

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
MUZAFFARPUR-842001**

Short Tender Notice Dated 22-09-2018

**Quotations for UMIS modules**

**(Management Information System modules for  
e-Governance of the University)**

This Tender Document Set contains the following:

Part	Particulars	Page No.	Remarks
A	General Description	2 to 4	To be retained by the bidder
B	Technical/Qualifying Bid	5 to 6	To be submitted by the bidder in Envelope-1
C	Cost-Price Bid	7 to 9	To be submitted by the bidder in Envelope-2
D	System requirements of the proposed MIS	10 to 11	To be retained by the bidder
E	Terms and Conditions	12	To be submitted by the bidder in Envelope-1

**Important dates:**

**Publication date** : 22<sup>th</sup> Sept 2018

**Last Date for Submission** : 12<sup>th</sup> Oct 2018 3.00 p.m. by courier / speed post / registered post only to  
"The Registrar, B.R. Ambedkar Bihar University, Muzaffarpur-842001, Bihar"

**Technical Bid Opening Date** : 12<sup>th</sup> Oct 2018 3.30 p.m. in the office of the Registrar, BRABU, Muzaffarpur

**Technical Presentation Date** : 26<sup>th</sup>-28<sup>th</sup> Oct 2018 10.00 a.m. IQAC Room, BRABU Administrative Bldg, BRABU

**Financial Bid Opening Date** : 28<sup>th</sup> Oct 2018 3.00 p.m. IQAC Room, BRABU Administrative Bldg, BRABU

**Note-** Companies are encouraged to visit B.R. Ambedkar Bihar University, Muzaffarpur to interact and understand our system before technical presentation. Visit and technical presentation will be at no cost to the University.

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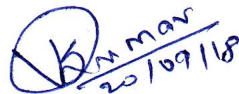
**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
MUZAFFARPUR-842001**

**PART-A**

(To be retained by the bidder)

**Instructions/ Guidelines to Bidders**

- Total estimated manpower required for development, installation & training, service support during warranty from the similar experienced bidder is around 80 to 120 man month. The project (System Analysis, Designing, coding, testing, installation & training) is to be completed within twelve months. There shall be on site warranty of minimum **Three years** after these twelve months.
- **Training our staff on the MIS supplied shall be responsibility of the bidder. Bidder shall provide two separate trainers who will train & assist our administrative staff for one year on this MIS. Your price bid shall mention training cost also.**
- The bidders are requested to enclose the copy of the Income tax PAN card & last three years IT return, GST Nos.etc.
- Selected bidder will have to sign service level agreement for functioning of software, training the BRABU, MUZAFFARPUR staff and updating the software for initial period of Three years.
- The bidders, if required, will have to give demonstration of the software to BRABU, MUZAFFARPUR.
- The bidder should enclose relevant documents wherever necessary.
- **The bidder should enclose client list with contact address for reference. Attach photocopies of work orders.**
- **The bidder should be able to provide local support.**
- The successful vendor will have to successfully complete the software development & installation maximum within twelve months from the date of agreement.
- BRABU, MUZAFFARPUR will make arrangement of all necessary hardware, networking, system software manpower (system administrator, office automation coordinator, etc..) in consultation with successful vendor within one month. As already mentioned, two exclusive trainers for one year & necessary data entry operators are to be provided by the bidder for one year.
- A agreement will be signed between BRABU, MUZAFFARPUR & the successful bidder regarding Pre requisite/ site preparation (Hardware / system software / networking / manpower requirements), warranty, License agreement, source code, Installation & Training, time schedule, payment terms, penalty clause, facilities required for vendor, AMC charges etc.
- The warranty period will be **Three years** after successful completion of the project. During the warranty period local support shall be provided by the vendor.
- There is no scope for negotiations on price.
- The product selection is based on BRABU, MUZAFFARPUR rules.

  
B. N. Man  
20/09/18

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**PART-A**

(To be retained by the bidder)

- Maximum downtime should be specified. During implementation / warranty / post warranty AMC phase, at least one resident software professional must be deployed on the BRABU, Muzaffarpur campus solely for BRABU, MUZAFFARPUR campus for software maintenance.
- Post warranty AMC / ATS charges are to be specified clearly.
- As far as possible, the MIS should be based on commercially available open market software packages. Custom-built software requiring expert involvement by the supplier at every stage of trouble-shooting and up-gradation will not be encouraged.

