

# CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

**NIQ No.- 12/2016-17 (Group F)**

**Dated: 06/12/2016**

Properly sealed quotations are invited by Registrar Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-1 from Established, Experienced and Professionally Competent Companies / Developers for developing University Management System Software (University ERP) by Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001.

**Name of the work:** Design, Customization and Installation of University Management System Software

Cost of Document : Rs. 5,000/- in form of DD. DD should be in favour of Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001, payable at any branch of any scheduled bank at Patna

Earnest Money Deposit : Rs. 20,000/- in form of DD. DD should be in favour of Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001, payable at any branch of any scheduled bank at Patna

Sale of Document : From 09/12/2016

Date & Time of Pre Bid meeting & Presentation : 17/12/2016 at 04:00 pm

Date & Time of receipt of quotation : 21/12/2016 up to 04:30 pm

Date & Time of opening of Technical Quotation : 21/12/2016 at 05:00 pm

Date & Time of opening of Financial quotation : 23/12/2016 at 03:30 pm

Place of all meeting : Registrar`s Chamber

## **Tentative Scope of work.**

1. To develop, customize, install the University ERP (Web Based, Offline) with following modules.

### **• STUDENT INFORMATION MANAGEMENT**

- Pre-Admission List
- Student Application Data (On Line/Off Line) Student Counseling Based on CLAT rank
- Verification of Admission Criteria
- Application of Courses based on the choices given by the student
- Hostel Allocation
- Up gradation of student in case of vacancy in the NLUs
- Integrated Fees Collection
- Admission letter generation with student's photograph
- Students master data creation
- Registration
- Roll No. allotment

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- ID card generation
- Activity record of Student
- Time Table Generation.
- Student Attendance.
- Student In or Out Details
- Student Disciplinary Records.
- Dynamic Fees Heads
- Multiple Currency Supports
- Fees Structure.
- Academic Program Wise Fee Structure
- Fees part payment
- Special Approval in case of Delay in Payment
- Fees Collection.
  - ✓ cash
  - ✓ Bank /Cheque/Draft/ECS.
  - ✓ Online Payment Gateway
  - ✓ Fine Collection.
  - ✓ Fees Refund or Fees Settlement.
  - ✓ Payment List or Due List.
  - ✓ Student Fees transfer.
  - ✓ Various MIS related Reports.
  - ✓ Integration with Finance Module.

## ● EXAMINATION & RESULTS MANAGEMENT

- Question Paper Setting
- Date Sheet Generation.
- Sitting Plan for Examination
- Attendance / Absentee list generation.
- Project / Assignment management
- Class Time Table generation
- Marks Entry
- Result Entry System and Processing including Grading System & CGPA
- Tabulation of Grade Sheet generation.
- Printing of Marks Sheets with Grades, Transcript and Various MIS reports such as attendance certificate, transfer certificate, Character certificate, Provisional degree, Final Degree etc.
- Result for website report.

## ● FINANCE AND ACCOUNTS MANAGEMENT

Integration with Tally or Integrated Module such as:

- Chart of Accounts
- Financial Statement Groupings / Grouping of Chart of Accounts Dynamic Sub Ledger
- Cheque Book Management
- Voucher configuration for designing vouchers and numbering
- Cash Receipts and Payments
- Bank Receipts and Payments with Inter Bank Transaction option Journal Voucher

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- Purchase Journal
- Subcontractor Journal(Optional)
- Journal Voucher
- Dr./Cr. Note
- Voucher's, Book's, Ledger's, Trial Balances, Bank Reconciliation
- Ledger / Sub Ledger Credit Limit check Budget
- TDS Deducted v/s Deposited
- Automated year end entry passing (Optional) Various MIS Reports
- Project / Grant Management.

- **PURCHASING AND INVENTORY MANAGEMENT**

- Addition of Fixed Assets
- Value addition to existing assets
- Fixed Assets Register
- Allocation/Re-allocation of fixed assets
- Assets Transfer
- Obsolete unusable items / their disposal
- Raising of Purchase requisition
- Store indent generation
- Placing of Enquiry to various parties
- Comparative statement generation.
- Purchase order through approved quotation
- Goods received and material inspection
- Bill Passing with FAS Integration
- Material issue / receipts
- Physical stock verification and adjustment voucher
- Store valuation on first in first out method

- **HUMAN RESOURCE AND PAYROLL MANAGEMENT**

- Job Application
- Archiving of all employee data Employee Database:
  - ✓ Personal Information professional Information
  - ✓ Dependent Details
  - ✓ Journals / Publications / Conference / Seminar etc.
- Salary/Perks/reimbursement Details
- Promotion /Increment
- Visiting Professor or Guest Faculty Details
- Leave Management
- Salary Computation and generation of salary bills and pay slip Arrear Calculation and Generation of Arrear reports.
- Generation of TDS and income Tax Statement
- Income Tax Calculation.

