Raja Balwant Singh Engineering Technical Campus
Bichpuri, Agra, Uttar Pradesh 283105

Reference Number: RBS/ERP/001   Dated: 01/10/2018

Due Date: 15/10/2018

Request for Proposal (RFP)

for

Design, Development, Implementation and Maintenance of Enterprise Resource Planning (ERP) Software

Raja Balwant Singh Engineering Technical Campus

http://fetrbs.org

(Authorized Signatory)

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Disclaimer

All information contained in the tender document provided is in the good interest and faith. This is neither an agreement nor an offer/ invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this tender document, the interested eligible bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions before identifying actual scope of work wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the tender document is complete in all respects.

Raja Balwant Singh Engineering College Technical Campus, Agra (RBSECTC) reserves the right to reject any or all of the bids submitted in response to this tender document at any stage without assigning any reasons whatsoever. Raja Balwant Singh Engineering College Technical Campus also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this tender document. Raja Balwant Singh Engineering College Technical Campus reserves the right to change/ modify/ amend any or all of the provisions or terms and conditions of this tender document without assigning any reason. Any such change would be communicated to the bidders by posting it on the Website of Raja Balwant Singh Engineering College Technical Campus, Agra.

(Authorized Signatory)

1. Section – 1: - Introduction

1.1 Background

1.1.1 Raja Balwant Singh Engineering College Technical Campus (RBSECTC), Agra is one of the renowned institutes in the field of technical education. This was started in the year 1996 and is run by the Balwant Educational Society established way back in 1885 and chaired by the District and Sessions Judge, Agra. Currently RBSECTC is providing education to approximately 1500 students with approximately 300 staff members.

1.1.2 RBSECTC intends to select an agency (the "Selected Agency") who would be responsible for Design, Development, Implementation and Maintenance of Enterprise Resource Planning (ERP) Software. The main objective is to capture and provide comprehensive information and help in monitoring of academic and other activities. Sealed tenders are invited from Organizations working in the field of web-based-ERP.

1.1.3 Pursuant thereto, the RBSECTC invites Bids from Agencies/Firms for selection (the "Bidder") as specified in this Request for Proposal (the "RFP") document for the Services.

1.1.4 RFP document is available at the website of RBSECTC i.e. http://fetrbs.org. Interested parties may download the RFP documents from the website and submit their Proposals.

1.1.5 The scope of services to be provided by the Agency are general and the list is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall be governed by the provisions of the RFP and work order. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The scope of services shall be as stated in Annexure-1.

1.1.6 The statements and explanations contained in this RFP are intended to provide a proper understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Agency set forth in RFP or RBSECTC's rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by RBSECTC.

1.1.7 RBSECTC shall receive Proposals pursuant to this RFP in accordance with the terms set forth in this RFP and any addenda issued subsequent to this RFP (collectively the "Bidding

Documents"), as modified, altered, amended and clarified from time to time by RBSECTC, and all Proposals shall be prepared and submitted in accordance with such terms.

1.2   Brief Description of Selection Process

RBSECTC has adopted a two stage system for selection process (referred to as the "Selection Process") for identifying a suitable Agency. RBSECTC invites eligible Bidders to submit their Proposals in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at RBSECTC office up-to 15/10/2018 14:00 hrs in accordance with the terms of this RFP document.

Contact Information & Address for communication: -

To
The Director
Raja Balwant Singh Engineering College Technical Campus
Bichpuri, Agra, Uttar Pradesh- 283105
Phone No: +(91)-562-2636675, Fax: +(91)-5622636718
Email: info@fetrbs.org
Visit us on http://fetrbs.org

1.2.1   During this Bid Stage, Bidders are invited to carry out, at their cost, such studies as may be required for submitting their respective Proposals for award of the Right.

2.   Section – 2: - Instructions to Bidders

2.1   Eligible Bidders

2.1.1   In order to participate in the Selection Process, the Bidder's should be a single business entity (the "Single Business Entity"). The term Bidder used herein would apply to a Single Business Entity.

