TEQIP-3

Technical Education Quality Improvement Programme

(A Project of Ministry of Human Resource Development, Govt. of India for implementation of World Bank Assisted Projects in Technical Education)

Rajasthan Technical University, Kota

Invites

Technical and Financial Bids for Implementation of ERP Application / System at various Technical Institutions in the state of Rajasthan

Package No. TEQIP-III/RJ/rtur/40

Coordinator, TEQIP-III (ATU),
Rajasthan Technical University,
Rawatbhata Road, Akelgarh,
Kota-324010
Ph. No. 0744-2473060
Fax 0744-2473002
Email rtuteqip@rtu.ac.in
Website: https://www.rtu.ac.in

Schedule for invitation to Bids

1.	Name of the issuing office	Coordinator, TEQIP-III (ATU), Rajasthan Technical University, Rawatbhata Road, Akelgarh, Kota-324010 Ph. No. 0744-2473060 Fax 0744-2473002 Email rtuteqip@rtu.ac.in Website: https://www.rtu.ac.in
2.	Submission of EoI Document and Contact person	**Prof. Dhirendra Mathur,** Coordinator, TEQIP-III (ATU), Rajasthan Technical University, Rawatbhata Road, Akelgarh, Kota-324010 Ph. No. 0744-2473060 Fax 0744-2473002 Email rtuteqip@rtu.ac.in Website: https://www.rtu.ac.in
3.	Date of release of EoI notification and uploading of draft bid document on the website.	Sept. 25, 2019
4.	Last date and time for submission of EoI Documents	Oct. 03, 2019, 05:00PM
5.	Pre Bid Meeting	**Date: Oct. 04, 2019 Time: 11:30AM Venue: Vice Chancellor's Secretariat**
6.	Uploading of Final Bid Document comprising of Technical Bid and Financial Bid	Oct. 14, 2019
7.	Last Date and Time for submission of bids on the e-tendering site	Nov. 15, 2019, 03:00PM
8.	Date of Opening of Technical Bid	Nov. 15, 2019, 03:30PM
9.	Date of Opening of Financial Bids	To be announced Later

Bidder shall submit/ deposit following fee along with the technical bid through e-tendering system:

1. Tender Fee: Rs. 2000/- (Non-Refundable)
2. RISL Fee: Rs. 1000/- (Non-Refundable)
3. EMD/Bid Security: Rs. 7.5 Lacs

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CHAPTER - I

INTRODUCTION

1. **BACKGROUND:**

    TEQIP-III is a Central Sector Scheme of the Ministry of Human Resources Development (MHRD)   with 100% funding from Govt. of India. Around 200 engineering institutions across India are participating in the Project.

2. **PROJECT COMPONENTS:**

    The Third Phase of the Technical Education Quality Improvement Programme is composed of the following components and sub-components:

    Component 1 : Improving quality and equity in low-income and special category state (LIS/SCS):

    ➢ **Sub-component 1.1 :** :Institutional Development Grants to Government and Government-aided Institutes

    ➢ **Sub-component 1.2:** Widening Impact through ATUs

    Component 2 : System-level initiatives to strengthen sector governance and performance

    Component 3: Sustaining excellence in engineering education and widening impact through competitively-selected institutes

    ➢ **Sub-component 3.1:** Incubating, Sustaining and Spreading Excellence through Competitively selected Government and Government-aided Institutes

    ➢ **Sub-component 3.2:** Widening Impact through ATUs in non-LIS

3. **Implementation Arrangements :**

    Arrangements Central Level

    Overall responsibility for the project lies with the **Department of Higher Education of the Ministry of Human Resource Development (MHRD), Government of India**. MHRD constituted a National Steering Committee assisted by a small National Project Directorate headed by the National Project Director (Additional Secretary or Joint Secretary in charge of higher/technical education). MHRD delegate day-to-day implementation to National Project Implementation Unit (NPIU).

    State Level

    State Governments will oversee and facilitate implementation of the Project in the institutions in their State through the **State Project Implementation Unit (SPIU)** under the department responsible for technical education. **The Secretary in-charge of technical education is overall responsible for project implementation in that State**, assisted by the Director of Technical Education and the team in the SPIU.

Institutional Level

At the institutional level, the **Board of Governors (BOG)** is the body responsible for institutional project design, reform and project implementation. The day-to-day implementation is coordinated by a TEQIP unit headed by the institutional Director and assisted by a senior faculty member as the TEQIP Nodal Officer.

