



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
DURGAPUR GOVERNMENT COLLEGE
 J N AVENUE, DURGAPUR, PASCHIM BARDHAMAN, 713214
 Email: dgpgovtcollege@gmail.com / rusa.dgc@gmail.com

Tender Notice No.: DGC/R-10/2nd Call

Date: 03/02/2020

TENDER NOTIFICATION

Sealed quotations are invited from the reputed firms/suppliers for supply, installation and annual maintenance thereafter of the following item only for Durgapur Government College:

Item No.	Item	Item Specification
1	Supply, Installation and Maintenance for 3 Years of Office Automation Software for Durgapur Government College	Details specification is mentioned in Annexure-1

Price Quotation must be submitted in original on the Company Letter Head in the prescribed format available in Annexure-2 only; failing which tender is summarily rejected. All other legal documents must be furnished along with quotation as per check list. Self-made format for price quotation is not acceptable. Bidder may contact with the Tender Committee, Durgapur Government College, if required, for detailed clarification. The quotation documents are non-returnable.

Quotation price should not exceed Rs.3,00,000/- in total. Last Date for submission of quotation will be 13/02/2020 up to 15:00 Hrs and quotation will be opened on 14/02/2020 after 11:00 Hrs. The quotations are valid up to 31/03/2020. In case the date of issue/receipt of opening of quotation is declared as holiday for unexpected reasons, the quotation will be issued/received/opened on the next working date following the same time frame.

No advance money will be provided to the Vendors.

Payment will be made only after successful completion of the job or full supply of the commodity as the case may be and through online process by way of IFMS/PFMS depending on the availability of required fund.

The college is governed by the Higher Education Department, Government of West Bengal, accordingly, follow up on any matter relating to tender/quotations/payment etc. will treated as illicit wrong doing on the part of the vendors. The college authority has the right to reduce/enhance the quantity of each item if required depending upon the financial approval of the higher authority.

The Principal, Durgapur Government College, reserves the right to accept/reject any or all the quotation without assigning any reason thereof.


 Principal
 Durgapur Government College
 Durgapur, Paschim Bardhaman

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For wide circulation & college website.....


 Principal
 Durgapur Govt. College

Annexure-1

Work Description for Office Automation Software for Durgapur Government College

A. Student Management System

1. Student Registration

(Data Entry by Student or Department; Data Approve by Department or Office)

Student Database: Name; Date of Birth; Fathers' Name; Gender; Caste; Address; Family income; Date of Admission; Mobile No.; Email; PWD (Yes/No, percentage of disability if "Yes"); Board Result of 10th (Year of passing, Total Marks, Marks Obtained, Percentage); HS (Year of passing, Total Marks, Marks Obtained, Percentage); Admitted Course; Semester; Study Version, Mapping of University Roll & Registration with College Roll; Subject Combination (for each Semester); Attendance (to be provided once in a semester [Total no. of classes held, No. of classes attended, Percentage]); Seminar Library Clearance (to be provided once in a semester); Central Library Clearance (to be provided once in a semester); Fees Payment in each Semester; University result (for each Semester for each subject, SGPA for each semester, CGPA for final result); Fellowships/Scholarships Data (Type [State/ National/ International], Name of the Fellowships/Scholarships, Receiving Year, Amount received in 1st Financial Year, 2nd Financial Year, 3rd Financial Year); Record of students' success in extension related, co- and extracurricular activities such as medals/certificates received for sports, NSS, NCC and cultural activities (Name of the event, date and duration of the event, organizing agency, medal/certificate obtained); Record of students' success in state, national & international competitive examinations for higher education such as NET, SLET, GATE, JAM, CAT, MAT, etc. (Examination passed, year of passing, registered roll number for the examination, grade/percentile secured, Institution where the student has progressed for higher studies, course admitted, year of admission to the course); Record of student progression to jobs (SSC, PSC, Banking, Railways, Private/state govt./ central govt./ international, Company where the student is placed, state where the company is situated, year of appointment, designation, annual salary); etc.

Function:

- a) Student: Login to update and check database
- b) Department: Provide Attendance and Seminar Library Clearance for individual student
- c) Library: Provide Central Library Clearance for individual student
- d) Office: Check and approve Attendance and Library Clearance; Report Generation, Issue TC
- e) IQAC: Can access to all data for report generation but cannot modify or enter any data

2. Fees Collection Student Interface

(Payment Initiation by Accounts, Payment by Student, Data Approve by Accounts)

Function:

- a) Student: Check for Fee payment status & payment option; Print Fee Payment receipt
- b) Accounts: To create Payment Activation Link for Selected Students; Send SMS alert for payment to selected students; Check Online Payment Reports; Check Head-wise Fee Collection report; Recording of monthly transactions of student's fees; Provide accounts clearance.