A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a sole proprietorship firm registered under the Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

No Consortium or Joint Venture is allowed to participate in the Selection Process

If the Bidder is:
*   A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.

- A sole proprietorship firm, and a Limited Liability Partnership firm should furnish copy of the registration certificate/GST/Sales/VAT registration/Service tax the Proposal Due Date as a proof of identity.

2.1.2   A Bidder is required to fulfil the criteria specified below. Any Bidder who does not meet the criteria set out below shall be disqualified.

   a) The Bidder must be registered in India. (supporting documents must be furnished)
   b) Should have GST/ PAN Registration.
   c) Firms shall be single entity. Consortium/Joint Venture are not allowed to participate in the selection process.

2.1.3   The Agency / Firm should have experience in educational domain.

2.1.4   Any Agency which has been barred by the Central Government/Government of Uttar Pradesh or any entity controlled by them, from participating in any project/provision of service and the bar subsists as on the Proposal Due Date, shall not be eligible to submit a Proposal.

2.2   Number of Proposals

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

2.3   Proposal Preparation Cost

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Selection Process. RBSECTC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.4   Right to Accept any Proposal and to Reject any or all Proposals

2.4.1   RBSECTC reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons thereof.

2.4.2   RBSECTC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of RBSECTC to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of RBSECTC thereunder.

2.5   Clarifications

2.5.1   Bidders requiring any clarification on the RFP may notify RBSECTC in writing and e-mail to the address before 1 day of pre-bid meeting. The subject line for communication must clearly bear the following:

Queries/Request for Additional Information: RFP for "Selection of Experienced Firm for Design, Development, Implementation and Maintenance of Enterprise Resource Planning Software".

2.5.2   The responses will be uploaded in the Website by RBSECTC without identifying the source of the enquiry. However, RBSECTC reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring RBSECTC to respond to any question or to provide any clarification.

2.5.3   All clarifications and interpretations issued by RBSECTC shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by RBSECTC or its employees or representatives shall not in any way or manner be binding on RBSECTC.

2.6   Amendments to RFP

2.6.1   At any time prior to the Proposal Due Date, RBSECTC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addenda in the Website. Any Addenda issued would be published in the Website (s) and the same shall be binding on the Bidders.

2.6.2   In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, RBSECTC may, at its discretion, extend the Proposal Due Date.

2.7   Payment Schedule

Progressive payment detailed as below shall be made by RBSECTC to the Successful Bidder within 30 days of submission of invoice by the Selected Bidder.

- 25% (Twenty-Five Percent) of the contract sum shall be paid on approval of SRS/FRS (Live Prototype of web application approval/PoC) by RBSECTC.
- 75% (Fifty Percent) balance payment shall be paid after successful implementation of the modules.
- The payments for the Software Support Services shall be made yearly from next year (After one year of service from application live).

2.8   Training Services

2.8.1   Training of staff is essential for ensuring that the software developed is actually put to use. Hence, the selected bidder shall also ensure a proper hands-on training to the designated end-users on the solution implemented so as to make them well conversant with the functionalities, features and processes built in the solution.

2.8.2   Training could have multiple sessions as per the need and requirement of the project/application. Hence, selected bidder shall conduct Training Needs Analysis of all the concerned staff and draw up a systematic training plan. There should be sufficient number of trainers in every training session for conducting the training program.

2.8.3   Training methodology will be an interactive workshop. The success of the training will be determined by the ability of the participants to clearly understand how to use the system with minimal help.

2.9   Service Duration

Agency will be selected for One year for Design, Development, Implementation and Maintenance of Enterprise Resource Planning (ERP) software. Yearly Maintenance will be for applicable after one year from go live of the project. Period may be extended on yearly based on satisfactory performance and mutually agreed terms and conditions.

3.   Section – 3: - Preparation and Submission of Proposal

3.1   Language and Currency

3.1.1   The Proposal and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Bidder with the Proposal should also be in English language only.

