SRI VENKATESWARA COLLEGE
University of Delhi
NAAC Accredited "A" Grade (2016), DBT Star College Status (2016)
NIRF Rank # 14 (2020), NIRF #11(2021)

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CRITERIA 6

SUPPORTING DOCUMENT

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination.

6.2.3.2 ERP Documents

SRI VENKATESWARA COLLEGE: NEW DELHI

Dated: 22 Feb, 2019

NOTICE

A meeting with the following members will be held on Wednesday the 27th Feb, 2019 at 11:00 a.m. in the Committee Room.

Agenda:

1. Purchase of College ERP Solution 2019
2. Any other matter with the permission of the chair

All the following members are requested to attend the meeting.

PRINCIPAL

1. Dr. P. Hemalatha Reddy (Principal & Chair-person)
2. Dr. A K Chaudhary (Bursar)
3. Dr. Vartika Mathur (Convenor, ICT)
4. Dr. Om Prakash (Convenor, Purchase Committee)
5. Shri Virendra Kumar (Administrative Officer)
6. Shri DV Ramana (Section Officer, Administration)
7. Shri ML Gautam (Section Officer, Accounts)
8. Shri Naveen Choudhary (Senior Technical Assistant, Computer)
9. Shri Kumar Ashish (Junior Assistant)

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A meeting was held for the purchase of college ERP solution along with technical specifications and financial specifications on 27 Feb 2019 at 11:00 am

Following members attended the meeting.

) Dr. P Hemalatha Reddy (Principal & chairperson)
) Dr. A K Chaudhary (Bursar) 27/2/2019
) Dr. Om Prakash (Convener, Purchase committee)
) Dr. Vartika Mathur (Convener, ICT)
) Shri Virendra Kumar (Administrative Officer) 27/2/19
Dr. N Latha (Co-Opted member) N. Latha
Shri D.V. Ramana (SO Admin)
~~Shri M.S Gautam (SO A.~~
Shri Naveen Choudhary (STA, Computer)
Shri Ashish (Jr. Assistant) Ashish
) Shri Rakesh Bansal (Jr. Assistant), Rakesh 27.2.19
Shri JP Mishra (Sr. Assistant) 27/2/19

At the outset shri Ashish (Jr. Assistant) described the ERP solution and its related terms to all the members. He also explained the various student, HR management, Library etc modules to all the members

Dr. N Latha & Dr. Vartika Mathur gave their point of views on ERP and its logical functionality.
All the members discussed the logistics and its implementation and its maintenance of ERP solution.

Principal madam suggested that the members ~~had to~~ should go and visit some institutes where ERP solution is already ~~and~~ implemented and functional.

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She also suggested that college should identify some technical person should be all along with the ERP solution development, implementation and maintenance.

27/2/19 27/2/2019 N. Latha 27/2/19 27/2/19 27/2/19

Date 15/04/2019

A meeting was held for college ERP solution on 15/04/19 at 10:00 am in committee Room.

Following members attended the meeting.

Dr. P Hemalatha Reddy (Principal & chairperson)
Dr. A K Chaudhary (Bursar)
Dr. N Latha — N. Latha
Dr. Vartika Mathur (Convener, ICT) — Vartika 15/4/2019
Shri Virendra Kumar (Administrative Officer) — 15/4/19
Shri D Venkata Ramana (SO, Accounts)
Shri P K Pandey (Sr. Assistant)
Mr. Naveen Choudhary (STA, Computer)
Mr. Krishna Rao — Lab. Assistant (Statistics)
Mr. Rakesh Bansal
Mr. Kumar Ashish (Jr. Assistant)
Ms. Nidhi (Jr. Assistant)
Dr. S. Venkat Kumar - Special Invitee

At the outset of meeting Mr. Pujari from Information learning system told the committee members about his company and its associate partners. He ~~told~~ every one ~~about~~ The members were informed about the various modules of ERP possible and the functions of each modules. The basic modules at college level suggested were HRM, student & academic management and other miscellaneous modules such as online payment gateway, complaint & task management. Queries on possibility of library management, finance and material management & alumni data ~~mag~~ management were put up.

