



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref.No.MT/ADMN./OAS/2021/

Dated : 08.11.2021


Subject : Notice Inviting Quotation (NIQ) for Offline plus Online (Cloud) Mode Office Automation Software.


Dear Sir,

Sealed quotations are invited from the leading software firms/vendors for Offline plus Online (Cloud) Mode Office Automation Software as per details given below:

S.No.	Scope of Works
1.	<p>Admission Module: Separate Login for Admin, Operator, Faculty, Admission Operators, Admission Cashier, Student, Main Gate and Ad-hoc User etc. with restricted accessibility of the modules.</p> <p>Admission Form Entry Basic Details with generation of College Roll Number as per the format specified of the college, Complete admission Form Entry with Photo and Signature of the student and parents, Transfer Student from One Course to Another, Admission Cancellation, Rollback Cancel Admission, List of shortlisted students, List of cancel students, Date wise Admission Report (Course Wise).</p> <p>Daily position of admissions, course wise admission strength, category wise student list, Roll Numbers wise student list, course wise student list, course and paper wise student list, admission registers with all entries, university enrolment list, course wise intake capacity report, state wise students list etc. Also option of generate Election List course wise and student wise separately, course wise allotment of mentors along with mentor's report (course wise and student wise separately).</p>


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प्रशासनिक अधिकारी
Administrative Officer
मैत्रेयी महाविद्यालय/Maitreyi College
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	<p>Other Necessary Reports: Student details like Gender wise, Religion wise, Foreign Student wise, Admission Category wise, Consolidate Student Count Details including UG/PG of all semesters, Paper Combination Wise Reports in B.A.(Prog.) etc.</p> <p>Provision to maintain (Add/Delete/Modify) the master details like Student Master Management, Subject Master Management, Room Management, Faculty Management, Stock & Inventory Management, Management of Open Close Modules, Class and Paper Section Management, Login Management etc.</p>
2.	<p>Cloud Based Attendance Module: Cloud Based Attendance Module with Allotment of Faculty Responsibility (so that faculty can fill the attendance from the home), Entry of Daily and Monthly Attendance with students and subjects handling like single subject single faculty and single subject multiple faculties and multiple subject multiple faculties etc., Daily Attendance Report, Monthly Attendance Report, Consolidated Monthly Attendance Report, Short Attendance Reports, Benefits of Attendance like ECA, Sports, NCC, NSS, Medical and Students Societies etc. as per the attendance rules prescribed by Delhi University. All the reports should be displayed faculty wise and subject wise separately.</p>
3.	<p>Cloud Based Internal Assessment Module: Cloud based internal assessment entry (faculty wise & college operator wise) along with component bifurcation like attendance, class test and assignments etc. with all types of internal assessment reports (faculty wise, course wise and subject wise separately) and conversion of attendance into marks as per internal assessment rules prescribed by the Delhi University.</p>
4.	<p>Automated IA Uploaded Module on DU Portal: To upload the Internal Assessment data of 1st, 2nd and 3rd year students to DU Portal.</p>
5.	<p>Examination Module: With all types of Examination reports and examination data and option for filling of online examination form by all the 1st, 2nd and 3rd year students. Also fill and modify the Examination Form and Paper Details with course wise and student wise separately, Examination Form Reports (Horizontal and Vertical report separately).</p>

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6.	Automated Examination Data uploaded Module on DU Portal: To upload the Examination data 1st, 2nd and 3rd year students to DU Portal.
7.	Faculty Data Module: To maintain the faculty data department wise, category wise etc.
8.	Admission, Examination and Miscellaneous Fee Module: a) Online Fee Module with Payment Gateway: Separately Online Admission Fees, Examination Fees and Miscellaneous Fees submission facility through payment gateway to all the students of the College. All types of Fee reports like Annual fee collection, Examination Fee collection, Miscellaneous Fee collection along with various reports like college funds category wise report, fee heads category wise report, student wise and date wise report, Reprint of student fee slips in student portal and college portal. Offline fee confirmation system is also required for all type fees modules like Admission, Examination and Miscellaneous. b) Offline fee module: for generate Admission Fee Slip with Discount Module, Generate Fee Slip for Examination Fee, Generate Miscellaneous Fee Slip submitted in bank, Generate Fee slip for cash/cheque in hand, offline confirmation of fee slips of Admission/Examination/ Miscellaneous as per the MIS report of the bank connected to the payment gateway. c) Other Necessary Reports in Fee Module: List of students whose fees are submitted and not submitted. Daily Cash Report, Head Wise Net Admission Fee Collection Report, Fee Details Student Wise, Fee Certificate of the student with complete fee details, Course Wise Fee Details (At a Glance), Course Wise Fee Details (Student Wise), Head Wise Admission Fee Details, Head Wise Miscellaneous Fee Details, Security Register.