3.2   Validity of Proposal

3.2.1   The Proposal shall be valid for a period not less than 180 (One Eighty and Twenty) days from the Proposal Due Date ("Proposal Validity Period"). RBSECTC reserves the right to reject any Proposal that does not meet this requirement.

3.2.2   Prior to expiry of the Proposal Validity Period, RBSECTC may request the Bidders to extend the period of validity for a specified additional period.

3.2.3   The Selected Bidder shall, where required, extend the validity of the Proposal till the date of completion of services as per scope of work.

3.3   Bidder's Responsibility

3.3.1   It shall be deemed that prior to the submission of Proposal, the Bidder has:
a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
b) received all such relevant information as it has requested from RBSECTC; and
c) made a complete and careful examination of the various aspects of the Assignment.

3.3.2   RBSECTC shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

3.4   Format and Signing of Proposal

3.4.1   Bidders would provide all the information as per this RFP in the specified format(s). RBSECTC would evaluate only those Proposals that are received in the required format and complete in all respects. Incomplete and/or conditional Proposals shall be liable to rejection.

3.4.2   All the documents of the Proposal under this RFP shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Proposal shall be initiated by the person(s) signing the Proposal. The person signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal. The Proposals must be properly signed by the Authorized Signatory as detailed below:
(a) by a duly authorized person holding the Power of Attorney, in case of a Company; or
(b) by the proprietor or a duly authorized person holding the Power of Attorney, in case of a sole proprietary firm.

3.5   Submission of Proposal

3.5.1   The Agency shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelope super scribed as **"RFP for – Design, Development, Implementation and Maintenance of Enterprise Resource Planning (ERP) Software for RBSECTC"**.

3.5.2   Bidder should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Raja Balwant Singh Engineering College Technical Campus, Bichpuri up-to 15/10/2018 14:00 hrs on the Proposal Due Date as indicated.

The documents accompanying the Proposal(s) submission shall include:

A. **"Technical Proposal", consisting of the following: (Envelope-1)**

   a) Cover Letter
   b) Details of Bidder
   c) Experience of the bidders
   d) Self-declaration for not being block listed
   e) Power of Attorney for signing of Proposal (If Applicable)
   f) In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the Bidder.
   g) In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of either the registration certificate as a proof of identity.
   h) In case of a registered partnership firm, it should furnish a copy of the IT returns/ copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.

B. **"Financial Proposal: - (Envelope-2)**

   a) The Financial Proposal on the letter head of the Bidder and signed by the authorised signatory.

3.5.3 Bidders may note that RBSECTC will not entertain any deviations to the RFP at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders should have to be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

3.5.4 RBSECTC reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the Bidding Documents.

3.6 Proposal Due Date

3.6.1 Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery Raja Balwant Singh Engineering College Technical Campus, Bichpuri up-to 15/10/2018 14:00 hrs on the Proposal Due Date as indicated, in the manner and form as detailed in this RFP Document. Proposals submitted by either facsimile transmission or telex or e-mail will not be accepted.

3.6.2 RBSECTC, at its sole discretion, may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this RFP.

3.7   Late Proposals

Applications submitted after the Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

3.8   Modifications/ Substitution/ Withdrawal of Proposals

3.8.1   The Applicants will not allow Modifications/ Substitution/ Withdrawal of Applications after submission of application.

3.8.2   Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will not be allowed.

3.9   Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising RBSECTC in relation to, or matters arising out of, or concerning the Selection Process. RBSECTC will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. RBSECTC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or RBSECTC.

3.10   Clarifications

To assist in the process of evaluation of Proposals, RBSECTC may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder. The request for such clarification or substantiation and the response shall be in writing or by facsimile. No material change in the substance of the Proposal would be permitted by way of such clarification / substantiation.