Elaboration and explanation of various modules and, all the tasks they cover, were explained by ~~Mr~~. Pujari.

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customizing these modules according to college norms such as calculation of income tax, generating form 16B, calculation of various pension related payments (eg: gratuity, NPS, GPF etc.). It was decided that ERP may be implemented in phase-wise manner starting from HR management & payroll followed by student and academic management.

15/4/19

15/4/2019

15/4/19

15/4/19

15/4/19

15/4/19

A meeting

DELTA Page No.
Date 20/08/2020

An online meeting of ICT committee was held to discuss the following agenda points on 20 August 2020 at 3:00 pm via Microsoft Teams online platform.

The following members attended the meeting

1) Dr. S Venkata Kumar (Ag. Principal & Chair person)
2) Dr. A K Chaudhary (Bursar) (online).
3) Dr. K Chandramani Singh (Convener, ICT)
4) Dr. Padma Suresh, member
5) Dr. J Lalita, member
6) Dr. N Latha, member N. Latha
7) Dr. M. K Jacob, member
8) Dr. Veena Budhraja, member
9) Dr. Deepti Jain, member Deepti
10) Naveen Choudhary, STA, Computer

① Microsoft Teams —

At the outset of the meeting, Convener (ICT) welcomed all the members to online meeting. He explained the features of Microsoft Teams platform to all the members. He expressed his gratitude to the Principal Sir and committee members for supporting ICT and in making the MS Teams online teaching learning platform successful. All the committee members appraised the efforts as well.

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(2) ERP Solution & College Website

Convener, (ICT) explained the efforts & hardships put up by ICT along with Bursar Sir to bring the ERP solution to the college over the last one year. He also mentioned about the meeting with Professor Sanjeev Singh, Director, DUCC, South Campus in this regard. The Director enlightened us about the "SAMARTH" program, An MHRD initiative for ERP solution that is functional and has been provided to some central Universities.

The Director suggested us not to go for private vendors as there is always a doubt of data integrity & security But also advised to wait for SAMARTH program to made available for colleges as well. As a result ICT decided to try for development of college website & Student administration system in-house till the time "SAMARTH" program solution is not available to the college

STA, Computer showed a demonstration templat and explained his initiative to build a good dynamic college website to committee members as a part of In-house development. After explaining the website template, the committee members were invited to provide their feedback & valuable suggestions to be incorporated in the website design.

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(3) AMC of UPS & AC in ICT

committee ICT informed the committee about the expiration of AMC contract of UPS & AC of ICT.
Since the work of UPS AMC vendor was satisfactory the committee agreed to renew the comprehensive AMC contract of UPS to M/s En. Services, Electrical Power & IT Solutions 150 BBC Complex, Kilkari, New Delhi-14.
On the other hand the work of AC vendor was not satisfactory, therefore the committee agreed to call for fresh quotations for the comprehensive AMC of ACs in ICT.

(4) ICT infrastructure in New Academics Block.

The committee members proposed a complete fiber layout for the internet / network connectivity in the new Academics block. A thorough discussion was done on the Cat-6 or fiber connectivity structure. The committee decided & asked ICT to do some more and thorough research on the complete fiber connectivity & share the same with them in over future communications.

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(5) Purchase of new CCTV in old ICT labs.

Convenor ICT informed the committee that the CCTV system / camera installed in the ICT is outdated. The camera image capturing quality is poor and has also become blur.

Since the security of ICT is of utmost importance, it was decided that the good quality Ip camera with NVR recorder must be purchased in order to replace the existing CCTV system.

Committee agreed to float the tender for the purchase & installation of new Ip camera & NVR recorder for ICT lab(s).

(6) Inclusion of Mr. Narendra Bhardwaj as MTS computer on contractual basis.

The committee recommended that Mr. Narendra Bhardwaj can be absorbed as MTS computer on contract basis as he has learnt the technical aspects in ICT over last one year and his technical abilities can be better utilized in ICT.

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(7) · Budget & Expenditure report 2018-19, 2019-20 & 2020-21.

Convener, ICT presented the budget & ICT expenditure report to the committee members.
The committee approved the presented budget proposals & the expenditure.