**Qualifying criteria for bidders**

- The bidder should have satisfactory completed installation of the office automation software at the minimum of five institutions including both educational and other types of institutions.
- A bidder must have supplied and successfully commissioned similar MIS software modules to at least **one University** in India.
- The bidder shall be in a position to give the complete source code with documentation to BRABU, MUZAFFARPUR for study & further use by BRABU, MUZAFFARPUR for BRABU, MUZAFFARPUR premises. The source code shall be available on our server without any lock for BRABU Administration and at no extracost.
- The successful bidder has to appoint at least one software professional for BRABU, MUZAFFARPUR to remain full time available for the implementation/monitoring & trouble shooting of proposed MIS.
- The successful bidder may be required to train BRABU, MUZAFFARPUR staff on the source code so that in case of unforeseen circumstance, these staff of BRABU, MUZAFFARPUR can take care of the proposed MIS.
- The software should be able to provide various access to users at different level.

  
20/09/18

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**PART-A**  
(To be retained by the bidder)

**Procedure for preparing Quotation documents**

It is a two-bid (Envelope-1 and Envelop-2) system. Both the envelopes will be sealed separately and will be enclosed in one main envelope subscribing on it as below. :

**MAIN ENVELOPE**

<p><b>Quotation for Management Information System (MIS) modules for e-governance of the University</b></p> <p>To</p> <p style="text-align: center;">The Registrar B.R. Ambedkar Bihar University Muzaffarpur, Bihar – 842001 India</p> <p>From: .....</p>
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**Envelope – 1**

Envelope 1 will contain Part – B (Technical / Qualifying bid documents) documents & shall super-scribe on it Technical / Qualifying bid. This envelope will include

- Declaration by the bidder (Format given)
- Checklist for Technical / Qualifying Bid
- Supporting documents such as registration certificates (Income tax PAN no, GST Registration No. etc.), EMD DD, Client list, bidders profile, proof of experience in NIT/IIT/University system etc.
- Any other relevant paper which bidders feels necessary
- Terms and Conditions duly signed by the Bidder

**Envelope – 2**

Envelope 2 will contain Part – C (COST / PRICE bid documents) documents & shall super scribe on it COST / PRICE BID. This envelope will include

- Duly signed Cost / Price bid in the exact prescribed format
- Any other relevant documents which bidder feels it necessary

  
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**PART-B**  
(To be submitted by the bidder in Envelope-1)

**DECLARATION BY THE BIDDER**

1	Name of the Firm		
2	No. of Technical Qualified Staff / Engineers		
3	EMD Details for Rs.25, 000.00 (Twenty Five thousand) in the name of 'The Registrar, BRABU, Muzaffarpur-842001, Bihar.	DD No. / Pay Order No.	
		Date	
4	GST Registration No.		
5	Income Tax PAN		

**Declaration to be invariably signed by the bidder**

This declaration is signed by the undersigned after having duly understood the detailed specifications given in the document, along with the terms and condition of supply and qualifying conditions for bidder. The quotes are offered after carefully studying the specifications and hence submit on solemn affirmation that, in case of dispute or arbitration of any of clause/condition, the decision of the Registrar, BRABU, MUZAFFARPUR shall be final.

Date:

Seal

Signature of the Bidder

Name:

  
20/09/15

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
MUZAFFARPUR-842001**

**PART-B**

(To be submitted by the bidder in Envelope-1)

**CHECK LIST FOR TECHNICAL / QUALIFYING BID  
(Please enclose Supporting documents wherever necessary)**

(Please tick the appropriate box)