4. **Project Institutions in Rajasthan (This constitutes the tentative list of Participating Institutes where the ERP system under this tender is planned to be implemented)**

Table-I

S.No	Name of Institution	SUB-COMPONENT	Type of Institute
1.	Rajasthan Technical University, Kota	1.2	The Affiliating University
2.	University Department (UD), Kota	1.1	Constituent College of RTU
3.	College of Technology & Engineering, MPUAT, Udaipur	1.1	Constituent College of MPUAT
4.	MBM Engineering College, Jodhpur	1.1	Constituent College of JNVU
5.	MLV Textile & Engineering College, Bhilwara	1.1	Affiliated College of RTU
6.	Engineering College, Ajmer	1.1	Affiliated College of BTU
7.	Mahila Engineering College, Ajmer	1.1	Affiliated College of BTU
8.	Engineering College, Jhalawar	1.1	Affiliated College of RTU
9.	Engineering College, Bharatpur	1.1	Affiliated College of RTU
10.	College of Engineering & Technology, Bikaner	1.1	Constituent College of BTU
11.	Engineering College, Bikaner	1.1	Affiliated College of BTU
12.	Engineering College, Banswara	1.1	Affiliated College of RTU
13.	State Project Implementation Unit (SPIU), Rajasthan	2	Implementing Agency for TEQIP in Rajasthan

RTU= Rajasthan Technical University, Kota

BTU= Bikaner Technical University, Bikaner

JNVU= Jai Narayan Vyas University, Jodhpur

MPUAT-= Maharana Pratap University of Agriculture and Technology, Udaipur

CHAPTER 2

INVITATION FOR Bids

1. **State Project Implementation Unit (SPIU), Rajasthan** is a unit established to implement Technical Education Quality Improvement Program (TEQIP), Phase III in the State of Rajasthan. The project is monitored by the Ministry of Human Resource Development through National Project Implementation Unit, headquartered at Delhi. TEQIP is implemented in 18 states and 01 UT across the country in its third phase.

2. At present, Rajasthan Technical University, Kota and 11 Govt. Engineering institutions of Rajasthan are participating in the World Bank- MHRD project TEQIP-III. Under the project, a great deal of information, data and reports are to be shared with various State and Central Govt. bodies. Only a few institutions are having limited computerization of records. Some colleges have developed / procured MIS software but these suffer from the following limitations:
   - Standalone software
   - Integration supported with manual data transfer
   - Managed by separate teams
   - Accessible from campus only

3. Therefore, a strong need of ERP / MIS system in all the colleges is felt. Apart from sharing information related to TEQIP-III, the system can also be used to capture biometric attendance of students in each class and periodic feedback of faculty members by the students. An ERP / MIS system will also help Govt. authorities in better monitoring and control of these institutions.

4. **Rajasthan Technical University (RTU) has been entrusted with the responsibility of finalizing the vendor for development and/ or Implementation of ERP at each of the participating institutes mentioned in Table-I. Orders to the selected developer will be issued by the respective institutes from their own budget. Each institute is free to choose modules/ functionalities which they find useful.**

5. RTU, Kota on behalf of TEQIP institutes in Rajasthan, invites Separate Financial and Technical Bids from reputed, interested and eligible service provider for implementation of ERP application / system in the institutes as mentioned in Table I. Interested and eligible agencies may submit their bids in two envelope system i.e. separate technical and financial Bids in accordance with the instruction given in the bid document.

6. Interested agencies are advised to study the bid document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

7. Completed bid document comprising of Technical and Financial Bids (each sealed separately) and the two envelopes then sealed in an outer envelope shall be addressed:

   Coordinator, TEQIP-III (ATU),
   Rajasthan Technical University,
   Rawatbhata Road, Akelgarh,
   Kota-324010
   Ph. No. 0744-2473060
   Fax 0744-2473002
   Email rtuteqip@rtu.ac.in
   Website: https://www.rtu.ac.in

All correspondences shall also be addressed as above.

8. All the envelopes shall be scribed with "Proposal for ERP System under TEQIP-III (Package No **TEQIP-III/RJ/rtur/40**.)

CHAPTER 3
INSTRUCTIONS TO BIDDERS

1. The contract period under this bid is proposed to be 10 years covering all the related activities of system study, Gap Analysis, Process Engineering, implementation including initial customization, maintenance, version control upgradation and updation including customization required at later stage due to change in business processes.

2. Allocated budget for the project Rajasthan Technical University, Kota is of the order of 1.5 Crores for the First Year. Each of the other institutes have separate budget for implementation at the respective institute.

3. The proposed ERP system for all the institutes will be hosted on the State Data Centre of Rajasthan State situated at Jaipur. Resource Requirements for each participating institute shall be assessed by the successful bidder and communicated to the institute within one month of award of contract.

4. The Technical and Financial bids shall be submitted through e-tendering system for Implementation of ERP Application / System in Technical Institutions in the State of Rajasthan for which bidder should have the valid digital signature for e-tendering. Bids shall not be accepted by any other mode.