4.   Section – 4: - Evaluation of Proposals

4.1   Opening and Evaluation of Proposal

4.1.1   RBSECTC shall open the Proposals on the date specified in Clause 1.2, in the presence of the Bidders who choose to attend.

4.1.2   To facilitate evaluation of Proposals, RBSECTC may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

4.1.3   Any information contained in the Proposal shall not in any way be construed as binding on RBSECTC, its agents, successors or assigns, but shall be binding against the Bidder if the Services are subsequently awarded to it under the Selection Process on the basis of such information.

4.2   Tests of Responsiveness

4.2.1   Prior to evaluation of Proposals, RBSECTC will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:
   a) it is received by the Proposal Due Date including any extension;
   b) is received through hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery;
   c) it contains the information and documents as requested in the RFP;
   d) it provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by RBSECTC without communication with the Bidder). RBSECTC reserves the right to determine whether the information has been provided in reasonable detail;
   e) it does not contain any condition or qualification; and

4.2.2   RBSECTC reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by RBSECTC in respect of such Proposal.

4.3   Evaluation of Experience of the Bidder

4.3.1   The Proposals/Bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Proposals/Bids which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

4.3.2   RBSECTC will finalize agencies on basis of their technical credentials. This assessment will be done by a Selection Committee of RBSECTC.

4.3.3   The financial bids of only those Proposals/Bids which have technically qualified in stage 2, shall be opened and evaluated.

4.4   Evaluation of Financial Proposal

4.4.1   The Financial Proposals of only the Qualified Bidders shall be opened in the presence of the Bidder's representatives who choose to attend on the date and time intimated to the Qualified Bidders. The name of the Bidder and the proposed financial offer shall be read aloud.

4.4.2   For financial evaluation, the total Service Fee offered to RBSECTC will be indicated in the Financial Proposal.

4.4.3   RBSECTC will determine whether the Financial Proposals are complete, uncompleted and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in this RFP is within the total quoted Service Fee shall be that of the Agency.

4.5   Selection of Bidder

4.5.1   The Bidder scoring the lowest Service Fee shall be declared as Selected Agency.

4.5.2   In the event that the L1 Bidder withdraws its Bids or is not selected for any reason in the first instance, RBSECTC may invite the second ranked Bidder for negotiations.

4.5.3   The Bidder quoting the lowest Service Fee (L1) shall be the Selected Agency.

4.6   Letter of Award (LOA) / Work Order

4.6.1   After selection, a Letter of Award (the "LOA") / Work Order shall be issued, in duplicate, by RBSECTC to the Selected Bidder(s) and the Selected Bidder(s) shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

5.   Scope of Work

The scope of services/work to be provided by the Agency as described below is general but is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the LOA/Work Order (the "LOA/Work Order") to be entered into between the Agency and Raja Balwant Singh Engineering College Technical Campus which sets forth the detailed terms and conditions for grant of the right to the Agency (the "Right"). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The list given below is an indicative list and shall include any other activity in association to those mentioned below:

5.1   Advertisement Management

Institute gives advertisements in News Paper / Radio and through other channels. Module should manage details of advertisements given by the institute.

5.2   Pre-Admission Activities

- Query Management
- Online Registration
- Upload your Photo and Signature and Attach Supporting Documents.
- Make Payment
- Integration with existing website
- Provide details about available programs, fees structure, eligibility criteria, FAQs, Important dates
- Ask Query
- Online Chat Support
- Pre Admission Dashboard
- SMS / Email Notifications

5.3   Admission

- Prospectus Sale
- Scrutiny of Applications
- Merit list generation
- Marks and document verification
- Biometric Integration
- Handling of Counselling cases

- Provisional Admissions
- Admission Confirmation
- Admission Withdrawal / Cancellation
- Admission Status Report
- Admission Cancellation Report

5.4   Student Registration

- Manage Student Details
- Search
- Allotment of roll number, registration number, section and subjects
- Updation of student dues and fines
- Issuance of certificates
- Scholarship and fee concession activity
- Semester-wise registration of students
- Admission register
- General register
- Identity cards
- Certificates like TC, leaving, Bonafide, character, DOB, passing, NOC, attempt and expenditure
- Scholarship Reports
- User defined reports
- Correspondence with parents

5.5   Fee

The modules should be capable of allowing users to setup and define fee structure of any complexity with creation of different fee heads. Fee collection, exemption, Scholarship, adjustments, fine or refund activities should be taken care of. This includes generation of various management reports, fee slips and automatically generated fee payment alerts to students before the due dates.