At the end, the convener, ICT informed the committee members about the hike in the salary given to Mr. Kuldeep Singh, TA, computer.

The meeting ended with the vote of thanks.

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Date 22/01/2021

An ICT committee meeting was held on 22 January 2021 in ICT Lab III at 10:30 am

The following members attended the meeting

1) Prof. C Sheela Reddy, Principal
2) Dr. S Venkat Kumar, Vice Principal & special Invitee
3) Dr. A K Chaudhary, Bursar
4) Dr. K Chandramani Singh, Convener ICT
5) Dr. N Latha, member
6) Dr. T Lalita, member (CCL)
7) Dr. M K Jacob, member
8) Dr. Veena Budhraja, member
9) Dr. Deepti Jain, member
10) Naveen Choudhary, STA Computer
11) Kuldeep Singh, TA Computer
12) Dr. P Suresh, member.

At the outset of the meeting, Dr. K Chandramani Singh, Convener ICT introduced all the committee members to the Principal Madam. He gave a brief overview of the ICT infrastructure present in the college. He also talked about roles & responsibilities of ICT in the college.
Then the ICT convener presented the future projects to be taken up by the ICT.

1) ERP Software solution for college —
The ICT convener discussed about the need of a good ERP solution for the college. The committee discussed various aspects of

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of the ERP software like number of modules, hosting platform, scalability, integration etc. The ICT convener then presented a tender document prepared for ERP software. The tender document was thoroughly discussed on every aspect and after certain minor changes the document no. SVC/ERP/2020-21/001/ was approved by all the committee members for uploading it on the college website.

2) ICT facilities in new Academic block —
In the new academic block, there is a need to extend the ICT facilities, the committee members discussed various ICT facilities like CCTV, Networking, projectors etc to be developed in the block.
The committee members agreed to work on the installation/development of ICT facilities for the new academic block.
To take up the development of ICT facility work in new academics block, the ICT committee formed a sub committee to look into the work more intensively.
The sub committee is as follows —
(i) Dr. K Chandramani Singh, Convener ICT
(ii) Dr. A K Chaudhary, Bursar
(iii) Dr. J Lalita, member
(iv) Dr. Deepti Jain, member

The above mentioned sub committee will survey and check the requirements of Networking

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and will prepare the tender for the same.

The meeting ended with the vote of thanks.

28/01/2021

C. Sheela Reddy
22/2/2021

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Page No.
Date 24/02/2021

A meeting for the implementation of ERP solution for college was held on 24 February, 2021 in ICT Lab-III at 10.00 AM.

The following members attended the meeting

Prof. C Sheela Reddy, Principal
Dr. S Venkat Kumar, Vice Principal
Dr. A K Chaudhary, Bursar
Dr. K Chandramani Singh, Convener (ICT)
Dr. Padma Suresh, member
Dr. N Latha, member
Dr. Veena Budhraja, member
Dr. Deepti Jain, member
Dr. Swarn Singh, APC Convener
Dr. Pratibha Gaur, Purchase committe member.
Mr. D Venkata Ramana, A.O (I/C)
Mr. Madan Lal Gautam, SO (Admin)
Mr. P.K Pandey, Sr. Assistant (Admin)
Mr. Kumar Ashish, Jr. Assistant (Accounts) Guest,
Mr. Naveen Choudhary, STA Computer
Mr. Kuldeep, TA Computer

At the outset of the meeting Dr. K Chandramani Singh, Convener ICT briefed the committee members about the technical specifications recieved from the vendors as per the tender document # SVC/ERP/2020-21/001 due on 4 Feb 2021.

As per the technical evaluation of recieved

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bids, Vendor SKrillo Global Technologies (OPC) Pvt. Ltd., 193/3, Singh Bhawan, Gous Ganj, Wazir Ganj, Lucknow - 226018 it is located in Lucknow and has a small workforce of only 11 persons. So committee decided to screen out the Vendor Skrillo Global Technologies (OPC) pvt. ltd (technically)

The below mentioned vendors' technical bids were found satisfactory Hence these vendors were invited to give their presentations on 24.02.2021 in the college premisis.