5. The required fee, i.e, tender fee, RISL fee and EMD must reach office of Coordinator, TEQIP-III (ATU), Rajasthan Technical University, Rawatbhata Road, Akelgarh, Kota-324010 **latest by 15 November 2019 up to 1500 hrs**., failing which e-bid would be summarily rejected.

6. The e-Technical Bids will be opened **at 1530 hrs on 15 November 2019** at the office of Coordinator, TEQIP-III (ATU), Rajasthan Technical University, Rawatbhata Road, Akelgarh, Kota-324010in the presence of agencies or their representatives, who may wish to be present on the occasion.

7. *Technical Bid should not include any financial information*.

8. Bidder should take into account any corrigendum published on the document before submitting their bids.

9. Bidders are advised to go through the advertisement and the document carefully to understand the documents required to be submitted as part of the Technical Bid.

10. The bidder shall bear all costs associated with the preparation and submission of its bid, attending pre-bid meeting including cost of presentation, if so desired. RTU will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

11. **Amendment in Bid Document:** This document is a draft document for inviting Technical Bids. The bid document shall be finalized after the Pre-bid meeting. Suggestions received in the pre-bid meeting shall be evaluated by the competent authority of the University and changes as found necessary will be effected. The Final bid document comprising of Technical Bid and Financial bids shall be posted on RTU website i.e https://www.rtu.ac.in **Bidders are required to submit their bids only on the Final Document.**

12. **Language of Bids:** The bids prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder, shall be written in the English language ONLY,

13. **Documents comprising the Technical Bid:** The Technical Bid prepared by bidder shall comprise the following components:

    i)   Letter of Proposal submission
    ii)   Bidder's experience along with work order / completion certificate
    iii)   Certificate of Incorporation
    iv)   PAN No. and GST Registration Certificate
    v)   Certificate of Annual Turnover duly verified by CA
    vi)   Undertaking that the bidder is not blacklisted
    vii)   Complete workflow coverage details literature of the process ERP Implementation.
    viii) Bid Form (Annexure I)
    ix)   Power of Attorney
    x)   Duly filled annexure-7 and -8

14. **Authorized Signatory:** The bid document should be signed by the authorized representative of the bidder.

    a. The certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid.
    b. Unsigned & Un-stamped bid shall not be accepted.
    c. All pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.

15. **Period of Validity of Bid:** The bid shall remain valid for a period of 180 days from the date of opening of Technical Bid. A bid valid for a shorter period may be rejected as non responsive. In exceptional circumstances, RTU may solicit the bidder's consent to an extension of the period of validity of bid. The request and response shall be in writing.

16. **Last date and receipt of Bid:** The bid should be submitted not later than the date and time specified in schedule for invitation to bids. However, RTU, Kota may, at its discretion, extend the last date for the receipt of bids by amending the bid document. In case, the last day of bid submission is declared a Holiday by the University, the next working day will be treated as day for submission of bid. There will be no change in the timings.

17. **Late Bid:** Any bid received by the University after the prescribed last date and time for receipt of bid shall be rejected.

18. **Address for Correspondence:** The bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by the University.

19. **Preliminary examination:** RTU will undertake examination of Technical Bids to determine whether they are complete, whether any error has been made, whether the document has been properly signed and whether the bid is generally in order. A bid determined as not substantially responsive will be rejected.

To assist in the evaluations of Technical Bids, RTU may, at its sole discretion, ask the bidder for clarification on the submitted expression. The request for clarification shall be in writing by email. The response shall be submitted in writing by registered/speed post or by email duly signed by authorized representative.

20. **Minimum Eligibility Criteria:- Bidder must ensure that they shall meet the minimum eligibility criteria as per below mentioned details:**

S. No.	Qualification	Documentary Evidence to be attached
1.	The bidder should be an Indian registered company, Pvt. Ltd / Limited Liability Partnership (LLP) engaged in the job of implementation of ERP system during last 3 years in India as on 31st July 2019.	Certificate of incorporation / Certificate of Commencement
2.	The average turnover of the bidder during last three year services in India should not be less than Rs. 5.0 Cr.(2015 -16, 2016-17& 2017 -18).	A certificate of Turnover from Chartered Accountant with self-attested audited balance sheet for the last three financial years (i.e. 2015-16, 2016-17 & 2017-18).
3.	The Bidder must have successfully implemented at least 02ERP projects in a Central/ State Affiliating University as on 31st July 2019. The order value of one order shall be at least 1.5 Cr.	Copy of work/service orders / Completion certificate. A job executed by a Bidder for its own in-house purpose/sister concern/subsidiary shall not be considered.
4.	The bidder should have at-least 10 on-roll Programmers/ Developers in ERP Division	Certificate from authorized signatory / HR head along with details of employees.
5.	The ERP Application / System proposed by the agency solution should be Developed & Owned by the Company	Declaration Certificate by company
6.	The bidder must have experience of Data Migration from Existing System in at least one ERP projects in a Central / State Affiliating University during the last three years as on 31st July 2019.	Completion certificate
7.	The bidder should neither have been Debarred and / or blacklisted by any Central / State Govt. Department / Universities / Educational Institutions/Organization etc. nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law.	The bidder shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs. 500/-
8.	The bidder should be capable of meeting out all the functional requirements of ERP System	Details of functions performed by each module, its work flow etc.

