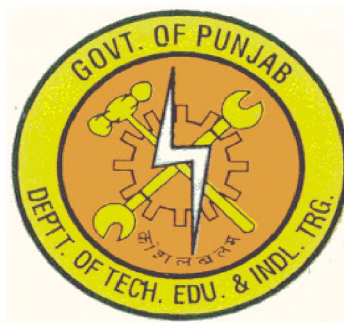# Expression of Interest (EoI)
For
Design, Development, Implementation & Maintenance of office/Campus Automation Solution

Department of Technical Education & Industrial Training

Government of Punjab

Plot No. 1, Sector 36-A, Chandigarh

DESIGN, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF OFFICE/CAMPUS AUTOMATION SOLUTION IN THE DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING , PUNJAB

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Important dates

The important dates for the sale and submission of document are as under.

Sr. No.	Activity	Remarks
▪	Document Reference No:01	Ref: TE/campus Automation/2016/01
▪	Date of commencement of sale of EoI document	10.02.2016
▪	Last date and time for sale of EoI	11.03.2016 (1:30 PM)
▪	Last date & time for submission of bids	11.03.2016 (2:30 PM)
▪	Bid Security/EMD	Rs. Fifty Thousand

In order to meet the above target dates, Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. DTE&IT, PB shall adhere to the above schedule to the extent possible. DTE&IT, PB, however, reserves the right to modify the same and the intimation to this effect shall be given to all the Bidders

Clarifications must be addressed to:

Director

**Department of Technical Education & Industrial Training
Government of Punjab
Plot No. 1, Sector 36-A, Chandigarh
Phone 0172-2614031 Fax: 0172 – 2614622
dtepbchd@gmail.ccom**

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Introduction

Department of Technical Education & Industrial Training, Government of Punjab is delivering Technical Education and Industrial Training through various polytechnic and Industrial Training Institutes in the State. At present 112 ITI's and 25 polytechnics are running at different places. Approximately one lakh students are obtaining Technical Education and Industrial Training in these institutions.

The admission in ITI's is made through online admission solution developed by NIC. Also an MIS at National level is managed by Government of India for ITI students. The on line registration and generation of hall tickets is managed at National level by Ministry of skill development and Entrepreneurship, Government of India. Any integration with the existing systems is sought to take leverage of the AS IS modules.

Intent of the Specification

Department intends to select a firm for the award of the work related to 'Design Development & implementation of comprehensive and holistic campus automation solution.

It is intended to develop a software solution for a speedy and effective means for dissemination of information and delivery of services to citizens. It is also intended to develop a dynamic and user friendly portal.

Rationale:

The purpose of this EOI is to seek the services of a software solution developer to develop, deliver and implement comprehensive office/campus automation solution in Polytechnics and ITI's of Punjab. The bidders are requested to submit their Bid in response to this EOI.

The main objective behind development of software solution for the department is:

1. Automation of entire campus activities including academics and administration

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2. Information Dissemination.

3. Delivery of Citizen Services.

Eligibility Criteria and Format for details to be included with EOI:

1. The Company should be in existence since last 5 years (as of 31.03.2015). Bidder must have a Service Tax Registration and a valid PAN.

2. The Company should have turnover of Rs. 5 crores or more per annum, for each of the last three financial years. Attach audited copies of balance sheet and profit &loss account.

3. The agency should have completed at least two work orders each of value Rs. 50 lakhs or more from these activities during the last two years i.e. 2013-14 & 2014-15. Attach documentary proof.

4. The company should be ISO 9001:2000 or CMMi Level 3 certified for design, development, configuration and maintenance of software solutions & should have handled project related to Office Automation/MIS/ERP/IT Application Development solutions for reputed organisations to become eligible.

5. The company should have executed similar work for reputed firms earlier and preferably minimum 1 project for any Govt. organization to become eligible.

6. The company should have staff strength of at least 50 technical professionals engaged for similar activities. The name and the curriculum Vitae of the designated professionals for the project.

7. Contact Details, Address, Phone no., Fax and Email ids of Offices in Chandigarh/Punjab with residential contact information during holidays.

8. The company should have development centre in Chandigarh. (Attach Documentary Proof)

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Scope of work

To overcome the manual & cumbersome internal processing of Institutes an automation of internal processing of Institutes is proposed to facilitate free flow of Information between officials working in the Institutes and officials working in the Directorate, Board, PTU & Government. This initiative shall go a long way in making governance of these institutions more transparent, efficient, responsive and accountable. The central web portal among others will include modules for automation of office. Following modules are part of the project:

