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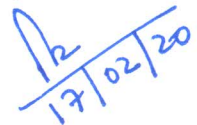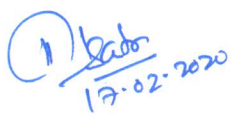
The "Registrar, Veer Surendra Sai University of Technology, Burla" invites sealed Tender from intending reputed and experienced firms for development and maintenance of University Automation System. The Tender document contains the following.

(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 90<sup>th</sup> 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)

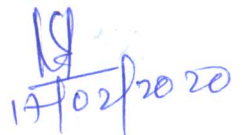    B)BillingAddress:     The Comptroller of Finance,
                          Veer Surendra Sai University of Technology, Odisha
                          BURLA-768018
                          Dist. Sambalpur (Odisha)

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## 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:

# MODULES & FUNCTIONALITIES

## MODULE - 01

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

## MODULE – 02

    (a) Establishment Section  (b)Finance Section

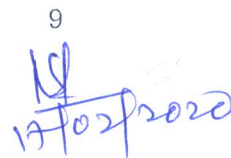## MODULE - 03

    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.)
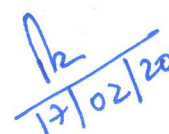
➢ Biometric Attendance
  - Biometric Registration
  - Biometric Capture
  - Biometric Attendance Monitoring
  - Approval of biometric attendance by supervisors
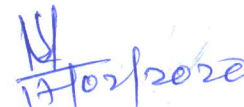  - Biometric attendance linking for stipend generation

## 1. (c) EXAMINATION SECTION

| Dean, AA & Dean, PGS & R | • Student Database (Dean, AA & Dean, PGSR)<br>• Updated Student database after Branch Change, TC , Year Back, Lateral Entry Admission, Re-admission etc. (Dean, AA & Dean, PGSR)<br>• Correction of name of students ( Academic Affairs & PGSR Section)<br>• 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<br>• Elective Subject Assignment<br>• Attendance of Students |

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| 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 |