3. Promotional Admission System

(Data Entry by Student or Department; Data Approve by Office)

Function:

- a) Student / Department: Select Year/Semester, Subject; Update Semester Result; Update personal details
- b) Office: Check & approve Student Data, Check and Edit Student Profile & Marks, Check Online Payment Reports; Check Head-wise Fee Collection report

4. Previous Year Student Database

(Data Entry by Department; Data Approve by Office)

- a) Inclusion of previous year student data (existing students on and from 01/07/2017)

B. Faculty and Staff Management System**(Data Entry by Faculty/Staff; Data Approve by Department or Office)**

Faculty Database: Name; Date of Birth, Address; Address, Email; Contact No.; Year of joining in WBES; Year of joining the Institution; Designation; Qualification; Research Publications (Title, Name of author(s), year of publication, journal name, ISSN, h index, impact factor and citation index); Books or Book Chapters (title, author(s), year of publishing, name of publisher, ISSN/ISBN); Faculty Development Courses attended (name of the course, date, duration); Projects (Project Name, Sponsoring Agency, Amount, Duration, Amount received in different Financial Years); etc.

Staff Database: Name; Date of Birth; Address; Email; Contact No.; Year of joining the Institution; Designation; Qualification; Professional courses attended; etc.

Function:

- Faculty/Staff: Login for Faculty to check & update individual records
- Department: Provide Departmental Clearance for any Faculty or Staff
- Library: Provide Library Clearance for any Faculty or Staff
- Office: Check and Approve faculty data, Issue Central Clearance
- IQAC: Can access to all data for report generation but cannot modify or enter any data

C. Feedback System**(Data Entry by Student or Faculty or Department; Data Approve by IQAC)****Function:**

- Student, Faculty, Staff can give feedback through software (5-point scale or Yes/No structure)
- IQAC: Initiation, View, Edit Feedback; Report Generation

D. Miscellaneous**(Office only)**

- Circulation of urgent reminder by SMS to the employees and students through software
- Access any student full database
- Automatic Cloud back up of database

No. of Users and Database Access

User	No.	Login required	Data Access	Data Approve/Modify
Student	2000 (Approx.)	Yes	Student Database (Self)	None
Old Student	5000 (Approx.)	No	None	None
Faculty	100 (Approx.)	Yes	Student Database (Department) Faculty Database (Self)	None
Staff	50 (Approx.)	Yes	Staff Data (Self)	None
Department	15	Yes	Student Database (Department) Faculty Database (Department)	Student Database (Department) Faculty Database (Department)
Student Section	2	Yes	Student Database (All)	Student Database (All except Payment and Library)
Office Section	1	Yes	Faculty Database (All)	Faculty Database (All)
Accounts	1	Yes	All Student Database (Payment only)	All Student Database (Payment only)
Library	1	Yes	All Student Database (Library only) All Faculty Database (Library only)	All Student Database (Library only) All Faculty Database (Library only)
IQAC	1	Yes	All Database Full Control Over Feedback System and Database	Feedback System
Principal	1	Yes	All Database	All Database

Overall Structure and Function

User	Operator	Role						
		Student Management System				Faculty & Staff Management System		Feedback System and Database
		Student Registration Database	Fees Collection Database	Promotional Admission System	Previous Year Student Database	Faculty Registration Database	Staff Registration Database	
Student	Students	Data entry	Payment, Check for Fee payment status & payment option; Print Fee Payment receipt	Data entry				Data entry, 5-point scale or Yes/No structure
Staff	Staff						Data entry	Data entry, 5-point scale or Yes/No structure
Faculty	Faculty	Data entry		Data entry		Data entry		Data entry, 5-point scale or Yes/No structure
Department	HOD	Data entry, Provide Attendance and Seminar Library Clearance for individual student		Data entry or Approve	Inclusion of previous year student data (existing students on and from 01/07/2017)	Provide Departmental Clearance for any Faculty after Initiation	Provide Departmental Clearance for any Staff after Initiation	
Accounts	Accountant		To create Payment Activation Link for Selected Students; Send SMS alert for payment to selected students; Check Online Payment Reports; Check Head-wise Fee Collection report; Recording of monthly transactions of student's fees					
Library	Librarian	Provide Central Library Clearance for individual student				Provide Library Clearance for any Faculty	Provide Library Clearance for any Staff	
Admin	Student Section	Check and approve Attendance and Library Clearance; Report Generation, Issue TC		Data Entry or Approve	Data Approve			
	Office Section					Initiate clearance Check and Approve faculty data, Issue Central Clearance	Initiate clearance Check and Approve staff data, Issue Central Clearance	