The agencies who qualify the above mentioned minimum eligibility criteria shall be considered for further evaluation.

21. **The bidders who qualify the minimum eligibility criteria mentioned at S. No. 23 shall be considered for evaluation of technical bid.**

22. **The successful bidder shall provide hand-holding for the full duration of contract through support services on the operations and Management of system.**

23. **For evaluation of technical bids, each bidder who is otherwise found to be eligible will be required to make a presentation on the functionality and technical details of the product. Those not making presentation shall deemed to be ineligible for further participation.**

CHAPTER 4
Details of Functional Specifications for the Proposed ERP

1. **Scope of Work**: Implementation of an ERP at the Rajasthan Technical University (RTU), its constituent college(s) and Departments and selected affiliated colleges (Specified as Participating Institutions). The scope includes implementation of the ERP, its maintenance including upgrades and customization during the tenure of the contract. The contracted period would be 10 Years.

2. **Objectives to be fulfilled**: The system should fulfill the following essential objectives. However, the objectives are indicative and can not be used for limiting the specific functionalities expected of the system which are described in the document.
   - Discharge of identified business activities/ processes through an online processing system
   - Generation of reports/ documents for submission to Government Agencies, Statutory Authorities viz. AICTE, UGC, NAAC, MHRD, NBA etc.
   - Enable seamless and online services to the students, the affiliated Colleges and other stake holders including data sharing
   - Provide necessary framework for maintenance of educational standards including OBE
   - Enable observance of statutory provisions with regard to Accreditation and other quality indicators
   - Facilitate the participating institutions to get accreditation from NBA, and NIRF

3. **Participating Institutions: As per Table-I**

4. **Functional Details of the Proposed ERP**: The proposed system shall serve all the participating institutions. RTU, being an affiliating University, will require additional functionalities to be fulfilled. For this purpose, the functions have been specified in two parts. The Part-I of functional requirements is aimed at functions to be carried out by the affiliating University and are not required to be implemented at other participating institutions. Functions at constituent and affiliated colleges are separately described.

5. **Background of the Participating Institutes**:
   Rajasthan Technical University was established in 2006 by Rajasthan State Assembly through act No. 8 of 2006 published on April 9, 2006 in the official Gazette. The University is owned by the Rajasthan Govt. and governed as per the provisions of the act, its statutes, ordinances and regulations. The University has affiliated colleges spread across the State of Rajasthan in the fields of Engineering, Management, Computer Applications and Hotel Management.
   Other Universities mentioned in the document have also been established similarly.
   All the affiliated colleges are autonomous colleges of the Government of Rajasthan, managed by respective societies registered under society's act of the state of Rajasthan.

6. **Admission Channels of Students**
   Students to various courses are admitted through different Multiple Channels. The proposed system needs to be integrated with these channels for data exchange between agencies entrusted with the task, the affiliating University and colleges (Constituent as well as Affiliated). This data will be the basis for all the student related activities to be discharged at all the colleges and by the University.

Course of Admission	Admission Channel
UG Courses in Engineering and Architecture	- REAP, Admission after 12th - LEEP, Lateral Entry at 2nd year level - Direct Admission - Management Quota
PG in Engineering and Architecture	CAM
Ph.D. All Faculties	RTUDAT
MCA	- Direct Admission - RMCATT

MBA	• RMAT • CMAT • Transfer
BHMCT	• Direct Admission •

Please note:

Scope does not include implementation of admission related activities but includes all the activities after declaration of admission lists by the respective admission authority including reporting at the allotted colleges, internal sliding etc.

Functional Requirements at Rajasthan Technical University, Kota (An affiliating University)

1. Implementation of Governance framework of the University as per the provisions of the act as in force and amendments if any including future amendments. The Rajasthan Technical University act 2006 is part of this document.
2. Creation of a unified database and implementation of required software modules for discharge of various functions carried out by the University.
3. Providing uninterrupted flow of data among different functional units within the University.
4. Providing identified data to the affiliated colleges required for submission to statutory bodies like AICTE and NBA. The data formats may be different for colleges not covered under the scope of the proposed ERP.
5. **Functions of Units of the University**

Functional Unit	Responsibility and Functions
Vice-Chancellor's Secretariat	The Vice Chancellor of the University is the Chief Executive of the University and carries out functions required for overall governance of the University.