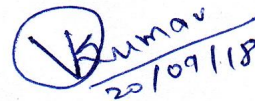
Sl.No.	CRITERIA	YES	NO	REMARK IF ANY
1.	Whether the bidder has installed the office automation software at the minimum of a total of 5 institutions including both educational and other types of institutions. Enclose photocopies of necessary Work orders.			
2.	Has the bidder supplied and successfully commissioned similar MIS software modules to at least one NIT / IIT / similar Deemed University / University in India? Enclose photocopies of necessary Work orders.			
2.	Whether the bidder has enclosed the Demand Draft of Rs. 25,000/- against EMD in the name of The Registrar, BRABU, Muzaffarpur.			
3.	Whether the bidder has enclosed the clients list along with the contact addresses?			
4.	Will the bidder be able to provide local support?			
5.	Whether copy of Income tax PAN card / IT returns is enclosed by the bidder?			
6.	Does the bidder agree to give source code with full documentation to BRABU, MUZAFFARPUR for further modification by BRABU for BRABU? This handover of source code shall be totally unconditional, (Ofcourse BRABU, MUZAFFARPUR will confirm that same will be used only for BRABU, MUZAFFARPUR).			

Date:

Seal

Signature of the Bidder

Name:

  
20/09/18

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
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**PART-C**

(To be submitted by the bidder in Envelope-2).

**Subject:** Supply of Management Information System (MIS) modules for e-governance of the University.

**Price Bid**

(TO BE RETURNED DULY FILLED IN AND SIGNED ALONG WITH OFFER)  
(OFFER IN INDIAN RUPEES FOR INDIGENOUS MATERIAL)

**Bill of Material for Sl. No. 1 to 40**

**Modules:** (Please refer **Form-D** for detailed specification)

Sl. No.	Modules	Cost (Rs.)
1	Students Admissions, Registration, Fees, Scholarship, Loan & Administration	
2	Pre-examination, examination, Post-examination, result, degree and convocation	
3	Grievance redressal	
4	Hostel Management	
5	Migration and Transfer	
6	Attendance Management	
7	RTI	
8	Alumni Management	
9	Student ID Card	
10	Degree Certificate	
11	Personal (Teachers and Employees) Management	
12	Affiliated college appointment	
13	Contractual/guest faculty/hour basis appointment and transfer	
14	Employees appointment and transfer	
15	Principal appointment and transfer	
16	Teacher promotion	
17	Grievance Redressal system for Teachers and employees	
18	Affiliation of colleges including new and renewal	
19	Seminar, Conf. Management	
20	Monitoring of colleges	

  
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21	College and PG Dept. statistical information system	
22	Asset management (purchase and inventory)	
23	Library management	
24	Thesis research management	
25	Knowledge management (Syndicate, senate, rules, notices, proceedings, guidelines etc.)	
26	Academic calendar management	
27	e-tendering	
28	Mail integration, bulk sms, alerts	
29	Court case management	
30	Budget preparation	
31	Provident fund	
32	Leave management	
33	Salary Unit	
34	Employee ID Card	
35	Finance and Accounts (budget preparation, internal audit, grants, funds, bill processing, salary, provident fund, processing of pension documents and pension, book of accounts, students fee and billing, cash, bank management)	
36	Choice based credit system management	
37	Sports and cultural activities	
38	Election process management	
39	Aided, unaided courses, vocational courses management	
40	VC and Registrar Office	


Price of the individual MIS modules should be specified

Date:

Seal

Signature of the Bidder

Name:

  
K. Kumar  
20/09/18



**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
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**PART-C**

(To be submitted by the bidder in Envelope-2)

Particulars	Percentage	
Sales Tax †		Inclusive / Exclusive
Any other Charges/Duties †		Inclusive / Exclusive
AMC Charges after Three Year Warranty†		
MIS Trainer cost per person per month †		Inclusive / Exclusive

† Indicate these charges as a percentage of the total order value

Date:

Seal

Signature of the Bidder

Name:

  
20/09/18

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
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**PART-D**

(To be retained by the bidder.)

**SYSTEM REQUIREMENTS OF THE PROPOSED MIS**

BRABU, Muzaffarpur intends to do total office automation, where in Academic, Accounts, Hostel, Establishment, Purchase & stores, Health, Teaching department office, Central Office administration, Engineering department etc. will be computerized & will function as an integrated system.