1) Ecanvas Pvt. Ltd.
2) Ekdanta Infosoft pvt. Ltd.
3) Expedien eSolutions Ltd.

All the above mentioned ~~members~~ vendors presented the ERP solution demo in front of all the members.

C. Sheela Reddy
24/2/2021

Date 24/02/2021

A meeting to open financial bids recieved against the ERP tender # "SVC/ERP/2020-21/001 due on 4 Feb 2021", was held on 24 Feb 2021 in the committee Room at 5:00 PM.

The following members attended the meeting.

1) Prof. C Sheela Reddy, Principal
2) Dr. S Venkat Kumar, Vice Principal
3) Dr. A K Chaudhary, Bursar
4) Dr. K Chandramani Singh, Convener ICT
5) Dr. Padma Suresh, member
6) Dr. N Latha, member.
7) Dr. Veena Budhraja, member
8) Dr. Deepti [redacted] Jain, member
9) Dr. Swarn Singh, APC Convener
10) Dr. Pratibha Gaur, Purchase committee member
11) Mr. D Venkata Ramana, AO (I/c)

At the outset of the meeting Dr. K Chandramani Singh, convener ICT told the members that after technical evaluation of technically qualified vendors, the finanancial bids can be opened.
The following vendors' financial bids were opened (evaluated) in the committee room.

1) Ecanvas Pvt. Ltd
2) Ekdanta Infosoft Pvt. Ltd.
3) Expedien eSolutions Ltd.

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After evaluating the financial bids of the above mentioned vendors, the rates quoted by M/s Ecanvas Pvt. Ltd, D247/32, Sector 63 - Noida - 201301 were found as lowest.

Dr. K Chandramani Singh
Convener, ICT

Dr. N Latha
Member

Dr. Padma Suresh
Member

Dr. Veena Budhraja
Member

Dr. Deepti Jain
Member

Dr. Swaim Singh
APC Convener

Dr. Pratibha Gaur
Purchase Committee Member

Mr. D Venkata Ramana
A.O (I/c)

Dr. A K Chaudhary
Bursar

Dr. S Venkat Kumar
Vice Principal

C Sheela Reddy 22/2/2024
Prof. C Sheela Reddy.
Principal

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DELTA Page No.
Date 16/04/2021

ERP - MOU

An online meeting with Google meet link — meet.google.com/eya-atjy-odb/ was held on 16 April, 2021 at 11:00 AM for the finalization of ERP - MOU document between the college and the vendor.

The following members attended the meeting.

1) Prof. C Sheela Reddy, Principal
2) Dr. S Venkat Kumar, Vice-principal
3) Dr. A K Chaudhary, Bursar
4) Dr. K Chandramani Singh,
5) Dr. N Latha
6) Dr. J Lalita — on leave
7) Dr. M K Jacob
8) Dr. Padma Suresh
9) Dr. Om prakash, Purchase Committee Convener
10) Mr. D Venkata Ramana, AO (I/C)

Dr. K Chandramani Singh, Convener (ICT) thoroughly discussed the ERP - MOU legal document that was circulated earlier to all the committee members via email. The shared document was prepared by the legal experts of our

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college.
The convener discussed each and every point with the committee members and made necessary modifications in the document as suggested/ agreed by the committee.

The final ERP - MOU license agreement was read point wise to all the committee members. The document is agreed and finalized by all the committee member present.
The meeting conciluded with vote of thanks

N. Latha

C. Shula Reddy

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To

Date: 22 Jan, 2021

The Principal,
Sri Venkateswara College,
Benito Juarez Road, Dhaula Kuan,
New Delhi-110021.

Subject:- permission to invite Tender for College ERP software system & its implementation.

Respected Madam,

As approved in the ICT meeting held on 22 Jan 2021 in ICT Lab III at 10:30 am, I request you to kindly permit us to invite tender quotations for the above mentioned College ERP software system & its implementation in the college.