Registrar	Registrar is the Chief Administrative Officer of the University and is responsible for the following functional units within the University. To Discharge the functions, it has following sub- units:
	  1. Establishment, discharges functions related to
	    • Creation of new posts
	      o Teaching
	      o Non-Teaching
	    • Govt. permission for vacant posts
	    • Recruitment for vacant posts
	      o Teaching
	      o Non-Teaching
	
	    • Promotion
	      o Promotion of Teaching staff
	      o Promotion of Non-Teaching staff
	    • Personal record file
	    • Leave sanction record
	    • Retirement
	  2. Legal Cell
	    • Appointment of Advocate & OIC, suggested by concern department.
	    • Approval by Registrar.
	    • Approval by Hon'ble Vice Chancellor.
	    • Office order issuing including legal fee of advocate
	    • Updating of next hearing dates.
	    • Verification of status of cases time to time.
	    • Report generation as per LITES

		• Further steps after judgment uploading on LITES.
		3. Registrar's Office
		• Record Custody.
		• Conducting of BOM meetings.
		• Conducting of AC meetings.
		4. Dak Section
		5. File Tracking System
		6. RTI
	Procurements and Stores	• Submission of Purchase proposal to Dean (FA), Registrar, Finance Comptroller, Controller of Exam, Dean (AA) by respective departments.
		• Processing of purchase request
		• AS & FS
		• Purchase committee
		• Purchase Order placement
		• Store management
		• Material receipt
		• Indent for material
		• Available material
		• Daily receipt billing at Stores including inspection report
		• Dead and consumable stock registers
		• Physical verification
		• Write off of stocks
		• Scrap handling record
Finance Officer		• Development of API for integration of the proposed system with the existing modules which covers Provident Fund, Budget Control, Financial Accounting including bill processing, Payroll Management.
		• On line bill processing system
		• On line fee collection system for all types of fee
Controller of Examination		Phase –I
		1. Online digital student profile of the students admitted in 2006-07 to 2018-19. For this purpose, result profile should be in Roll number/Enrollment wise and shall comprise all examination records of a student at one place and it should be in a dynamic form. New record of the same student should be added in same profile.
		2. Integration of all accounts activities of Examination wing with F & A Section for hasslefree passing of bills in online mode. This will include all bills of vendors, Q.P. setters, conduct of Exam., Flying Squad, evaluation of answer books, central evaluation centres bills etc.
		3. Integration of Question paper setting work with Academic Section. This will include updation of syllabus and schemes of various courses from 2006 to continue, providing of teachers record with complete profile covering place of working,experiences, specialization, personal details etc., preparation of sets of different forms to be used in Qustion Paper Setting, assigning of paper setters as per list provided by BOS, mailing it for preparation ofmanuscript and all other allied work.
		4. Assigning of external examiners for practical exam and Dissertation evaluation Work.
		5. Preparation of time table, deciding exam centres, Academic Calender and other allied work.

	6. Generation and data processing of Enrollment work and complete capturing of candidature part.

	Phase –II
	1 Pre Exam Work :-
	   a. Generation and processing of exam forms with requisite fee and applicable syllabus for Main and Back students of all running batches of year 2006 to continue.
	   b. Generation of admit card with photo and signature, thumb verification machines at examcentres etc.
	   c. Generation of Roll list, attendance sheet, online registration of absentee statement.
	   d. Question Paper packing list as per subject wise, course wise, centre wise.
	   e. Online data correction in filled exam. form by the candidate.
	   f. Reconciliation of exam. fee in different proforms as per requirement.
	   g. SMS, Email alerts, tracking facilities by each student at Mobile App or website.
	
	Phase –III
	1 Post Exam. work of awards :-
	  (a) Generation and processing of practical/ sessional/mid-term awards at online through individual examiner including verification and error checking with security measures.
	
	Phase –IV
	1 Post Exam. work of result :-
	  (a) Preparation of result through compilation of exam. form, previous carry forwarded awardsand results, practical/sessional/mid-term awards, theory awards and applicable rules, promotion rules, grace rules, passing rules etc.
	  (b) Generation of fictitious codes and coding/decoding at the time of result Preparation.
	  (c) Online generation of theory awards through individual examiner with verification and error check system.
	  (d) List of eligible candidates for improvement test.
	  (e) Other work as per requirement of preparation of result.
	
