Time schedule for Tender Process : CAMPUS AUTOMATION ERP SOFTWARE

1	Date of publication of tender notification on official website www.sngce.ac.in	Free download from website or from office
2	Sale of tender document commence from	1 Feb 2023
3	Last date of sale of tender document	8 Feb 2023
4	Last date for receipt of duly filled- in tenders	9 Feb 2023 4 pm
5	Date and Time of the opening of Tenders	10 Feb 2023 2 pm

Note : This tender documents contains (07 Pages) and tenderers are requested to sign on all the pages .

1. Introduction

Sree Narayana Gurukulam college of engineering (SNGCE), Kadayiruppu, Kolenchery, is a premier institution started in the year 2002 imparting engineering and management education in the state of Kerala. The college is managed by the Sree Narayana Gurukulam Charitable Trust Perumbavoor

Notice Inviting Tender :

The SNGCE invites sealed tenders for the supply and integration of an ERP software which fulfil the complete requirement of campus automation.

The details of the tender are given below :-

    a. Description of Services : Supply, installation, training and commissioning of ERP software

    i. Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.

    ii. Bids can be sent to SNGC Trust office in sealed cover.

Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the criteria prescribed in the tender document. SNGC Trust will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected .Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid evaluation criteria, General Terms and conditions and compliance to the Scope of supply etc.

In case of any clarification required relating to this tender , the same can be sought from the following officers of SNGC Trust :

ISSUE:1	Signature of Tenderer :	DATE: ___/___/ 2023	NAME OF TENDERER : ADDRESS:	PAGE 1 of 7

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    a.   The Secretary , SNGC Trust , Perumbavoor , 683542   Ph : 9447465232
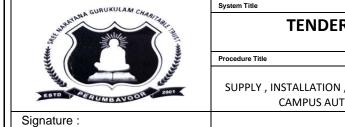
    b.   The Manager , SNGCE , Kadayiruppu   Ph : 8281165770

2. General Terms and Conditions **:**

The tenderers are requested to go through the following terms and conditions before submitting their tender documents :

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.

2. The name and address of the tenderer shall be clearly written in the space provided and no overwriting , correction, insertion shall be permitted in any part of the tender unless countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored / rejected .

3. The tender shall be ignored, if complete information is not given there-in , or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.

4. The company or firm will provide GSTIN (Goods and Tax Registration No.) along with bid.

5. An Individual signing the tender or other documents connected with the tender must specify whether he signs as :-
    i.   A sole proprietor of the concern or constituted attorney of such sole proprietor .

    ii.   A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

    iii.   Copy of the certificate of registration of firm should be attached along with the tender papers .

6. The tender submitted in sealed envelope super-scribed " Tender for the supply, installation and commissioning of ERP software for campus automation " should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGC Trust office on or before 9 Feb 2023 4 pm.

7. SNGC Trust reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.

8. Tenderers to specify the *yearly charges for each services* requested in the schedule . SNGC Trust have right to add or remove offered services prior to the issue of PO.

9. Supplier to confirm delivery within 7 days against the Purchase Order . Delivery to : SNGCE , Kadayiruppu.

10. Warranty offered against services shall be specified by supplier .

11. Tenderers to visit SNGCE college , kadayiruppu for system study and for further clarifications .

<u>Annexure **A**</u>. Scope of supply   and PERFORMA OF FINANCIAL BID

SL. No.	Yearly cost or maintaining charges per student or login numbers							Warranty
	Item description	Students Numbers	Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	Years
1	Supply , installation , Training (on site and later online), commissioning of Campus automation ERP software at SNGCE computers . 1. Student Management, Accounts, Learning Management, OBE reports , Accreditation , SMS , email, semester plans, students login, staffs login, Placement , Alumni association and features noted in **A.1**	**800-1500**						
	a. Hostel management							
	b. Library Management							
	c . Transport Management							
	Total amount in Rs.							
	Extension of services offered for same amount or less = Years							

A. 1 .Software features detailed specs

The campus automation software (ERP – Enterprise Resource Planning) shall comprise of following minimum features and which is integrated with Kerala Technological University and reports generated with NBA & NAAC guidelines . The features of the software application described as below :-

- Centralized Control : Supplier to confirm , the software application offered have features to manage centralized control over the Employees, Students, Fees, Infrastructure, Ongoing activities, Student outcomes, Hostel, Placements, Transport, administration , Hostels, Online admission, etc either for management or for administration.