Thanking You,

Yours Sincerely

NAVEEN CHOUDHARY
(Sr. Technical Assistant (Computer))

Convener, ICT

Permitted
22/1/2021

Date : 22 Jan 2021

Tender Notice

Supply and Implementation of ERP Solution for Sri Venkateswara College, University of Delhi,

Sealed Tender Quotations are invited for the **Supply and Implementation of ERP Solution for Sri Venkateswara College, University of Delhi,** along with all supporting documents super scribed " Tender for the **Supply and Implementation of ERP Solution for Sri Venkateswara College, University of Delhi,"** addressed to Principal Sri Venkateswara College, Benito Juarez Road, Dhaula Kuan, New Delhi-110021 latest by 4 Feb 2021 til 5:00 pm.

The Tender document can be downloaded from the following Link
http://www.svc.ac.in/TenderQuotation2020/ERPtenderSVC.pdf

Convener, ICT

C. Sheela Reddy
Principal 22/1/2021

TENDER DOCUMENT FOR ERP SOFTWARE SYSTEM AND ITS IMPLEMENTATION

AT

SRI VENKATESWARA COLLEGE
UNIVERSITY OF DELHI
DELHI – 110021

Tender No. SVC/ERP/2020-21/001
(Due on: 4 February 2021)

SRI VENKATESWARA COLLEGE
UNIVERSITY OF DELHI
DELHI – 110021

Request for proposal (RFP) For Supply and Implementation of ERP Solution at SRI VENKATESWARA COLLEGE (SVC)

Sealed tenders in two bid system i.e. Technical Bid and Financial Bid, are invited to Supply and Implement ERP Solution for Management of Information System at Sri Venkateswara College, University of Delhi, New Delhi – 110021 for the students, the staff and the visitors. The period of proposed contract will be initially for 3 years from the date of award of contract which may further be extended on satisfactory performance of services. There are at present nearly 5000 students, 250 faculty members and 200 non-faculty staff in the college.

ELIGIBILITY CRITERIA FOR SUBMISSION OF BID

A reputed company having experience of at least three years of running and operating ERP Solutions in an integrated way to manage the information systems in government departments/PSUs/academic institutions/private organizations of repute and who can cater to the needs of students, staff and visitors are eligible to submit bid in response to this notice. SVC invites Sealed tenders in "Two parts" i.e. (Technical and Financial Bid) for running ERP at Sri Venkateswara College campus for a period of three years. Both envelops shall be put in another sealed envelope, super scribing the envelope with "Tender for ERP". The Bids shall be evaluated on two stage evaluation process. After evaluating the Technical Bids the eligible bidders shall be shortlisted for second stage Financial Bids evaluation.

TENDER NOTIFICATION

Tender Inviting Authority	Principal, Sri Venkateswara College, University of Delhi, New Delhi
Place of availability of Tender Documents (RFPs)	Sri Venkateswara College (SVC), New Delhi, India
Name of the Project Work	**Supply and Implementation of ERP Solution for SVC, University of Delhi, New Delhi**
Start date for the issue of RFP (Tender) Documents	22 January 2021
Last date for submission of bids	4 February 2021
Nature of bid process	Two bid system
Date of conference with technically qualified bidders.	Will be informed after technical evaluation of bids.
Contact	principal@svc.ac.in

PRE-QUALIFICATION

Interested vendors are required to submit EOI along with all the necessary details and documents to substantiate their qualifications as per the requirement stated below. Following are the necessary qualifications of the bidder for participating in the bid process:

1. The product should be owned and implemented by the company itself and no third party involvement. Client Lists with Testimonials (minimum three).
2. The bidder shall be a Registered Company in India as per the Companies Act 1956 with valid GST and PAN number allotted by the respective authorities.
3. The Bidder should be a national level IT organization with experience in the field of ERP software conceptualization, design, development, deployment and maintenance for at least three years, preferably the Bidder must have successfully implemented at least two similar ERP project during the preceding two years for a University/Educational institution.
4. The bidder should have turnover exceeding Rs. 10 crores per annum (out of which at least 50% should be due to software), for each of the last two years and should be making profits each year as per audited accounts. (Audited copies of Profit & Loss Account and Balance Sheets for the last two years i.e. 2018 – 19 & 2019 – 20, need to be attached).
5. The bidder shall have technically qualified software work force of minimum 50 in India.
6. Vendor should own an office in Delhi with a reasonable support staff within a month of signing the contract with the college.
7. The pricing should be all inclusive of all upgrades.
8. Data confidentiality, integrity & authentication must be maintained.
9. Security audits must be conducted biannually by the certified auditor.