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- **LIBRARY MANAGEMENT**

- Integration with existing KOHA Library Management System

- **OTHER MODULES**

Software will have a provision to add any other module required in future with extra cost.

**Quotationer may add any activity if found suitable with corresponding extra cost in Financial quotation.**

## 2. Security

- Secure single sign login
- Role and responsibility based access
- Password encryption
- Scalability
- Easy to make changes during maintenance phase
- Easy to add new features/ functional areas

## 3. Activities in Scope

- Gap Analysis
- Customization and Implementation training of the software
- In house comprehensive training of concerned staff members and administrators
- Facilitating backlog Data entry
- Backup and restoration guidelines for system and data
- Technical Architecture
- The Campus Automation Solution must translate the existing business processes and procedures through gap fit analysis to conform to the standard processes delivered with the application. The application should be state-of-art technology to improve the delivery of services through workflow and web-enabled access.

## 4. Import/Export Data

- Gap Analysis
- Customization and Implementation training of the software
- In house comprehensive training of concerned staff members and administrators
- Facilitating backlog Data entry
- Backup and restoration guidelines for system and data
- Technical Architecture

## 5. The application should :

- Be completely compatible with Operating System of different flavours i.e., platform free.

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- Technology preference will be towards open-source. Either proprietary or open source, complete software source code will be the property of the University and is required to be handed over to the University.
- Be fully web-enabled,
- Be capable of supporting decentralized as well as centralized processing,
- Provide user oriented self-service capabilities,
- Have a robust set of communication and reporting tools,
- Utilize modern workflow capabilities in streamlining interactions among functional processes,
- User type for working on software will be Module Administrator, Module Checker, and Module Maker. Maker will enter the data only; Checker will check the data and amend the data if required after getting permission of Module Administrator. Permission of Module Administrator will be flash on each record with user ID and time stamp.
- Record changes in data in every field with user ID and time stamp, with ability to record reasons.
- Enable which fields or tables are to be audited through a delivered tool
- Only authorized users should have access to the system. As such, the system should therefore have the ability for the specification of who will have access to which functions. Where appropriate, further discrimination at the data level (e.g. Respective departments may only have access/update to data related to their own departments) is required. In this regard, the capability to support multi-role differentiation based on a single user sign-on will be essential.
- University will provide data in the specified format for legacy data
- Facilitate Import from/Interface with the third party applications in the institute.
- Extract data in various formats.
- Import and Export to the archived files.
- Produce reports on all areas of data that can be exported to standard office suites.
- Facilitate the cut-copy-paste function from the application to standard office suites.
- In case university wants to have a manual data entry in the system, it can ask for assistance from the successful bidder in terms of manpower at mutually agreed cost.
- Provide a Data Archival utility as a part of the standard offering.
- Facilitate the query and reporting on archived data.

## **6. The proposed system(s) must support a comprehensive access and authorization mechanism, including;**

- Single sign-on for all system components
- Support for a central authentication scheme
- Ability to define multiple level authorities, comprehensive set of user roles and permission lists, and flexible segmentation of data
- Ability to manage access to authorized functions based on the roles represented in the account
- Ability to manage access to different segments of data depending on the role

## **7. Single and minimal data entry**

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- Data should be entered and validated at source only once and be used throughout the system(s). There should be provisions to facilitate and minimize data input (e.g. use of intelligent default values, inheritance from previous entries, etc.) System must have facility to strictly avoid any duplication of data.
- Search/match facility is required for restricting the entry of duplicate data by providing interactive alert messages.

## **8. Interfacing provisions / Interoperability with other key systems. The proposed system should have the ability:**

- To interface with external systems, either through import/export facilities or batch programs.
- Support for callable functions to access internal data or invoke internal functions should also be available, via services that conform to industry standards.
- Support for bar-coded, bio-metric, Internet Banking and/or smart card based inputs.
- The proposed system should, wherever appropriate, should support; the minimization of need / impact of customization
- Flexible customization capabilities, data structures with user-definable fields
- Callable functions to access data/functions with application conforming to industry standards
- Ability to extend/change existing pages without much impact on the application
- Ability to add/modify the existing workflows

## **9. Others**

- The ERP software is to be installed in a LAN based server which will be accessed at various locations of the University establishment through LAN/Internet. Redundancy and disaster management will also be maintained.
- Specifications of the server and other hardware needed for installing the ERP software is to be mentioned in the Bid document (as per Annexure II) positively to facilitate its procurement by University.
- Software should be to customize as per University needs as and when required. Software should have provision to add other modules as per future requirements.
- Database for this software will be Oracle / SAP / SQL /MySQL /PostgreSql / any open source and Programming Language for this software will be PHP / Java / Ruby on rails / any open source etc.
- License, if required, for Database & Programming Language will be clearly mentioned by vendor in their presentation as well as in quotation (as per Annexure II) positively to facilitate its procurement by University.
- The ERP system should be reconfigurable to incorporate new regulation or statute of Chanakya National Law University from user level, that is – without any change in code level.
- The software must be web-enabled and should be thoroughly tested against different security threats and attacks.
- The quotationer will provide training to the IT team of University for customization and maintenance of software. The quotationer will assist IT team of CNLU for other related issues, assisting user in entering data in the system and using it for the Institute and managing associated servers etc also.