- Automated Fee Collection : Online Fee Collection Management and Custom reports like Paid report, defaulters report, Fee head wise report, Total collected amount, Concession/Scholarship/Discount etc and which shall be integrated with payment gate way system given by the management .

- Role-based access to date: Management, Principal, Dean, HoD, Advisors, Subject teachers, Administrators, Student, parent role, fingerprint attendance integration etc.

- Parent-Teacher-Student Communication: SMS, Mobile App push notification, Digital Notice Board, Circular, Internal messaging and Email.

- Centralized Document/ Certificate Management: Documents during admission time and also certificates like TC, CC, Expense Certificate etc.

- Mobile Application: Native mobile app for Teaching staff, student and parent (Android and iOS)

- Data Management Centre: Accessing data from remote locations.

- Data Security

- Accreditation Management : NAAC , NBA, Outcome based education, auditing report generation, different type and level of report generation etc.

- Analysis: Student/Staff/Batch/Department/College/Exam analysis and reports.

    A. Website: Campus ERP Integrated and accreditation based website.
    B. Integrated Cross Platform Web App for DTE
    C. Centralized Admission Module
    D. Web App For Colleges
    E. Mobile App - iOS/Android

a. Software Operational features :-

- Unique login for Managements/Staffs/Students/Parents

- Centralized Native iOS/Android Mobile Application for Students/Parents /Faculties

- Financial Portal for Academic, Hostel, Transport and Exam Fees/ Concession/ Stipends with Payment Gateway integration

- Centralized database, Report Module, Data processing and analysis

- Institution analysis with Provided Matrix, Faculty Analysis, Batch/Department monitoring

- Survey module, Result Analysis with Graphical Representation

Integrated Cross Platform Web App for DTE features

- Faculty Appraisal and Transfer ,Institution Based Accreditation Details and infrastructure details

- Staff Student Ratio, Guest Faculty Allocation, FDP Programs

- Category Based Students List, Institution/Course Based Result Analysis

- Centralized TC/Certificates module , Centralized Communication gateway

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<u>Centralized Admission Module required following features</u>

- Centralized Admission Procedure , B-tech/M-tech/PhD/MCA/MBA/other courses
- Eligibility Evaluation, College based Category /Reservation List
- Admission Status Monitoring, Spot Admission , Lateral Entry Admission
- Fee Collection , Integration With KTU , Fee Collection Module
- Payment Gateway Integration, Concession Group, Hostel Fee Collection
- Academic Fee Collection, Receipts, SMS /Email Based Fee payment Confirmation
- Fee head wise Report , Institution Based Fee Report, Mobile App Integration

<u>Web App Features required</u>

- Master settings , Course Administration, Batch Administration , Academic Administration
- Student Registration(B-tech/M-tech/PhD./MCA /MBA/ or other branches Module
- Principal/PG Dean/UG Dean/HOD/Staff Advisor/Subject Teacher Administration
- Student / Staff Administration, Laboratory Administration, Hostel Administration
- Feedback Survey Module, Faculty Monitoring , Analysis

<u>Mobile App - iOS/Android required following features</u>

- Available for Faculty/Student/Staff/Parent, Application in native mode
- Attendance/assignment/study material module , Exam Schedule, Placement, Hostel
- Time Schedule , Analysis, Leave Processing, Survey, Study Material, Question Bank, Result

Supplier to specify the detailed sub-sections of each functions specified .
Supplier to confirm the data storage details and an undertaking to be signed off to the SNGCE stated , the data shared is not handed over to anyone without written permission from SNGC Trust Secretary. All stakeholders data also to be returned safely to SNGC Trust once the contract is expired or upon cancellation by either parties.

b. Bidder's selection criteria :-
1. Software suppliers those who updated daily their report and integrated with KTU shall only considered for selection.
2. Supplier shall furnish a statement to show the details of their R&D team associated with KTU .
3. Supplier to submit their client list of institutions which are using their ERP software since 2017.
4. Supplier to sign off an agreement to SNGCE stated their service shall be continued for next **5 years** without an increase of annual maintenance/ Operation expenses from the current rate and discounts offered upon extension of services for future years.
5. Supplier shall confirm the system requirement for the integration of offered ERP software without operational interruptions or difficulties for next *5 years*.
6. Assurance of on site support upon requirement (within 24 hours)
7. Supplier shall confirm their *cloud server* details in the offer.