NOTES

Documentary evidence to be provided for all points 1-9 as described above. Due weightage will be given to all the above aspects while considering the technical bid.

GENERAL REQUIREMENTS

100% cloud based application
User authentication
Access rights
Secured data
Data backup
Compatibility with Linux Environment
Compatible with Internet explorer, Google chrome, Firefox
Single Integrated system for various modules like Finance, Procurement, HRMS & Payroll etc.
System available as Apps to get access through mobile
Pay Per User or fixed payment per month model of pricing
Phase wise implementation of the solution
Availability of 24×7 Helpdesk
Uptime/availability of system to be >= 98% on a quarterly review
Be capable of supporting decentralized as well as centralized processing
Provide user oriented self-service capabilities
Capabilities of Learning Management System as a part of the package
Have a robust set of communication and reporting tools

Import/Export Data

Upload data from all the existing local records held by SVC

Facilitate Import from/Interface with the third party applications in the institute and extract data in various formats.

Import and Export to the archived files.

Produce reports as per the required formats including NAAC, NIRF, AISHE, PFMS etc. on all areas of data that can be exported to MS Excel/PDF/.CSV.

Target users

The proposed application must be able to support a spectrum of users, namely the following with a personalized access:

Administrative offices (centralized operations and backend support)
Departmental administration (distributed operations and support)
End-users (students, parents, faculty, and staff)
Management (informational and analytical)

Archiving

The application should

Provide a Data Archival utility on a cloud model as a part of the standard offering.
Facilitate the query and reporting on archived data.

Audit Trail

The application should

Record changes in data in every field with user ID and time stamp, with ability to record reasons in some cases.

Enable which fields or tables are to be audited through a delivered tool

Access and authorization

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.

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 authority, 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
Ability to assign ownership at departmental level.
Admin access.

Single and minimal data entry

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.) facility to strictly avoid any duplication of data. Search/match facility required that can help restrict the entry of duplicate data by providing interactive alert messages.

Organization Structure

The proposed product needs to be able to

Model both our existing internal organizational structures, and be flexible enough in this regard to cope with future organizational changes.
Develop and maintain complex organizational structure of SVC including Faculty, Societies, Departments, Financial units, administrative units, staff and students and their inter relation links.
Maintain sophisticated organizational unit's functionality enabling user definition of terminology (e.g. Faculty; Departments, Centers, Units, Sections etc.).
Maintain locations within Organizational units.

Management Information

To support resource allocation and decision-making at SVC it is mandatory that robust and user-friendly facilities be available with the system(s) using a web-based environment. Pre-packaged analytic functions that

Provide interactive dashboards for faculty, students, etc.,
Integrate well with source data,
Support easy reporting with export facility to desktop suites like EXCEL, WORD, Open Office etc.

Interfacing provisions / Interoperability with other key systems

The proposed system should have the ability to:

Interface with external systems, either through import/export facilities.
Support for bar-coded, bio-metric, Internet Banking and/or smart card based inputs.

Customizability/Configurability

To minimize the need/impact of customization/configuration, the proposed system should, wherever appropriate, support

Flexible customization/configuration capabilities
Ability to extend/change existing pages without much impact on the application
Ability to add/modify the existing workflows

BROAD SCOPE OF WORK

VARIOUS MODULES

Web Publisher

a. Design Web page/ Website
b. Manage the content
c. Upload Files or Images

Application Form Management

a. Define Application
b. Manage Application
c. Scrutiny
d. Bulk Upload
e. Capture Enquiry
f. Follow-ups
g. Schedule

Admission

a. Define Process
b. Validation
c. Schedule
d. Capture Feedback
e. Admission Letter
f. Admit Card

g. All Type of certificates (provisional/ bonafide etc)
h. I Card Printing

Academics

a. Create Batch
b. Allocate Students
c. Allocate Faculty
d. Lesson Plan
e. Assignments
f. Attendance
g. Promotions
h. Feedback