- Integration with Pre Admission / Admission
- Fees collected for admissions, development and examination
- Fee receipt cancellation
- Admission cancellation and fee refund
- Daily Fees collection registers
- Fees abstract report
- Fees write Off report
- Bank-wise collection report
- Outstanding fee register

- Cancelled receipt report
- Fine Management
- Online Fee payment
- SMS / Email Notifications

5.6   Academic Management

- Academic calendar
- Course (subject) allotment
- Time table entry
- Creation of practical batches

5.7   Student Attendance

- Day to Day attendance entry by the faculty
- Attendance reports for faculty, students and parents
- Analysis of faculty teaching
- Poor attendance report
- Communication through SMS, letters and email to parents

5.8   Examination Management

- Course creation
- Subjects
- Examination scheme
- Exam ordinances like grace and condonation rules
- Examination evaluation patterns
- Grading criteria
- Marks and grade entry
- Grade allotment and calculation
- Scrutiny and finalization of results
- Printing of TR, grade cards, gazettes, merit lists and transcripts
- Result analysis reports

5.9   Integrations

- User security through smart cards and biometric technology
- Encrypted login id and password of user
- For critical applications optional IP address authentication is given for user login
- Database is password protected
- User access depends on the department and role of user at college

- Automatic monitoring
- Log files to be created for user transactions
- Backup of data

5.10 Inventory Management

- Stock warehouse: The minimum and maximum quantity of goods that need to be maintained in the warehouse by the store management software of the Institute.
- Stock Ledger
- Staff from any department can request for any goods or service for educational or maintenance purpose.
- Material Requisition
- Quotation
- Comparative statement
- Goods Purchased
- Invoicing
- Auction Management

5.11 Hostel Management

- Hostel infrastructure
- Mess creation and management
- Registered students
- Merit lists
- Room and mess allotment
- Mess bill calculation
- Fines and Payroll
- Room wise list of students
- vacant room report
- Hostel ID cards
- Attendance report
- Student address labels
- Hostel certificates
- Mess Bills & balance payment
- Payroll register
- Financial accounting reports
- Stock register
- Fine report
- Students complete information
- Dues & Refund report at the end of semester and year

5.12   Financial Accounting

- Entries can be transferred to the Accounts module while collecting fees.
- Payment Vouchers
- Contra & JV voucher entries
- Fees Collected
- Integration with Student Fees to Accounts module at the day's end; Payroll entries to Accounts; Stores' bill transfers.
- Cash, bank and day books
- Ledgers and trial balance
- Balance sheets, Receipts and Payments
- Income and Expenditure Statement
- Single Mode receipt / payment / Contra entry
- Per entry narration or single narration
- Auto generated voucher number
- Enables SMS for every payment transaction
- Facility to upload voucher scanned copy with every transaction
- Auto-generates schedule number or manual numbering
- Allows cash in hand and Bank ledger for JV Entry
- Auto generated ledger code
- Auto generated cheque range
- Student Fee
- Scholarships
- Stipends

5.13   Budget Management

In this module, the Institute should be able to identify the underlying values and factors that affect the spending. Tracking spending and identifying savings, should be the ultimate goal and important part of the module as well as the development of a spending plan.

5.14   Bill Tracking System

This module should allow bills from all departments to be submitted online and presented for approval. Check the status of each bill, (approved, pending or cancelled). Employee should be able to request for advances, and plan their travel schedule once approved, and submit bills for reimbursements.