- A fully dynamic and web based solution is required which can be used in offline as well as online mode.
- Solution should have in-built accounts module which will do the fee postings in ledger automatically.
- Provision of reconciliation of payments should be there.
- Automatic debit & credit of student account for fee & scholarship.
- Provision of in-built back-up facility for safety and reliability of the software.
- Compatible for integration of biometric machines for attendance.
- Solution should be user friendly.
- Solution should be compatible with RFID hardware.
- Provision of internal file transfer into the solution.
- Required Modules-
  - Admission Management
  - Fee Management
  - Financial Management
  - Inventory Management
  - Attendance Management
  - Staff Management
  - Multi location Management
  - Payroll Management
  - Library Management
  - Advanced Examination Management
  - Cyber Campus

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- Transport Module

- Hostel Management

- Asset Management Module

- Registration & Admission Management:-

  - Quick Student Registration

  - Quick & detailed Admission

  - Reports Generation

  - Admission ID Card

  - Unique Admission No

  - Additional Fee Plans

  - SMS and Mailing Handling Group/Individual

  - Transport Fee Plans

  - Hostel Fee Plans

  - Student ledger Account report

  - Gender, State and category wise student Strength Report

- Fee Management:-

  - Flexible Fee Master Setting

  - Auto Fee Posting in account book

  - Assigning School/College, Class, Division, Student wise fee.

  - Tracks the details of past, future and current fee receipts, missing/problematic bills

  - Fee Collection system summary/detail receipt & Detail reports.

  - Fee alerts (due, payment) & Transportation fee.

  - Advance fee handling.

  - Multi-user environment.

  - Auto fine setting/calculator.

  - Deduction/Concession setting for group/individual.

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- Refundable fee management.
- Category wise Wavier handling.

- Financial Accounting:-
  - Multiple Company Creation
  - Account head/ledger creation
  - Bank Reconciliation
  - Set Budget according to Department/ledger
  - All Vouchers (Journal, Payment and Receipt voucher)
  - Daybook, Cash book Report
  - Ledger Account Report
  - Trial balance Report
  - Profit and loss Report
  - Balance Sheet Report
  - Budget Report
  - Financial year handling
  - Streamlines the financial operations of colleges.
  - Disables duplicate entry of billing information
  - Gathers financial data from various functional departments, and generates reports.

- Inventory Management:-
  - Tender Generation
  - Quotation Comparison
  - Item Management group/individual.
  - Vendor Management.
  - Purchase and sales handling.
  - Purchase and sales return.
  - Purchase and sales register.
  - Stock Issue/Return System (Student/staff/department).

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- Stock report etc

- Integration with campus portal

- Monitors item usages, reconciling the inventory balances and reporting inventory status.

- Helps the users to quickly access the details of inventory & Reduces purchase costs.

- Attendance Management & Time Table:-

  - Compatible with Biometric devices as well as manual entry.

  - Generate Manual Time Table.

  - Class Wise and Teacher wise time table report.

  - Student Attendance.

  - Staff Attendance

  - Staffs leave application

  - Integration with exam module

  - Holiday and Leave setting

  - Customized Reports

  - Daily attendance & monthly attendance can be maintained, tallied.

  - Percentage calculation will be automatically done.

  - All mandatory reports class wise/student wise/month wise etc. are generated.

- Staff Management:-

  - Keeps the complete on-line records of all attendance/Leave details.

  - Assists in preparing salary, month & records attendance/Leave details.

  - Staff Logins.

- Multiplications Management:-

  - Access software from multiple locations
  - Run the software on multiple workstations in each location

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- Run reports for all locations
- Unlimited employee management
- Collective inventory and product ordering reports
- Complete financial system, including payroll and general ledger

- Payroll Management:-
  - Salary setting
  - Allowance and deduction (CCA, PF,HRA etc.)
  - Option for linking deduction with loan AND TRANSPORTION CHARGES
  - Staff advance/loan and recovery
  - Salary statement/statement for bank
  - Customized report for management purpose
  - Salary calculation & payment of teaching/non-teaching Staff.
  - Maintain detailed salary details like deduction, overtime, and bonus.
  - Tax calculation i.e. TDS Gratuity
  - Generates salary certificates, salary slip etc.
  - Arrears
  - Salary sheet lock system
  - Salary Auto posting in account books

- Library Management:-
  - Member Management
  - Library member card issue
  - Book reservation
  - Book issue, return, renewal
  - Auto fine collection
  - Provides information on list of available books, reports on/damaged/missing book etc.
  - Automates library membership, storage, member details, book issues, returns etc.
  - Alerts can be sent to uses
  - Provided online reservation, file and record or search library data.

