then a clear 3 month notice is required to be given. The contract can be terminated under any one of the following circumstances.

    i. The University automation committee shall review the progress of the work in an interval of two months during development. If the progress is not found satisfactory then the University has the right to cancel the contract.

    ii. If in the opinion of the authority, such termination is in the interest of the University then this termination will not be challenged by the firm.

    iii. If the firm/agency not performing his duties properly as per the agreed terms and conditions of the contract then the University shall decide whether the performance of the firm/ agency meets the requirements of the University or is deficient and to what degree.

    iv. For committing breach of the terms and conditions of the contract or assigning the contract or any part thereof by the firm to any third party or subletting whole or part of the contract or the premises to any third party. The firm/ agency being declared as insolvent by court of law. The notice period shall be one week.

7. During the notice period for termination of contract in any of the situation contemplated above the firm shall keep discharging the duties as before till

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the expiry of notice period. It shall be the duty of the firm to remove all the deployed manpower by the firm on termination of the contract on any ground · whatsoever and to ensure that no person creates any disruption/problem of any nature to the University.

Payment

8. Payment : 50% of the payment of each module shall be made after the successful delivery, implementation, testing, training and satisfaction report of the concerned heads of each module of the automation software . 40% of the rest amount will be paid after integration of the said module for complete University automation system. (first phase)

9. 10 % of the payment shall be released after one year of free satisfactory maintenance service provided by the firm. After the complete delivery, implementation, testing and training of the automation software, the firm will get contract for three years for maintenance of the software. The firm should quote the cost of software development in a separate sheet and the maintenance cost for a period of three years separately year wise in Table 2 format highlighting.

   - Salary to the Software maintenance Engineer
   - Overhead expenses
   - Taxes as applicable

   During the time of quoting unit price for the maintenance, the firm has to strictly follow outsourcing engagement rule of Govt. of Odisha. In case of not adhering Govt. norms in the price of salary component of person to be engaged, the tender shall be cancelled.

10. The firm shall submit all bills in triplicate on printed forms to the University. The billing must be done with Odisha State GST billing.

11. The firm must submit valid and up-to-date GST certificate and PAN along with the bill before release of payment.

12. The University will make payments through account payee cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this contract shall be payable in any case whatsoever.

13. The prices charged by the firm for services performed under the contract shall not be higher from the prices quoted for development of software by the firm in this tender.

14. The firm should maintain confidentiality of the data in the systems, as per policy of University; the firm should take necessary steps to ensure that the data is not leaked to any unauthorized person or agency.

15. The assets and articles provided by the University shall be property of the University and the firm shall be merely the custodians of such assets and articles. On termination of the contract, any such property shall be handed over to the University. The firm must have their own tools including the special tools required for smooth execution of contract.

16. Response time (time from placement of call to the engineer attending the fault) for attending the software fault should be less than 24 hours.

17. The down time beyond one day will be logged and added to cumulative down time with in that month for the item down or deemed down. The University may conduct periodic review with the firm support head or with the Onsite Engineer assigned at the University. **MANPOWER REQUIREMENT FOR MAINTENANCE OF AUTOMATION SOFTWARE**

The qualification and job responsibility of personnel posted by the firm to maintain the automation software of the University during the maintenance contract period should be as follows.

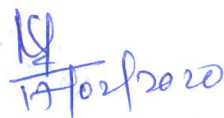**a. Software Maintenance Engineer (one Number)**

   i. He should be preferably possess B.Tech./B.E. in any branch of Engineering /MCA with two to 5 years of experience in using and maintaining ERP package.

   ii. Ability to proactive in assessing and preparing for future needs in regards to the ERP

   iii. Ability to diagnose, troubleshoot and recommend solutions, determine the root cause of chronic issues, configuring and troubleshooting.

   iv. Management for the ERP software for the whole system.

18. The Firm shall be directly responsible for payment of salary, P.F., ESI and GIS facility to its employees engaged under this contract as per Government rule. The University shall have no responsibility for the personnel salary, PF, ESI and GIS, social security, medical care, safety or any other aspect.

19. All the responsibilities should be satisfactorily discharged by the persons deployed by the firm at University, on behalf of the firm. If for some reasons, the firm needs to depute some other person/persons on a temporary basis at University, for dealing with any matter relating to the contract, i.e. for meeting the contractual obligations, the same may be done by the firm only upon obtaining required approval from the competent authority at University. The University, shall not, however, make any extra payment (DA/TA/any other expenditure) to the firm for the same.