	2 Revaluation Result :-
	  (a) Complete activity of revaluation as per post examination activity.
	
	3 Preparation of Degree Data :-
	  (a) Complete degree data for eligible candidates and its verification process.
	
	4 Providing different types of documents i.e. duplicate marksheets, consolidate marksheet,provisional certificate, migration certificate, Transcript Certificate

	etc.
	5
	(a) Preparation of complete records for answer books evaluation and revaluation purpose including maintenance of CS Diary, Marking fictitious codes and other allied work.
	(b) Packing advice, assigning evaluation centre, assigning evaluator.
	(c) Generation of evaluator ID and other allied forms and proformas etc.
	6 Preparation of record for copyview and other all related activity.

Dean, Academic Activities	Affiliation Form for Institutes
	 Faculty Details
	 Staff Details
	 Course Details
	 Infrastructure including Lab facilities, Library, Play Grounds etc.
	 Faculty Attendance (Online Bio-Metric Attendance Monitoring)
	 Quality Index Value (Framework) for Institutes Ranking
	 Students Placement
	 Autonomy Form for the Institutes
	 Abstractof Affiliation Details
	 Affiliation Fee, Inspection Fee & NOC fee
	 No Objection Certificate (As per AICTE requirements)
	     Change of University/Closure of Institute/Change in Name of the Institute/Closure of (Course / Program)/Conversion of Co-Ed Institute to Women Institute and vice versa/Change of (Site/Location)/Conversion of Degree level institute to Diploma Level Institute and vice versa/Conversion of Management Institute running PGDM to MBA Institute/Change in Name of Course/Change in Name of (Institute/Society/Company) etc.
	 Board of Studies (Scheme, Syllabus, CO, CO-PO Mapping and equivalence of syllabus)
	 Inspection of the Institutes.
	     Inspectors (Pannel/Profile)/Inspection order/Inspection due date/Inspection Reports/Inspector's Honorarium/Compliance of inspection report from colleges(Sub-committee evaluation of inspection/compliance letter/ Institute's reply/evaluation and verification of compliance report of institute by sub-committee)
	 Report for Board of Inspection
	 Deans of University Faculties (FOEA, FOMS, FOCA, FOAS)
	 Appointmentsof Principal and Faculty at Affiliated Institutes as per regulation
	 Faculty, Staff Salary Components
	 Grievances Redressal for Faculty and Institutes
	 AICTE approved Intake
	 Inspection Honorarium
	 • Due date of Inspection

Dean (Research)	• Supervisor's Identification • Supervisor's Registration • Research Centers Identification • Performance Monitoring through APRC

	• Course Work • Research Proposals, Comprehensive Exam, Pre- Synopsis • Renewal of Students Registration • Constitution of DRCs • Constitution of Research Board • External Examiner Monitoring System • Assistantship to PhD Students

Dean, Student's Welfare	• Students Grievance Redressal
	   o Fee Refund
	   o Caution Money Refund
	   o Anti Ragging Cell
	   o Women Grievance Cell
	   o Ombudsmen
	   o Students Grievance Redressal Council
	   o Standing Disciplinary Council
	   o Sports Activities/ Calendar
	   o Extra and Co-Curricular Activities
	   o SC/ ST Cell
	• Scholarship Module
	• Institute Grievance Record
	• Centralized Campus Placements of Students
	• **Alumni:**
	   • Facility for Alumni of colleges and university
	   • Facility to update their profile

Estate	• **Facility Management**
	   • Civil Estate
	   • Security
	   • Electrical Estate
	   • House Keeping
	   • Internet and networking

Student's Dashboard	• Students Grievances • Availability of status of attendance, evaluation reports, participation in activities, training and internships, placement related notifications • On-line delivery of digitally signed documents (Duplicate, Consolidated Mark-lists, Migration, Provisional Degree) • On-line transmission of Transcripts of the students to Universities and Employers • Should facilitate submission of online requests and online payment of fee through multiple channels as provided by the University

College Dashboard	• Should facilitate
	   o submission of affiliation requests,
	   o fee payment
	   o downloading of reports and data (Digitally signed wherever required),
	   o submission of requests for nomination on selection panel, boards
	   o Uploading of reports and Data required by the University

Projects and Grants	• Should allow necessary framework for implementation of projects and grants received by the faculty members from outside agencies.
IQAC	• Preparation of documents to be submitted for accreditation to

Functional Unit	Responsibilities and Functions
(as defined under UGC)	NAAC, UGC, NBA, AICTE and other statutory authorities. • Preparation of reports for promotion of teachers under CAS including online submission of information by the teachers.
Deans of Faculties	• Managing the academic affairs like preparation of curriculum, convening meetings of Faculty, Overseeing the functions of Boards of studies etc.
Boards of Studies	• Preparing syllabus for the courses under its jurisdiction.
Dean, Industry Institution Interaction Cell	

Functions of Units of the Colleges

Functional Unit	Responsibilities and Functions
Principal	The Principal is the Chief Executive of the college and carries out functions required for overall governance of the College. Nomenclature of the post may be different at constituent colleges.