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	d) Management of Fee Heads: Add new admission fee heads, Add/Modify fee amount for common fees, Add/Modify fee amount for course wise fees, Set fee details for different student categories like Staff Quota, PWD Quota, One Time fee, PMSSS Quota, SC/ST students. Please note more than one fee amount may exist in a single course like B.A program depends on the paper combination opted by the students. Check Amount of Admission Fees at a Glance of all courses semester wise and student admission category wise.
9.	Students I-card Module: For generation of I-card of 1 st , 2 nd and 3 rd year students and UG students also.
10.	Cloud Based Employees Leave Module: Separate Login for Leave Operators for maintaining the proper leave records of teaching and non-teaching staff like entry of EL/CL/ML/CCL/HPL/Maternity/ Paternity Leave and Duty Leave etc. Features of leave details of all employee separately, Leave details at a glance of the employee. Facility for applying Leave-Encashment as per Delhi University and UGC Rules along with all types of leave reports.
11.	Inventory Module: Separate Login for Inventory Operators for maintaining the proper stock registers and also Stock and Inventory Management System for maintaining all types of consumable and non-consumable items Office/Departments wise along with all types stock reports with date wise issue and return details.
12.	Time Table Module: Room wise and Faculty wise Time Table Entry, List of Vacant Rooms along with all type of Time Table reports like Room wise, Faculty wise Time Table Report, Period wise Time Table Report, Section wise Time Table Report, Course Wise Time Table Report, Paper Wise Time Table Report etc., Course wise Faculty Details, Paper Wise Faculty Details, Complete Time Table Report at a glance.
13.	Bilingual Certificate Module (Hindi & English): For generating of all types of certificates like Bonafide Certificate, College Leaving Certificate, Provisional Certificate, Appearance Certificate and Character Certificate etc. along with maintaining the history of issued certificates.

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14.	Online Students Portal Module: For students and their parents can view the student performance like Attendance, Internal Assessment, Papers, Subject Time Table, Mentors, Fee Submission Status and other Basic details along with Notice Board for students.
15.	Paper Marking Module: For Course and Papers master with Delhi University unique paper code for paper marking like course wise and specific paper wise, combination wise section allotment etc.
16.	Main Gate and Reception Module: For generation of gate pass to all the visitors and vendors, student details along with photo of student and guardians etc.


The vendors are requiring to give the demonstration of your software for the above requirements.

Terms and conditions:

1. The company/firm/vendor must be providing similar software to Delhi University Colleges.
2. The quotation must be on Company's Letter Head.
3. Supporting documents like copy of satisfactory report from other Delhi University Colleges must be enclosed.
4. The college reserves the right to accept or reject any or all quotations at any stage without assigning reason thereof.
5. Quotations received after due date and time shall not be entertained. The College shall not be responsible for any postal or transit delay. Incomplete quotations will not be entertained.
6. Software to be provided should be based on latest technology and compatible latest software and hardware.

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7. A video presentation of software in the form of Flash Drive/CD must be attached with the quotation and one-month onsite training to users.
8. The sealed quotations will be opened on 23.11.2021 at 2.30 p.m. in the office of the Principal in the presence of vendors who wish to be present in bid opening.
9. No advance payment will be made in any circumstances.
10. AMC, if any, should be mentioned in the quotation. Upgradations or modification as required by the College must be done without any additional payment within AMC/Warranty/Agreement period.
11. Quotations received through email will not be accepted.
12. Work Order will be given to the bidder only after satisfactory demonstration of Office Automation Software.
13. All reports should be made available in MS-Excell/MS-Word and PDF Format.
14. Office Automation Software must be made available for multi users.
15. The developer would provide one year cost free technical maintenance of the Office Automation Software which essentially means rectification of errors and correction or addition/modification as and when required.
16. The quoted price should be inclusive of all taxes.
17. The time period for installation complete software and get it fully functional should not be more than one week.

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18. For any specification/clarification please contact to Administrative Officer between 4.00 pm to 5.00 pm during working days.