**BRABU, Muzaffarpur may decide to carry out the office automation in a phased manner. The MIS modules to be supplied should be independent and should have sufficient interfaces so that it is interworking with software, which may be developed by us.**

MIS modules should support multi-user, multi counter network with 100% protection against unauthorized access. Every user shall have login name & password for every module he wants to work. System administrator shall be in a position to give access to limited menus – sub menus to a user. Powerful backup & recovery procedures must be available & must ensure 100% security of data and smooth functioning of the system. This shall be a time tested MIS & must support smart card / bar code. The smart cards may be purchased from other agency at later date. Smart card vendor will provide SDK (System Development Kit) for the interface. The successful bidder will be required to interface the smart card system with the MIS developed.

The bidder shall ensure to give a MIS as per our requirements. The modules described below give general idea about our requirements. The successful bidder, after detailed on site system studies, will submit the final specifications to BRABU. BRABU, after necessary modifications, will approve the same.

The source code shall be given to BRABU, Muzaffarpur. BRABU, Muzaffarpur agrees that the same will not be divulged to outside agency & will not be used outside BRABU, Muzaffarpur. The necessary agreement will be signed.

 *mmam*  
20/09/18

**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
MUZAFFARPUR-842001**

**Integration, Security & Backup**

- It should be possible to build the MIS modules into a fully integrated system and various modules shall be totally interlinked. As far as possible, system shall remove duplication of work.
- Every module shall be provided with user login & password security with no unauthorized access to modules.
- Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user.
- All the transactions such as data entry/modification shall be stored with user names so that accountability of User is possible.
- IP address based protection shall be given for more critical applications. Normally administrative activities such as payroll processing, service record entries, fees collection, etc are to be performed from specific computers. To such users, IP address based protections may be provided. So such crucial transactions can be entered through specific nodes only.
- Well-established backup & security procedures shall be defined. Backup MUST be automatic. Practically there shall be no chance of data loss.

The exact data security & backup arrangements shall be worked out after System studies and total network study by the successful bidder.

  
V. Kumar  
20/09/18

**PART-D**

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**BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY  
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(To be retained by the bidder)

**PART-E**

(To be submitted by the bidder in Envelope-1)

**TERMS AND CONDITIONS FORM**

**READ ALL THE FOLLOWING TERMS AND CONDITIONS & SIGN IN THE ACCEPTANCE**

1. The offers should be addressed to "The Registrar, B.R.Ambedkar Bihar University, Muzaffarpur – 842001, Bihar and should be sent in a sealed envelope superscribed "**QUOTATION AGAINST SHORT TENDER NOTIFICATION for UMIS, 2018**" so as to reach us on or before 3.00 p.m. on **12<sup>th</sup> October, 2018 by courier / speed post / registered post only.**
2. The offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. Technical Bid will be opened on 12<sup>th</sup> October, 2018 at 3:30PM in the presence of the vendors present with authorization letter from the respective companies /firms. Financial Bid of Technically successful bidders would be opened on 28<sup>th</sup> October, 2018 at 3 PM.
4. No revision of the price bid will be allowed once the price bids are opened.
5. Complete documentation including system and data flow diagram are to be provided at the time of Installation of the Software.
6. The Registrar reserves the right to modify or alter the specifications after short listing of tenderers.
7. **For any delay solely because of the vendor in supply & installation of the software, 0.5% penalty on the basic module cost of unsupplied modules will be charged per fortnight delay for the unsupplied module. However the maximum penalty will not exceed 5% of the unsupplied modules.**
8. The form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the details offered by the bidder against each specification.
9. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
10. The successful bidder should submit security audit certificate from CERT or CERT impanelled vendors with respect to the Integrated Software Application. The security audit should be done at Network Level, System Level and Application and Data/Database Level and submit a security audit certificate, which is mandatory.
11. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
12. **The Registrar reserves the right to order only some of the MIS modules instead of ordering all the modules. The selection of modules to be procured is the discretion of the Registrar.**
13. The Registrar reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
14. The Registrar reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

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**ACCEPTANCE**

We accept the above terms and conditions and shall comply with them strictly.

**NAME OF THE BIDDER:**

**ADDRESS:**

**Seal**

**SIGNATURE**

**Date:**

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B. R. Ambedkar  
20/09/18