User	Operator	Role
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		Student Management System				Faculty & Staff Management System		Feedback System and Database
		Student Registration Database	Fees Collection Database	Promotional Admission System	Previous Year Student Database	Faculty Registration Database	Staff Registration Database	
IOAC	IOAC Coordinator	Access all data for report generation but cannot modify or enter any data				Access all data for report generation but cannot modify or enter any data	Access to all data for report generation but cannot modify or enter any data	Full Access to Feedback Database
Super Admin	Principal	Full Access to All Database						

Terms and Conditions:

1. The software must satisfy the requirements of the Institution as mentioned above.
2. The bidder has to provide full maintenance of the software for 3(three) successive years from the date of installation through Annual Maintenance Scheme.
3. The Annual Maintenance Charge (applicable after 1 year from date of installation) for the software must not exceed 50% of the Software Purchase Price.
4. No extra charges other than the mentioned one in the price quotation will be accepted later.
5. The bidders have to provide a demonstration (date and time will be notified through email at least 7 days in advance) of the software to the appropriate Authority before preparation of comparative statement and issue of work order.
6. If a bidder does not participate in the software demonstration, his price quotation will be rejected.
7. The successful bidder will be decided on the basis of performance in software demonstration and lower quoted price.
8. The successful bidder has to provide a secured payment gateway with the software.
9. No Advance payment will be provided to the successful bidder for the job.
10. Full payment for Software Purchase and 2 year Annual Maintenance, will be made through PFMS/IFMS to the successful bidder depending on the availability of the fund after Installation of the software.
11. The Annual Expense will be paid on a yearly mode after 1 year from date of installation.

Reference No.: DGC/R-10/2nd Call

Date: 03/02/2020

Annexure-2**[To be furnished on Company/Firm's Letter Head]**

To
The Principal
Durgapur Government College
J. N. Avenue, Amarabati, Durgapur
Paschim Bardhaman, West Bengal, 713214

Respected Sir,

We are willing to participate in tender against Tender Notification No. DGC/R-10/2nd Call dated 03/02/2020.**Price Quotation for Office Automation Software for Durgapur Government College**

Item/Module/Section		Price without GST
Student Management System	Student Registration Database	A
	Fees Collection Database	B
	Promotional Admission System	C
	Previous Year Student Database	D
Faculty & Staff Management System	Faculty Registration Database	E
	Staff Registration Database	F
Feedback System and Database	Students feedback	G
Miscellaneous	SMS Service charge	H
	Cloud Server charge	I
Software Purchase Price		J [=A+B+C+D+E+F+G+H+I]
Annual Maintenance Charge per year (after 1 year of Installation)		K
Price for Software Purchase + 2 Year Annual Maintenance		L [= J + 2 x K]
GST on Total Price [Applicable GST Rate (M%)]		N [= L x M%]
Total Price (with GST)		O [= L + N]
Annual Expense for	SMS Service charge per year	P
	Cloud Server charge per year	Q
Any other charges	(Specify if applicable)	R

Check List for Documents

Sl. No.	Items	Please Mark <input checked="" type="checkbox"/>		Page No.
		Yes	No	
1	Work Description for Office Automation Software for Durgapur Government College			
2	PAN Card of the Company/Firm or Authorized signatory			
3	GST Registration Certificate			
4	Valid Trade License for the Financial Year 2019-20 for the specific trade: a) Proprietorship Firm (Trade License) or b) Partnership Firm (Partnership Deed, Trade License) or c) LTD Company (Incorporation certificate, Trade License) or d) Society (Society Registration copy, Trade License)			
5	Income Tax Returns submitted for the Financial Year 2017-18 and 2018-19			
6	Audited P/L Account & Balance Sheet of Financial Year (2017-18 and 2018-19) or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover			
7	Work orders and paying certificates for experience in identical work in Financial Year 2018-19 and 2019-20			

Please consider our candidature for the said tender.

Signature of the Authorized Signatory with Seal