Registrar	Registrar is the Chief Administrative Officer of the College and is responsible for the following functional units within the College. To Discharge the functions, it has following sub- units:
	1. Establishment, discharges functions related to
	   • Creation of new posts
	     o Teaching
	     o Non-Teaching
	   • Govt. permission for vacant posts
	   • Recruitment for vacant posts
	     o Teaching
	     o Non-Teaching
	
	   • Promotion
	     o Promotion of Teaching staff
	     o Promotion of Non-Teaching staff
	   • Personal record file
	   • Leave sanction record
	   • Retirement
	2. Procurements and Stores
	   • Submission of Purchase proposal to Dean (FA), Registrar, Finance Comptroller, Controller of Exam, Dean (AA) by respective departments.
	   • Processing of purchase request
	   • AS & FS
	   • Purchase committee
	   • Purchase Order placement
	   • Store management
	   • Material receipt
	     • Indent for material
	     • Available material
	     • Daily receipt billing at Stores including inspection report
	  • Dead and consumable stock registers
	  • Physical verification
	  • Write off of stocks
	  • Scrap handling record
	3. Legal Cell
	   • Appointment of Advocate & OIC, suggested by concern department.
	   • Approval by Registrar.

	- Approval by Hon'ble Vice Chancellor. - Office order issuing including legal fee of advocate by LITES. - Registration of case at Legal Software (LITES) - Updating of next hearing dates. - Verification of status of cases time to time by LITES. - Further steps after judgment uploading at LITES. 4. Registrar's Office - Record Custody. 5. Dak Section 6. File Tracking System 7. RTI
Chairman, Examination	- Coordinating examination related activities (like applying for examinations by the students, distribution of admit cards, submission of marks to the University, preparing schedule of internal examinations) between the students of the college and the University. - Making arrangements for conduct of examinations at the college, preparing seating charts, assigning invigilators etc. - Distribution of Mark sheets to students
Chief Proctor	i. **Student attendance –** Each faculty member shall be issued 01 mobile biometric device (in lieu of attendance register) to capture students's attendance during each class. Attendance should be captured only for the teacher – class combination as per the time table, and that too within first 15 minutes from commencement of class. Reports on attendance would be sent through SMS, email, WhatsApp to parents, HoDs, Principals/*Dean, Institute* and State Govt. authorities. ii. **Student Discipline:** Conduct history, punishments iii. *Student Co-* Curricular and Extra Curricular : awards, extra-curricular and co-curricular activity participation and their correlation with specified rubrics iv. **Admission module** (including student registration in every semester) v. **Preparation Student Roll List** vi. **Maintenance of Student Life Cycle at the College** vii. **Award of marks under Discipline and Extra Curricular Activities** viii. **Onward transmission of Scholarship claims of the students** - ID cards - Scholarship and financial assistance : application and processing, linking with Govt./sponsoring agencies portal - Registration Tech Fests, HACKATHON, etc. *On line display of notices, info on SMS, Social media* *Linking of student profiles, information with UGC/Govt. /AICTE portals* - Refund of Caution Money - Registration of Students in subsequent years - Inward and outward transfer of fee to/from the institutes to which students have moved out

	• Change of Branch • Internal Sliding • Spot round of admissions including on line counseling

Heads of Departments	i. **Academic module –**
	   • Rubrics for each course
	   • Lesson plan (course plan) of every subject shall be uploaded before start of semester
	   • Online Assignments with LMS (learning material software) features, handouts by faculty to students, reply/Online Grading of students to faculty
	   • Time table preparation
	   • Information regarding extra classes, expert lectures, etc.- *Enabling Online feed by faculty- resulting in message on social media/ SMS/Whatsapp of students*
	   • E-learning
	   • Framework for Outcome Based Education (NBA accreditation):
	   Curriculum Design based on OBE through BOS
	   CO- PO mapping
	   Creating own course by faculty on the portal with features to enroll, designing the course instructions, assignments, quiz/tests, tracking performance of students, PO attainment etc.
	ii. **Feedback of faculty member –** The feedback form would be designed and approved by the State Govt. /University and shall be used uniformly for all the Institutes/colleges. Each student can log in and fill feedback form for only the classes attended by him/her. The permission to fill feedback shall be given only if he/she has attended that particular class or some pre-defined minimum number of classes (the system should match with attendance module). Students who do not fill the feedback would not be allowed to appear in the next internal test/assignment linked to the course material taught in the period.
	• Overall Control of the Department
	NOTE: As per NBA, requirements for OBE framework may be different for TIER-1 and TIER-2 institutes. The framework needs to be implemented as per the status of the institute.