Grading & Examination

a. Eligibility/ Admit cards
b. Convert Marks to Grades
c. Normalization
d. Grace Marks
e. Internal Assessment marks
f. Report Card Printing

Fees & Fines

a. Integration with Finance
b. Fee Pattern
c. Fee Collection
d. Fee Arrears
e. Fine Collection
f. Fee Reports

HRMS

a. Integration with Finance and Payroll
b. Faculty Resume
c. Attendance
d. Leave Management
e. Exit Management System (No dues clearance)
f. Claims
g. Loans & Advances
h. Appraisal
i. Employee master with service record
j. Flexible pay structure definition
k. File movement
l. File movement workflow definition
m. File (note put-up) movement and tracking

SMS /Email Integration

a. For reminder
b. Alert
c. Notifications

Library

a. Integration with Fee module
b. Library Member Management
c. Catalogue Management

d. Circulation Management
e. Catalogue Reservation and Tracking
f. Library Fine
g. Suggestion and Subscription
h. Barcode Printing

Time Table

a. Class scheduling
b. Resource Allocation
c. Faculty Substitution
d. Timetable Generation
e. Attendance

Letter Printing

a. Define letter Templates
b. Request for letter print
c. Print or mail Letter

Scholarship

a. Define Scholarship
b. Provide Scholarship

Alumni

a. Alumni Details
b. Calendar of Events
c. Image Gallery

Self-Services Faculty

a. Quick links for Easy Access
b. Widgets
c. Raising of requests and claims

Self-Services Student

a. Quick links for Easy Access
b. Widgets
c. Raising of requests and claims
d. Student Exit management(No dues clearance)
e. Faculty Feedback Management System

Payroll

a. Integration with HRMS
b. Monthly Payroll
c. Miscellaneous Payments and Recovery
d. Month-end Processing
e. Saving and Income Tax Details
f. PF / Final Settlement
g. Pay slips send through email to all staff members in one click
h. Online view facility to all SVC staff (like tax projection, salary slips etc.)
i. Arrear Calculation (individual as well as all staff in one click)
j. Income tax Projection
k. Supplementary payment (other than salary) should be added in the concern month

Finance & Accounting

a. Basic vouchering
b. General Ledger
c. Accounts Payable
d. Accounts Receivables
e. Journal Voucher
f. Taxation
g. Fixed Asset
h. Letter of Credit
i. Audit
j. Budgeting
k. Bank Guarantee
l. Balance Sheet
m. Income & Expenditure
n. Receipt & Payment
o. Bank Reconciliation

Procurement & Inventory

a. Integration with Finance
b. Procurement
c. Inventory Management
d. Vendor Management
e. F&A Integration

Placement

a. Placement Committee Management
b. Eligibility List
c. Student CV Management
d. Promotional Travel Plan
e. Placement Notification
f. Campus Interview Conduct
g. Placed Students Details
h. Summer Internship
i. Provisional Placement

Hostel Management

a. Admission Form
b. Room Allotment
c. Fee/ Dues payment
d. Student CV Management
e. Notices & Circulars
f. Staff Management

Embedded Mailing System

a. Centralized System
b. Daily Backup
c. Virus/Spyware/Spam Protection
d. Active Synching
e. Push Email
f. Contact Address List
g. Maximum file size limit to 25 MB
h. Mail Archiving Feature
i. Calendar Invites/Meetings Feature
j. Feature to create Mailing Groups

SUBMISSION OF EOI, TECHNICAL AND FINANCIAL BIDS

A statement indicating willingness to participate should be submitted to The Principal, Sri Venkateswara College, Delhi University, New Delhi-21.