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- Barcode generation for ID Cards and Books
- Powerful multi location library module
- Kiosk compatible for book location search
- Write off book report

- Advanced Examination Module:-
  - Customized exam setup, like theory/Internal/External, Practical internal and external type exams with minimum and maximum marks
  - Separate setup for Final examination.
  - Grade system/Marks system on the basis of internal and external Credit system
  - Grace setup for a particular course in terms of percentage that will automatically calculation grace marks when you make the results
  - Deficient paper functionality
  - Gazette report and Deficient Exam Report.
  - Printing DMC and Provisional DMC

- Cyber Campus:-
  - Scholl/Staff/Parent/Student(Split)
  - Integrates local and web databases
  - Parent login
  - Single/multiple student view and view events and academic calendar
  - Scrutinize attendance/ absent notification in message box
  - Exam result view/progress report
  - Separate login for students- send- greetings to teachers/ Students
  - Facility to upload lesson Plans/ class Notes/home work/daily report(student login)

- Transport module:-
  - Manage vehicles details like the type of vehicle number
  - Save driver and conductor details with identity proof
  - Maintain route details given with the name of stoppage
  - Create school trip and store trip related transport details

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- Instant notification to parents or guardian via SMS
- Transportation setting is based on student/class/vehicle wise

- Hostel Management:-
  - Manage Hostel
  - Add/Edit/Delete/View/different type of Hostel
  - Add/Edit/Delete/View/different type of Rooms
  - Allocate rooms to the students
  - Create hostel fee collection date
  - Pay hostel fee
  - View hostel fee defaulters
  - Pay hostel fee student wise.
  - Change rooms for students

Other Terms & Conditions

- The department is not bound to accept any of the proposals submitted.

- At any time before the submission of proposals, Department may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the scope of work. Any amendment shall be issued in writing to the bidders and shall be binding on them. Department may at its discretionextend the deadline for the submission of proposals.

- **Earnest Money Deposit:** The contractor/ bidders are required to deposit EMD of Rs. 50,000/- (Fifty Thousand) in as separate sealed cover at the time of submission of bid. The earnest money deposit (EMD) shall be deposited in the form of a pay order/bank draft drawn in favour of Director, Department ofTechnical Education, Government of Punjab and be valid for 180 days. Any bid not accompanied with the prescribed EMD, shall be rejected by the department as nonresponsive.

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Return of EMD: The EMD of unsuccessful bidders will be returned as promptly as possible without interest after award of contract. However, if due to unavoidable circumstances the EMD is not returned within stipulated time by Department, the bidders shall not claim any interest for the delayed period.

Reservation of Rights: Director, Technical Education & Industrial Training, Government of Punjab reserves the right to:

1. Accept or reject any Expression of Interest, without assigning any reasons.
2. The decision of Director will be final.

Late submissions: Late submission will be rejected unopened.

Annual Maintenance and support:

The bidder will extend support on 24X7 bases via telephone/ email and will attend department whenever required. The time frame for any development work will be reasonable and justified.

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FORMAT I

The details in respect of the company:

Sr. No	Item	Remarks		
1.	Name of the Company			
2.	Documentary Proof that Company is in existence for last 5 years			
3.	Number of Employees as on March 31, 2015			
4.	Annual Turnover	FY 2012-13	FY 2013-14	FY 2014-15
5.	PAN / GIR No. (Attach attested copy)			
6.	Service Tax Registration No. :			
7.	ISO 9001:2000 or CMMi Level 3 certification			
8.	Name, Designation of the contact person to whom all references shall be made regarding this EoI.	Name		
		Designation		
		Address		
		Tele no: Email:		

(Signature of the Authorized Person)

Name:
Place:
Designation
Business Address & Seal:
Date:

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Checklist of Documents to be submitted

S No	Condition / Item	Description Yes/No	Page No	Remarks
1.	Format I - Details about the organisation			
2.	Proof showing Rs. Five crores average annual turnover in the last 3 successive years (certified by a Chartered Accountant)			
3.	Proof of minimum 5 years experience in the field			
4.	Prior Experience: • Proof of single job execution of a minimum of Rs.50 lakhs during the last two years. • Similar Software solution developed & Implemented during last 3 years			
5.	Declaration Letter			
6.	Proposed approach and methodology			
7.	List of offices/ facility/ Service Centers in Punjab with complete address & contact information.			

(Signature of the Authorized Person)

Name:
Place:
Designation
Business Address & Seal:
Date:

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Format-II (Declaration)

In response to the Document Ref. No. _____ dated _____ for { Design, Development, Implementation & Maintenance of Office/Campus Automation Solution }, as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that : -

1. We will abide by all the terms and conditions contained in the EOI.

2. All the details mentioned above are true and correct and if Purchaser observes any misrepresentation of facts on any matter at any stage, Purchaser has the right to reject the proposal and disqualify us from the process.

3. We also acknowledge that this response of our Company for the process of Expression of Interest is valid for EOI validity period, for short-listing purpose.

4. We have noted the contents of the including various documents forming part of it and have ensured that there is no deviation in filing our offer in response to the EoI. Purchaser will have the option to disqualify us in case of any such deviations.

5. Our firm possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity.

6. We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the EoI.

7. Our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.

8. Our firm does not have any previous transgressions with any entity in India or any other country during the last three years

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9. Our firm does not have any debarment by any other procuring entity.

10. Our firm is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons.

11. Our firm does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings.

Place:
Date: **Seal and Signature**
of the bidder