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## Pre-qualifications:

Pre-qualification terms for intending quotationer is as follows:

1. The quotationer should be registered under Indian Companies Act 1956 / partnership Act or proprietorship firm. Supporting documents should be annexed with the technical quotation.
2. The quotationer should be an India based National level Organization of repute with minimum of 10 years of operation in the field of IT & ITeS and shall have valid registration, valid VAT registration certificate, valid Service Tax registration certificate and Permanent Account Number (PAN) issued by respective authorities. Copies of certificates should be submitted along with technical quotation.
3. The quotationer should have ISO 9001, ISO 20000 and ISO 27001 certifications valid as on date of bid submission. Copies of Valid ISO Certificates should be submitted along with technical quotation.
4. The quotationer should have at least 03 years or more experience in the field of ERP software conceptualization, design, development, deployment, customization and maintenance in the Higher Education sector.
5. The quotationer should have a minimum annual turnover of Rs. 25 crores from IT & ITeS in each of the last 3 audited financial years (2013-14, 2014-15 and 2015-16). Copy of the audited annual reports and /or certificate of the Chartered Accountant should be submitted along with technical quotation.
6. The quotationer should not be currently blacklisted by any Central Ministry / State Govt. Departments / Public Sector Units / Universities. Affidavit for Declaration **“that the quotationer has not been black listed by any Government / Non-Government Organisation and no FIR has been lodged against them since incorporation”** should be attached along with Technical Quotation.
7. The quotationer should have a proven track record of developing/implementing IT Projects for reputed Institutes of Higher Learning / Indian Universities / Central or State Government Organizations / PSUs / Professional bodies, with at least 3 similar projects of Rs. 50 Lacs each during the last 5 financial years (2011-12, 2012-13, 2013-14, 2014-15 and 2015-16). Copy of work orders / agreements along with completion / satisfactory performance certificates be annexed along with technical quotation.
8. The quotationer should have a minimum of average 50 technical resource persons on its regular payroll during last two years. The details of employees may be furnished at the time of agreement.

## Terms & Conditions:

1. Those quotationers who are either blacklisted or debarred or against whom FIR has been lodged or whose contract has been rescinded by any Government /PSU or have failed to execute the awarded work in past three years will not be allowed to participate in this bid process.
2. University reserves the right to withdraw / cancel / amend the bid at any stage without assigning any reason whatsoever.

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3. This notice is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. The University also reserves the right to withdraw the Quotation, should it become necessary at any stage.
4. Manner of submission of the Quotations: Sealed Quotations Technical & Financial in separate sealed covers should either be dropped in the Quotation Box marked “**NIQ No. - 12/2016-17 (Group F), dated 06/12/2016 for Design, Customization and Installation of University Management System Software (University ERP)**” or Post to **Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna – 800001** so as to reach by the due date and time. Belated Quotations are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Quotations.
5. Financial Quotation of only those firms will be opened whose Technical Bids are found responsive.
6. Quotations should be forwarded by Quotationers under their original memo / letter pad inter alia furnishing details as per **Annexure I**.
7. Clarification regarding contents of the bids: During evaluation and comparison of quotations, the University may, at its discretion, ask the quotationer for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
8. Rejection of Quotations: Canvassing by the Bidder in any form, unsolicited letter and post quotation correction may invoke summary rejection. Conditional Quotations will be rejected.
9. Quotationers are advised to remain present in the Pre bid meeting and opening of Technical bids and Financial bids. They should submit quotation exactly as per format annexed with the NIQ.
10. Quotationers are advised to study all technical and commercial aspects, instructions, terms and specifications carefully in the Quotation document. Failure to furnish all information required in the Quotation Document or submission of a bid not substantially responsive to the Quotation document in every respect will be at the bidder’s risk and may result in the rejection of the bid.
11. This Quotation document is not transferable.
12. All documents should be signed by authorized signatory of the firm or by the proprietor himself/herself. Certificate of authorization should also be attached. Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the signatory of the bid.
13. Suggestions/Clarifications (if any) may be put forth in the Pre-Bid meeting.
14. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.