The sealed quotation in an envelope, super scribed as "QUOTATION FOR OFFICE AUTOMATION SOFTWARE" must reach the Principal's Office at Maitreyi College, Bapudham Complex, Chanakyapuri, New Delhi-110021 on or before 22.11.2021 by 5.00 pm.

The vendors are requested to read the quotation document carefully and ensure compliance with all specification/instructions herein. Non-compliance of any specifications/instructions in this regard may disqualify the bid.

Yours sincerely,

H Chopra

Prof.(Dr.) Haritma Chopra
Offg. Principal

Offg. Principal
Maitreyi College
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New Delhi-110021

P. Kumar
08/11/2021

प्रशासनिक अधिकारी
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P. Kumar

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Checklist for NIQ Submission

(The following check-list must be filled in and submitted with the NIQ documents)

Sr No.	Particulars	Yes/No
1.	Have you submitted NIQ Acceptance Letter as per Annexure-I?	
2.	Have you submitted Bidder Information as per Annexure-II?	
3.	Have you submitted compliance sheet for scope of work as per Annexure-III?	
4.	Have you submitted the Financial Bid for Office Automation Software as per Annexure-IV?	
5.	Have you submitted the AMC Price for Office Automation Software as per Annexure-V?	


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ANNEXURE-I

BID ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Principal
Maitreyi College,
Bapu Dham Complex,
Chanakyapuri,
New Delhi-110021

Sub: Acceptance of Terms & Condition of NIQ.

Name of Bid/Work:- Commissioning & Installation of Office Automation Software at Maitreyi College, Bapu Dham Complex, Chanakyapuri, New Delhi-110021 as per Annexure-III:


Dear Sir,

1. I/We have downloaded/obtained the Bid document(s) for the above mentioned 'Bid/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the Bid documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization would also be taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the Bid conditions of above mentioned Bid document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.

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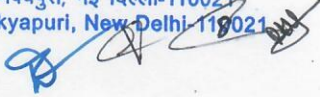

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6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,


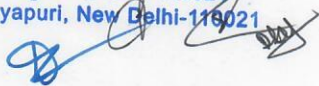
(Signature of the Bidder, with Official Seal)



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ANNEXURE-II : BIDDER INFORMATION
(To be given on Company Letter Head)

1. Name of the Bidding firm	
2. Full address & Contact details of the firm	
3. Name of the Authorized signatory for this Bid	
a. Telephone	
b. Fax no.	
c. Email	
d. Mobile	
Signature of the Authorized signatory	
Name	
Designation	
Date	
Company seal	


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ANNEXURE-III : COMPLIANCE SHEET FOR SPECIFICATIONS
(To be given on Company Letter Head)

I, undertake that I am bidding a price for below mentioned work scope:

S.No.	Scope of Works
1.	<p>Admission Module: Separate Login for Admin, Operator, Faculty, Admission Operators, Admission Cashier, Student, Main Gate and Ad-hoc User etc. with restricted accessibility of the modules.</p> <p>Admission Form Entry Basic Details with generation of College Roll Number as per the format specified of the college, Complete admission Form Entry with Photo and Signature of the student and parents, Transfer Student from One Course to Another, Admission Cancellation, Rollback Cancel Admission, List of shortlisted students, List of cancel students, Date wise Admission Report (Course Wise).</p> <p>Daily position of admissions, course wise admission strength, category wise student list, Roll Numbers wise student list, course wise student list, course and paper wise student list, admission registers with all entries, university enrolment list, course wise intake capacity report, state wise students list etc. Also option of generate Election List course wise and student wise separately, course wise allotment of mentors along with mentor's report (course wise and student wise separately).</p> <p>Other Necessary Reports: Student details like Gender wise, Religion wise, Foreign Student wise, Admission Category wise, Consolidate Student Count Details including UG/PG of all semesters, Paper Combination Wise Reports in B.A.(Prog.) etc.</p> <p>Provision to maintain (Add/Delete/Modify) the master details like Student Master Management, Subject Master Management, Room Management, Faculty Management, Stock & Inventory Management, Management of Open Close Modules, Class and Paper Section Management, Login Management etc.</p>


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2.	Cloud Based Attendance Module: Cloud Based Attendance Module with Allotment of Faculty Responsibility (so that faculty can fill the attendance from the home), Entry of Daily and Monthly Attendance with students and subjects handling like single subject single faculty and single subject multiple faculties and multiple subject multiple faculties etc., Daily Attendance Report, Monthly Attendance Report, Consolidated Monthly Attendance Report, Short Attendance Reports, Benefits of Attendance like ECA, Sports, NCC, NSS, Medical and Students Societies etc. as per the attendance rules prescribed by Delhi University. All the reports should be displayed faculty wise and subject wise separately.
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4.	Automated IA Uploaded Module on DU Portal: To upload the Internal Assessment data of 1st, 2nd and 3rd year students to DU Portal.
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6.	Automated Examination Data uploaded Module on DU Portal: To upload the Examination data 1st, 2nd and 3rd year students to DU Portal.
7.	Faculty Data Module: To maintain the faculty data department wise, category wise etc.