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8. Supplier to inform a dedicated single point contact details for SNGCE operations and SNGCE shall furnish the assigned person/s name upon finalization of contract.
9. The initial contract period is for <u>1 year</u> and continued for future years upon performance evaluation and integrity of the offered system.
10. An assurance from supplier required for any changes requested by SNGCE for the style or features of the report generated shall be incorporated in time to time. Say a unique report for SNGCE .
11. A feature shall be incorporated by supplier to provide an option to login all stakeholders from SNGCE website .
12. Video Conferencing: Supplier to provide details
13. Mobile Communication Bulk SMS : Charges and details of service provider
14. Payment Gateway : Details and requirements for the supplier
15. Internet Connectivity Details : Speed in MBPS for above 1000 users
16. IT Infrastructure and Hardware Specification : Desktop, workstation and operating system configurations required at SNGCE to integrate the offered software

c. Operational terms

The account / administrative functions shall not be interrupted during the process of data migration to suppliers application and any issues related later shall be corrected by the supplier. A trail run of minimum 1 month period shall be required once the new software integration in place say both SNGCE existing software and new software shall run in parallel and continue till SNGCE satisfied with performance of new software and in case SNGCE not satisfied during the trail run period , then supplier shall revert everything to the previous operation methods .

d. Payment Terms

First Payment: - 10% of the contract value shall be paid against the PO and supplier to install the application within one week time .

Second payment :- 25% of the contract value shall be released upon satisfactory completion of installation of the software at SNGCE against a provisional completion certificate issued by the Principal of the institution.

Third payment :- 15% of the contract value shall be released once SNGCE issued a certificate stated the data migrated is failsafe and users are fully conversant with operation of the system. The supplier to provide an extra training either through online or at site if users requested again for training. However, all training and data migration shall be completed within a time span of 3 months from the date of PO issued.
Login and use of system by all stakeholders ;- 90 days from the date of PO issued or 3 months from the date of release of first payment whichever is less.

Fourth Payment :- 25% of the contract value shall be released upon following conditions satisfied by all stakeholders . Report generation, OBE , NBA,NAAC, All modules and sub section graphs & reports etc.. SNGCE shall issue a partial completion certificate of the project and payment shall be given within 5 months from the date of release of first payment, provided all issues if any reported by stakeholders corrected by the supplier within the specified time.

Fifth payment :- 15% of the contract value shall be released after 6 months from the date of release of first payment if everything working satisfactorily.

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Remaining payment : Balance 10% of the contract value shall be released upon completion of 1 year and subjected to the renewal of contract for next year . SNGCE shall not break contract purposefully for any financial gains . An advance memo shall be issued by SNGCE if any performance issues or discrepancies in offered services and supplier to correct it upon time to time .

TDS and other tax deductions applicable for all payments. Supplier to furnish their PAN card and other relevant documents to SNGCE accounts against the PO issued.

e. Working at SNGCE college premises by staffs of the supplier : General guidelines

Supplier to furnish the details of their employees in advance and obtain Gate pass from the Manager of SNGCE . Gate pass is valid for 1 year from the date of issue. Gate pass issued only to the specified person with photo ID and not transferable to any one. Staff can visit only to the designated area approved and items bring inside the SNGCE premises to be entered at main gate and returnable pass to be obtained.

Alone working at SNGCE computer lab/Accounts not permissible and SNGCE assign college staff to support the employee of the supplier. Supplier's employee/s to sign off an agreement for using SNGCE internet.

Staff of the supplier to follow decent dress codes at SNGCE premises during their visit.

3. PERFORMA OF TECHNICAL BID

The tenderers needs to submit the following documents with their tender documents:-

a. Copy of the license issued by the appropriate authority.

b. Client list - KTU affiliated colleges .

4. UNDERTAKING & ACCEPTANCE LETTER BY THE SUPPLIER

I /We have carefully gone through the various terms and conditions listed in the Tender form. (Technical and Financial Bid) for supplying campus automation software to SNGCE kadayiruppu. I / We agree to all these conditions and offer to supply , training, installation and maintenance of software for an year to SNGCE and extension of services offered in the financial bid. I/ We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/ We have inspected the systems and existing software of SNGCE and have acquainted ourselves with the tasks required to be carried out , before making this offer. I/ We here by sign this undertaking in token of our acceptance of various conditions listed above .

Place :

Date : Signature and seal of Supplier

Address :

Office Phone : Mobile number : Email Id: