

BANARAS HINDU UNIVERSITY VARANASI

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EXPRESSION of INTEREST (EoI) FOR UNIVERSITY MANAGEMENT SYSTEM

LAST DATE FOR RECEIPT OF EoI : 15th March, 2010
DATE & TIME OF EoI Presentation : 18th March, 2010

**EXPRESSION of INTEREST (EoI) FOR
UNIVERSITY MANAGEMENT SYSTEM**

EoI NOTICE NO. : VCO/UMS/EoI/2009-10/01

ISSUE OF EoI : 19th February, 2010

DUE DATE of Submission of EoI : 15th March, 2010

DATE, TIME and VENUE OF Presentation : 18th March, 2010

Office of Rector &
Chairman, Automation Committee
Central Registry
Banaras Hindu University
Varanasi.

NAME AND ADDRESS OF TENDERER : The Registrar
Banaras Hindu University
Varanasi.

EARNEST MONEY DETAILS:

Rs 50,000/- By FDR pledged in the name of Registrar, BHU.

No. _____ dated _____.

Name of Bank _____

BANARAS HINDU UNIVERSITY

Invitation of Expression of Interest and detailed technical and commercial proposal for BHU University Management System

Banaras Hindu University proposes to computerize Academic, Finance, Administrative and other activities through implementation of UMS. The Software Vendor should have an integrated UMS solution, which fulfils complete University activity requirements and which is developed on the Open Source Software platform. Vendor should be able to demonstrate the solution (product) in the University to the satisfaction of the Committee for Automation.

The Scope of the work includes:

1. Study, Analysis & Design of the University Activities
2. Developing integrated modules - (Admission, Academic, Examination, General Administration, Hostels, Construction Management, Hospital Management, Estate Management, Inventory Management, Accounts & Finance etc.)
3. Data Entry of Base Data to the new application.
4. Migrating the existing data to the new application
5. Installing the software
6. Providing Documentation and Training
7. Digitization and archival of Old Records.
8. Providing 3 year warranty after full implementation

Application Requirements:

1. Application must be completely web-based, and must not require any client software other than a web-browser to use it.
2. Application should be free from any proprietary software and must use only open source components in its architecture.
3. Complete source code must be given to the University with proper documentation.

Vendor's profile

Vendor must be of national standing and repute that should have experience of implementing such system(s) in at least 5 reputed institutes (including at least 3 national level universities).

Process:

1. Clear time schedule should be given for Requirement Analysis, presentation of Software Requirement Specification (SRS), Design, Development / Customization, testing and final implementation.
2. University will provide written acceptance for SRS before starting the Design and Development process.
3. Training should be provided to Users and Administrators.
4. Complete Source Code with Documentation and User Manuals are to be provided.
5. The payments will be done after successful completion of the following phases.
 - a. Phase-I - SRS acceptance
 - b. Phase-II - Final Acceptance and implementation
 - c. Phase-III - After completion of warranty period
6. Arbitration
 - a. All disputes are to be settled within the jurisdiction of Varanasi Courts.
 - b. That any dispute arising out of this contract shall be referred to the University, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of the arbitrator, who should be acceptable to both the parties, to be appointed by the Vice-Chancellor of the University. The decision of such arbitrator shall be final and binding on both the parties.
7. EMD of Rs 50000/- (Fifty Thousands Only) in the form of FDR pledged in favour of "Registrar, Banaras Hindu University, Varanasi", payable at Varanasi should accompany the EoI Offer. However, the successful bidder will have to deposit an EMD equal to 2% of the project cost.
8. For successful bidder the EMD/FDR will be refunded/ released after the Phase-III.
9. The successful bidder must execute an agreement with University as per University purchase procedures.
10. The other terms & conditions will be as per University standard purchase procedure.
11. The validity of the quotation should be for a minimum of 90 days.
12. The prices once finalized will remain unaltered during the contract period.
13. Short listing will be done based on experience, capabilities of the vendor and acceptance of the product etc.
14. All the relevant details are to be given in the tender with necessary proof.
15. The University will have the final authority to accept/ reject the offer of any vendor without assigning any reasons.
16. The EoI proposal should reach "Office of the Vice Chancellor, Banaras Hindu University, Varanasi- 221005" on or before 15th March, 2010.
17. Only those vendors will be considered for the project that makes their EoI presentation on 18th March, 2010.
18. Technical & Commercial proposal will be accepted within 3 days of the Presentation from only those vendors that are short-listed after EoI presentations.

19. Technical & Commercial proposal should be submitted in different sealed covers clearly superscribing "Technical Proposal" and "Commercial Proposal" respectively. Further these two covers be enclosed in a sealed envelope and addressed to the "Rector & Chairman, Committee for Automation, Banaras Hindu University, Varanasi- 221005"- super scribing "Tender for Computerization of University Activities".

The EoI proposal should contain the following:

1. Brief profile of the company
 - a. Registration under Indian Companies Act 1956
2. Scope of the work
3. Functionality requirement fulfilment and Package Features. By default, it should include total functionality of the University. If any other functionality is included in the project that may be specified.
4. Clear time schedule for Requirement Analysis, SRS, Design, Development / Customization, integration, testing, Training, Documentation & final implementation.
5. Technical architecture.
6. Warranty support for THREE years
7. Indicate the required hardware items such as Servers, Backup Devices, Firewall, UPS, PCs' for project implementation for the University Management System.
8. Indicate recommendations for the required supporting software.
9. Necessary documentation must be provided as proof of satisfactory order execution in at least 3 national level universities.
10. Any other relevant information.

Note: Documentary proof is to be enclosed wherever necessary.
All the pages of the documents should be duly signed and sealed.
The complete set of Documents should be properly indexed.

Functional Requirements of Banaras Hindu University

1. Admission Management

This module should cover management of entire admission process starting from the admission offer announcement / advertisements to the final admission, in between including issue of offline application forms / online processing of application forms, admitting students to various courses through the process of selection (Entrance exam, GD, Personal Interviews or Counselling).

2. Academics Management

This module should form the control centre for the university where key MIS information and reports can be extracted. It will contain all the details of the student that are required for the registration of students by the university, till the convocation. Besides, creation of syllabus, detailing of course, class scheduling, attendance, issuance of certificates etc, and other academic activities specified by the University are all covered under this module.

3. Examination Management

This module should cover all activities in conducting examinations. Various pre-conduct, conduct, and post-conduct activities, entire process of evaluation of all courses, Tabulation, degree management, and system generated payments, ensuring accurate and timely payment to teachers.

4. Fees

This module should let the users setup and define fee structure of any complexity. Fee collection, exemption, adjustments, fine or refund activities should be part of this module. This includes generation of various management reports, and automatically generated fee payment alerts to students before the due dates.

5. Financial Accounting

A complete financial accounting package, that is capable of producing all kind of financial statements like trial balance, balance sheets, profit & loss account etc. The module should include provision of voucher entries of all types, bill processing, transfer entries, purchases through Central Purchase Organisation, Investments, accounting of fees, salary, recoveries from salary, other remunerations, bank reconciliation, tax accounting and payments etc.

6. HR and Payroll

This module should handle all processes of the employee from recruitment to retirement. In payroll module, leave, salary, PF, Pension, loans & other recoveries and arrears should form integral part. It should provide configurable salary structure that can handle any fair degree of complexity.

7. Asset & Estate Management

This module should provide management of assets of the university by keeping track of their movement, taking in account value addition or depreciation including condemnation and write off. It should alert for due servicing, AMC / registration / insurance renewal etc. This module should also cater to the management of House allotment.

8. Inventory Management

This module should cover automation of the entire purchase cycle & distribution (issue & returns), automated alerts for reordering of supplies. There should be

proper interplay between this module and the Asset Management Module. It should also generate reports that conform to standard inventory management practices.

9. Hostel Management

This module should cover the automation of the various hostels related activities like allotment, vacation, Management of Hostel Mess and dues alerts.

10. Placement Cell

For complete management of the Placement Cell enabling the placement officer, students and the potential employer to seamlessly interact, this module should cover all activities beginning from pre-placement talks, interviews, automated CV generation, and other placement activities.

11. Alumni Database & Portal

This module should help building online alumni community and quality interaction between the University and its alumni. Portal features should include discussion forums, exchange, donation opportunity etc.

12. Budgeting

The system should have facility to prepare Budget estimates for complete University and at the same time keeping control over expenditure to adhere to the timelines attached with the budget. This comprehensive module should be with advanced features like custom request-flow design and it should allow users to get the budget approval, tie up purchases with approval within the budget to keep tight control on the expenditure.

13. Counselling Desk & Front Office

This module should provide the entire operations of front office, counselling, and enquiry & information centre.

14. Events & Seminar Management

This module should automate the handling of the various events like refresher courses, orientation courses, special lectures, staff development programs, management development programs and various kinds of seminars and conferences including their scheduling, announcements, registration, document delivery etc.

15. Research & Consultancy Database

It should provide database and depository for all the research works, publication or consultancy work being done in the university.

16. Facilities Management

General functionalities required for administering any institute / facility should be part of this module. It should have the following features:

- Database of bills, legal contracts, etc through a comprehensive file-management system
- Flow of document like memo or any generic requests (apart from leave and purchase which will be taken care of by HR & Purchase modules respectively)
- IT administration

17. Transport Fleet Management

This module should help to keep track of scheduling of vehicles, routes, reservation, booking and scheduling for all official vehicles. This should also keep track of maintenance of vehicle logbook containing comprehensive vehicle details, insurance and maintenance details etc.

18. Hospital Management Information System

This module should provide for online registration, admission in in-patient department, centralised cash collection, maintenance of case history, smartcard operation for payments for various purposes, online availability of investigation reports, store and inventory management. This module will also include Students and Employees Health Centres.

19. Security Management

This module should provide scheduling of duties of security guards, payroll, hiring of security guards, management of patrol schedules and control room operation.

20. Construction and maintenance management

This module shall provide for automated estimation, scheduling, preparation of Bill of Quantities, tendering, Store and inventory management, generation of Measurement Books, billing, maintenance of records, online request and tracking of request status.

21. Guest House management

This module shall provide for online booking request, availability status, billing and stores management.