20. The deployed personnel cannot take up any other job, except the ones for which they are specifically deployed at University, either on behalf of the firm

or on private basis during the period of the contract. The deployed personnel must maintain the decorum and decency according to rules regulation and practice of University, while dealing with the stakeholders at University.

21. All the deployed personnel should be having Cell Phones and each of them must accept the service calls as and when made by any stakeholder at University. No extra payment shall be charged by the firm for the same.

22. All the deployed personnel shall be guided by the leave rules of the firm. However, in case any of the deployed personnel goes on leave, the firm must provide substitute so that the automation activities at University are not hampered in any way. The firms should also intimate University, about the actual leave rules to be adopted for the deployed personnel. The person taking leave must be available over phone to respond any issues related to the contract.

23. Personnel deployed by the firm should have their own arrangement for conveyance to attend and rectify problems within the entire campus at University. No additional payment will be made by University towards their transportation.

24. No manpower and/or resources should be engaged exclusively for this rate contract; when the contract terminates and/or expires there shall be no physical or moral pressure on the University, on grounds of "person and/or resources displaced from job." The University shall not entertain such claim.

25. The deployed manpower should abide by any policy decision taken by concerned authority at the University as and when felt necessary.

26. Penalty: If the firm fails to provide the services for more than 48 hours, penalty equal to charges for the period (this period excludes the time span due to force majeure such as earth quake, fire etc., or any such event, which are beyond the act of human) for which services has not been provided, may be imposed and deducted from the next bill.

27. Jurisdiction and Right to Amend Rules: The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the service provider firm in due course.

28. The University rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Vice-Chancellor of the University is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist even after attribution and

there are compelling reasons to go the court, it will be decided in the court of
Sambalpur only.

Table-1 INFORMATION SHEET OF BIDDER

S/L	Description	To be filled in by the Firm
1	Name of the Service Provider/Agency	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix	
5	Details of Bank Draft towards the cost of Tender documents	
6	Details of EMD	
7	GST registration details	
8	Experience Details	
9	Financial Turn Over (Annual) for last three years	

DECLARATION: We hereby certify that the information furnished above is full and correct
to the best of our knowledge. We understand that in case any deviation is found in the
above statement at any stage, the Tender is liable to be rejected.

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<u>UNDERTAKING BY THE BIDDER</u>

To

The Comptroller of Finance,

Veer Surendra Sai University of Technology, Burla, 768018.

Subject: Tender for "Development and maintenance of University Automation System"

Dear Sir,

Having examined the conditions of this Tender call document I/we, undersigned, offer to develop and maintain the "University Automation System" I/We undertake to take up the work order within 15 days time, calculated from the date of issue of your work order.

1. I/We understand that you are not bound to accept the lowest or any Tender, you may receive.

2. I/We enclose all the sheets of this Tender call document duly signed by me on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.

3. Certified that I/We have studied the full contents of the Tender call document and enclosures and agree to quote by the terms and conditions herein. In case of non-observance of any of the conditions mentioned in the Tender form, my/our Tender may be cancelled.

Signature of in capacity of duly authorized to sign the Tender for and on behalf of

Name and Address of the authorized Signatory

Dated:

Signature.

Date:

Table-2 Price for the Development of UAS

Name of the Bidder-: _____ Address: _____

Sl. No.	Description	Indian Rupees
a	**Cost of MODULE - 01** Academic (PG and UG), Examination & Training and Placement.	
b	**Cost of MODULE – 02** Establishment Section and Account Section	
c	**Cost of MODULE - 03** Student Welfare	
d	Service Tax (mention rate)	
A	Total Cost (a+b)	

Grand Total Price (In Words)

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Table-3 Price for the Software maintenance Service

Name of the Bidder-: _____ Address: _____

Sl. No.	Description	1st Year in Indian Rupees	2ndYear in Indian Rupees	3rdYear in Indian Rupees
a	Salary to the Software maintenance Engineer			
b	Overhead expenses			
b	Service Tax (mention rate)			
A	Total Cost (a+b)			

Grand Total Price (In Words)

_____

** The bidder must submit the sheets mentioning the designation wise breakup for the total cost of services for each year.

##No correction on this sheet shall be entertained.