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15. All payments are subject to statutory deductions as and when applicable.
16. The quotationer should adhere with all seriousness to the time schedule provided by the Chanakya National Law University, Patna.
17. The quotationer shall be liable to indemnify the Chanakya National Law University, Patna in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
18. The selected quotationer will have to enter into agreement within 15 days from date of issue of work order. Performance security of Rs. 30,000/- in shape of demand draft in favour of Registrar, Chanakya National Law University, Patna issued by any scheduled / nationalized bank be submitted at the time of agreement. If agreement is not signed within stipulated period earnest money may be forfeited. Balance 5% of performance security will be collected as deduction from bills.
19. The work has to be completed within the period mentioned against each works. It will be reckoned from the date of the issue of work order. If the work is not completed within the completion period liquidated damages @0.5% of agreement value per day of delay will be levied (subject to maximum of 10%). If the liquidated damages reach the level of 10% of the agreement contract is liable to be rescinded.
20. Dispute if any, will be subject to Patna jurisdiction only.
21. If at any stage, any document submitted by agency is found fake and misleading the work order placed is liable to be cancelled and performance security will be forfeited.
22. An affidavit stating there in that all the documents annexed with the quotation are genuine: If any document / information found fake, FIR may be inflicted against me. An Affidavit should be attached along with the envelope of Technical Envelope.
23. Financial Quotation will be valid for Three Months from the date of submission of Bid.
24. Financial Quotation should be as per Annexure III.
25. Agreement will be executed on PWD form F2. NIQ will be part of the agreement.
26. **Amendment of Quotation Document.**
  - 26.1 At any time prior to the last date for receipt of quotations, the University may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.

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- 26.2** The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationers.
- 26.3** In order to afford prospective bidder reasonable time in which to take the amendment into account in preparing their quotations, the University may, at its discretion, extend the last date for the receipt of the Quotations.

**Prof. (Dr.) S.P. Singh**  
**Registrar**

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Annexure-I

Name of the work: Design, Customization and Installation of University Management System Software (University ERP).

## CHECK LIST (SHOULD BE ATTACHED WITH TECHNICAL QUOTATION DOCUMENT)

<u>Sr. No.</u>	<u>Description</u>	<u>Remarks</u>
1.	Passport size Photograph of the Quotationer / authorized Signatory holding power of attorney	
2.	Name of the Firm	
3.	Address with contact number, FAX, E-mail of the Firm	
4.	PAN No Attach copy of PAN card	
5.	Address of local office in Patna	
6.	VAT, Service Tax Number details Attach copy of Registration Certificate	
7.	Firm`s Bank Account Details with Bank Name, Address and IFSC / RTGS codes	
8.	Copy of Document of Company Registration / Incorporation.	

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9.	Copy of Document for ISO Certifications as per para 3 of pre-qualification. Attach copy of document duly attested	
10.	Copy of Document for three years or more experience in the field of ERP software conceptualization, design, development, deployment, customization and maintenance in the Higher Education sector as per para 4 of pre-qualification. Attach copy of document duly attested	
11.	Copy of the audited annual reports and /or certificate of the Chartered Accountant for minimum annual turnover of Rs. 25 crores from IT & ITeS in each of the last 3 audited financial years (2013-14, 2014-15 and 2015-16) as per para 5 of pre-qualification. Attach copy of document duly attested	
12.	Affidavit as per para 6 of Pre qualification	
13.	Copy of Document for 3 similar projects of Rs. 50 Lacs each during the last 5 financial years (2011-12, 2012-13, 2013-14, 2014-15 and 2015-16)(Copy of work orders / agreements ) as per para 7 of Pre qualification Attach copy of document duly attested	
14.	Copy of Document showing average 50 technical resource persons on regular payroll during last two years as per para 8 of Pre qualification. Attach copy of document duly attested	
15.	DD of Cost of Document Details	
16.	DD of Earnest Money Deposit Details	

I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date

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Annexure-II

Name of the work: Design, Customization and Installation of University Management System Software (University ERP).

Hardware & Proprietary Software required in Software Solution Details  
(Should be submitted along with Technical Quotation)

<u>Sr. No.</u>	<u>Hardware and Proprietary Software Details</u>	<u>Specifications</u>	<u>Quantity</u>

Place

Date

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

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Annexure-III

## FINANCIAL BID

To,  
The Registrar  
Chanakya National Law University,  
Nyaya Nagar, Mithapur, Patna-1

Subject: Design, Customization and Installation of University Management System Software (University ERP).

Dear Sir,

With reference to aforementioned subject I / We would like to quote the best rate for aforementioned work as mentioned hereunder:

<u>Sr. No.</u>	<u>Description of works and Services</u>	<u>Rate (inclusive of all taxes and freight)</u> <u>Per annum</u>
1.		In Figures:  In Words:

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer

Seal of the Quotationer

Place

Date