1. The statement should include brief details of how the vendor meets pre-qualification requirements and also how the proposed solution meets the requirements mentioned in this document.
2. Documentary proofs for each of the item need to be submitted along-with the EOI. Bids without documentary proofs would be out rightly rejected and no further correspondence in any form would be made with the bidders in this regard.
3. Correspondence with the qualified and shortlisted bidders would be done through email only except mentioned otherwise. Primary contact number, fax number, email-id and name/designation of the contact person are required to be submitted along-with the EOI.
4. Participation by qualified and shortlisted bidders throughout the bidding process is compulsory and lack of interest or non-participation in any event mentioned in the calendar of events would be a sufficient reason to cancel the bid at any stage.
5. Technical and financial bids are to be submitted in separate envelopes.

Technical bid should include schedule for modular implementation. Financial bid should be submitted in the format as shown in Annexure I. Price quoted shall be valid for at least next three years. The monthly billing shall commence only after complete implementation and training as per agreed schedule of implementation.

OTHER CONDITIONS

1. The registered users include only students, faculty, and administrators belonging to SVC. Limited access provided to parents, industry connects or representatives of Government / Government agencies for only viewing selective data shall not be counted as users for the payment purposes.
2. Above prices will remain constant for three years (36 months) from the submission of first monthly bill. Rates thereafter shall be negotiated during the last quarter of this contract.
3. All updates to the solution will be provided to SVC at free of cost over this three-year period. However, SVC reserves the right to terminate the contract by giving three months' notice. In case of termination, the party shall provide all data in Excel/PDF format to the Institute.
4. Cost of any new facility / module, not included in this contract but made available by the vendor at later date, shall be separately negotiated and finalized.
5. The payment towards AMC charges will be made quarterly.
6. In all matters of dispute relating to this Contract, the decision of the College shall be final and binding upon the agency. The Principal reserves the right to accept or reject any tender without assigning any reason thereof.
7. A technical person should be allotted for the training of the ERP software to all the users for the agreed time.
8. A penalty clause shall be a part of the final agreement/contract signed between the college and the successful bidder. The terms of the penalty clause shall be worked out at the time of the signing of the final contract.

ANNEXURE I

FINANCIAL BIDS

(To be kept separately in a sealed cover superscripting 'Financial Bid' on the top)

S.No.	Description	One Time Deployment Cost Including Taxes	Total

S.No	Description	Particulars
1	Name of the bidder firm/company	
2	Address	
3	Name of the authorized representative	
4	Designation/Capacity(Proprietor/Director/Official)	
5	Permanent Income Tax Account (PAN No.)	
6	Contact Number	
7	Email	
8	Quote* for ERP Solution at Sri Venkateswara College Premises.	

Date:_____

Place:_____

Seal

Signature of the Bidder_____

Name_____

Designation_____

Address_____

RECURRING COST

S.No.	Description	No. of Registered Users	Rates per Month per User	Total

OR/AND

S.No.	Description	No. of Registered Users	Lump Sum Rates per month

TECHNICAL BID

(To be kept separately in a sealed cover superscripting 'Technical Bid' on the top)

S.No.	Description		Particulars
1	Name of the bidder firm/company		
2	Address		
3	Name of the authorized representative		
4	Designation/Capacity(Proprietor/Director/Official)		
5	Contact Number		
6	Email		
7	Details of statutory licenses obtained(if any)		
8	Details of PAN/GST Regn.		
9	Numbers of employees currently on rolls of the bidder		
10	Details of organization served/presently being served / Certificates to be attached)		
	Period		Details of the organization being served
	From	**To**	
(a)			
(b)			
(c)			

Signature of the Bidder_____

Date:_____

Name_____

Place:_____

Designation_____

Seal

Address_____

_____

Note: The Technical bid shall be evaluated on the basis of Pre-qualifications & General Requirements as stated above in the RFP document.

ANNEXURE II

UNDERTAKING

The Principal
Sri Venkateswara College
University Of Delhi
New Delhi-110021

Sir,

I/We the undersigned certify that I/We have gone through the terms and conditions mentioned in the tender documents and hereby undertake to agree and comply with them in entirety.

I/We understand that in case of breach of any of the terms and conditions committed on our part, the contract for operating and running of SVC ERP will be liable to be terminated.

		Signature of the Bidder_____
Date:_____		Name_____
	Seal	
Place:_____		Designation_____
		Address_____
		_____