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8. **Admission, Examination and Miscellaneous Fee Module:**

a) Online Fee Module with Payment Gateway: Separately Online Admission Fees, Examination Fees and Miscellaneous Fees submission facility through payment gateway to all the students of the College. All types of Fee reports like Annual fee collection, Examination Fee collection, Miscellaneous Fee collection along with various reports like college funds category wise report, fee heads category wise report, student wise and date wise report, Reprint of student fee slips in student portal and college portal. Offline fee confirmation system is also required for all type fees modules like Admission, Examination and Miscellaneous.

b) Offline fee module: for generate Admission Fee Slip with Discount Module, Generate Fee Slip for Examination Fee, Generate Miscellaneous Fee Slip submitted in bank, Generate Fee slip for cash/cheque in hand, offline confirmation of fee slips of Admission/Examination/ Miscellaneous as per the MIS report of the bank connected to the payment gateway.

c) Other Necessary Reports in Fee Module: List of students whose fees are submitted and not submitted. Daily Cash Report, Head Wise Net Admission Fee Collection Report, Fee Details Student Wise, Fee Certificate of the student with complete fee details, Course Wise Fee Details (At a Glance), Course Wise Fee Details (Student Wise), Head Wise Admission Fee Details, Head Wise Miscellaneous Fee Details, Security Register.

d) Management of Fee Heads: Add new admission fee heads, Add/Modify fee amount for common fees, Add/Modify fee amount for course wise fees, Set fee details for different student categories like Staff Quota, PWD Quota, One Time fee, PMSSS Quota, SC/ST students. Please note more than one fee amount may exist in a single course like B.A program depends on the paper combination opted by the students. Check Amount of Admission Fees at a Glance of all courses semester wise and student admission category wise.


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9.	Students I-card Module: For generation of I-card of 1 st , 2 nd and 3 rd year students and UG students also.
10.	Cloud Based Employees Leave Module: Separate Login for Leave Operators for maintaining the proper leave records of teaching and non-teaching staff like entry of EL/CL/ML/CCL/HPL/Maternity/ Paternity Leave and Duty Leave etc. Features of leave details of all employee separately, Leave details at a glance of the employee. Facility for applying Leave-Encashment as per Delhi University and UGC Rules along with all types of leave reports.
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13.	Bilingual Certificate Module (Hindi & English): For generating of all types of certificates like Bonafide Certificate, College Leaving Certificate, Provisional Certificate, Appearance Certificate and Character Certificate etc. along with maintaining the history of issued certificates.
14.	Online Students Portal Module: For students and their parents can view the student performance like Attendance, Internal Assessment, Papers, Subject Time Table, Mentors, Fee Submission Status and other Basic details along with Notice Board for students.

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15.	Paper Marking Module: For Course and Papers master with Delhi University unique paper code for paper marking like course wise and specific paper wise, combination wise section allotment etc.
16.	Main Gate and Reception Module: For generation of gate pass to all the visitors and vendors, student details along with photo of student and guardians etc.

Signature & Seal of the Bidder


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Rates of Office Automation Software should be quoted for OFFLINE PLUS ONLINE (CLOUD) MODE in financial bid as per the performa given below as Annexure-IV.

ANNEXURE-IV

(ON COMPANY'S LETTER HEAD ONLY)

S.No.	Particulars	Amount in Rupees (Including all Taxes)
1.	Office Automation Software for Offline plus Online (Cloud) Mode with all the required features mentioned as per Annexure-I	


The AMC charges for maintenance of Office Automation Software after the one-year free warranty support should also be clearly mentioned in the bid as per Annexure-V.


ANNEXURE-V

(ON COMPANY'S LETTER HEAD ONLY)

S.No.	Particulars	Amount in Rupees (Including all Taxes)
1.	Yearly AMC charges after expiry of One Year for Office Automation Software for Offline plus Online (Cloud) Mode with all the required features mentioned as per Annexure-I	

Signature & Seal of the Bidder


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