5.15   HRMS & Payroll

- Staff Recruitment

- Hiring
- Administration Hierarchy
- Training of Faculty
- Employee Record Management
- Online Recruitment Portal
- Payroll Management
- Salary Register
- Salary Certificate
- Reports
- Leave Management
- Income Tax
- Online Leave Apply
- Service Book
- Pension
- GPF

5.16 Library

- Membership
- Book Management
- Journals
- Periodicals
- News Paper
- Digital Library Management
- Bar Code Enabled
- Requisition
- Purchase
- Payment of Invoices
- Circulation
- OPAC
- Binding
- Stock verification
- B. T. records
- Reservation and claims
- AACR2 Catalogue
- Overdue and recall notices
- Clearance and fine
- Notices and reminders
- Book bank
- Budget analysis

- MIS reports

5.17 Training and Placement

- Student Database
- Company Database
- Biodata Management
- Biodata Templates
- Campus Drive Management
- Off-Campus Management
- Interview Schedules
- Announcements
- Apply for Interview
- Get Update about drives

5.18 Estate Management

- Manage details of the properties
- Manage cost estimation of construction work
- Inviting quotations / tenders for work allotment to contractors
- Signing agreement.
- Work monitoring
- Stage certificates
- Part payment calculation and release
- Tax deductions
- Final settlement certification

5.19 Guesthouse Management

- Room Management
- Bed Management
- Online reservation and room status
- Billing of bookings for guests
- Statistics on occupancy, guests
- Reservations Calendar

5.20 Alumni Association

Alumni management system is expected to promote interaction among alumni and to provide newcomers with valuable social and professional contacts. The module must also provide a way

for alumni to help each other as well as prospective students, current students, and young alumni, who seek guidance in pursuing their education and starting their careers.

5.21 Health Management

- Keep track of employee and family members' record.
- Student profile creation
- Manage medical history of family and allergy details.
- Complete medical record of patient
- OPD Management
- Online appointment
- Medical Fitness / Unfit certificate and Medical Leave report
- OPD Register
- Prescriptions
- Reference letter for further diagnosis
- Stock/ Equipment register
- Appointment reminders to patient through email / SMS alerts
- High Risk patient list
- List of patient with particular diseases like Blood Pressure, Asthma, Blood sugar and the like.
- Email / SMS alerts to patients for: Regular check-up, Health camp and Latest information.
- Blood donors
- Disease-wise statistical analysis

5.22 General Administration

- Document Management
- Dispatch and Diary
- Staff Quarters Management
- Meeting Management
- Repair and Maintenance
- Vehicle Management
- Legal Matters
- File Movement and Tracking

5.23 RTI Management

Any information related to any legal case needs to be easily accessible, which can be tedious at times and difficult if the proper procedures for handling all the relevant information are not in place. Even the most efficient manual legal case management procedure takes a great

administrative effort to maintain and support, costing the firm valuable time and money. Using this system, all case information should become available to all authorized users at any time.

5.24 Self Service Portal for Students

Student portal must provide a platform to get, share and disseminate the required & relevant information through discussion forums, chat rooms, mail, document sharing, SMS alerts etc. All the portal users must be allocated with adequate space on the portal to manage the information, events, mails, documents etc. for the self-use and can be shared among the group members created by the user. The users will be assigned a user ID & password to logon to the portal for availing such services.

5.25 Self Service Portal for Employees

A dedicated portal for employee should allow them to complete various tasks such as apply for leave, generate salary slips, apply for loans, and buy insurance. Fetching details of the other employee must also be made possible through this portal, such as their demographic profile details and work experience.

5.26 Mobile App for Student

Mobile App (Android, iOS, Windows) for students is to be developed to provide all self-service portal facilities.

5.27 Mobile App for Employees

Mobile App (Android, iOS, Windows) for employees is to be developed to provide all self-service portal facilities.

5.28 Assumption

- Agency will publish Mobile apps on appropriate store.