Training and Placement	• Allotment of training/ internship based on students' choice and merit
	• Students registering for campus recruitment drives
	• All registered students to create their Resume as per format for Students' profile
	• **Alumni:**
	   • Facility for Alumni of colleges and university
	   • Facility to update their profile
	      • Centralized Placement
	         o Registration of Students

	- o Placement announcement by SMS & email - o Status of placement process - o Result announcement to companies and students - o Employer Registration - o Employer Feedback - o Job Description - Students Data - o Students details Credential Verification - o Integration and updating with COE Data - College level Placement Data - o Integration with Centralized Placement - Internship - o Almost same as Centralized Placement sub-headings
Estate	**Facility Management** - Civil Estate - Security - Electrical Estate - House Keeping - Internet and networking
Student's Dashboard	- Students Grievances - Availability of status of attendance, evaluation reports, participation in activities, training and internships, placement related notifications - On-line delivery of digitally signed documents (Duplicate, Consolidated Mark-lists, Migration, Provisional Degree) - On-line transmission of Transcripts of the students to Universities and Employers - Should facilitate submission of online requests and online payment of fee through multiple channels as provided by the University
College Dashboard	- Should facilitate - o submission of affiliation requests, - o fee payment - o downloading of reports and data (Digitally signed wherever required), - o submission of requests for nomination on selection panel, boards - o Uploading of reports and Data required by the University
Projects and Grants	Should allow necessary framework for implementation of projects and grants received by the faculty members from outside agencies.
IQAC (as defined under UGC)	- Preparation of documents to be submitted for accreditation to NAAC, UGC, NBA, AICTE and other statutory authorities. - Preparation of reports for promotion of teachers under CAS including online submission of information by the teachers.
Library module	- Member Registration - Purchase of Books, e-Resources (Books and Journals) - Library Services, - Library Rules - Text books for Book-Bank - Magazines and Periodicals

	• e-learning Tools • Membership of Consortiums • Fine
Chief Warden	Hostel and Mess facilities
Sports Officer	
Activities (NSS, NCC)	
Accounts module	• Student fee (including SMS /email alert for Due Fee) • Employees salary • Payment to vendors and third parties
Monitoring module	*for management- designated officers/incharges to get online reminders, warning messages, if file movement is not effectively happening within a specified period. Unit heads, Head of Departments including Chief Warden, Chief Proctor, Trg and Placement, Head of the Institution to get activity wise bar /piecharts showing progress in real time with the planned activities (linked to file tracking and disposal of matters), so as to enable them in focusing the critical activity paths.*
STUDENTS INETERFACE MODULE	• *Students Grievances* • *On-line delivery of digitally signed documents (Duplicate, Consolidated Mark-lists, Migration, Provisional Degree)* *On-line transmission of Transcripts of the students to Universities and Employers*

Particulars of Bidder

1	Name of Bidder				
2	Name & Designation of Authorized Signatory				
3	Registered/Head Office Address				
4	Correspondence Address	Address				

Address	
Phone	
Contact Person	
Phone	
Email id	

5	Year of Establishment				
6	Type of Firm *(Put Tick mark)*	Public Limited	Private Limited	Partnership	Proprietary
7	Telephone Number(s)/ Mobile				
8	Website URL				
9	Email Address				
10	Indicate if organization has been blacklisted or not				
11	Are there any clarification / information etc that the bidder may like to make				

UNDERTAKING

We agree to abide by all the conditions mentioned in this Document issued by the Tendering Authority (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein).

Signature:

Name:

Designation:

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -
Date: Place:

Letter of undertaking
(ON THE LETTER HEAD OF THE BIDDER)

To

Coordinator, TEQIP-III (ATU),
Rajasthan Technical University,
Rawatbhata Road, Akelgarh,
Kota-324010

Sir,

Subject: Bid for Implementation of ERP Application / System in Technical Institutes mentioned in Table-I

This bears reference to your advertisement dated ………………. for **Package No** .... We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent Rajasthan Technical University, Kota from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on ___/___/2019 at (place) _____ and we accept that if anything out of the information provided by us is found wrong, our tender/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

<div align="right">

Date:
Place:

</div>

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 500/- duly attested by the Notary Public)

To,

Coordinator, TEQIP-III (ATU),
Rajasthan Technical University,
Rawatbhata Road, Akelgarh,
Kota-324010

Sir,

In response to the your advertisement dated ………………. for **Package No** ....**for Implementation of ERP Application / System in Technical Institutes mentioned in Table-I**, I/We hereby declare that presently our Company _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ Autonomous Body / Education Institutes on the date of submission of the bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my bid shall be cancelled or not considered for evaluation of award of work.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:
Place:

Turnover Statement

S.No	Financial Year	Profit / Loss	Annual Turnover of bidder
1.	2015-16		
2.	2016-17		
3.	2017-18		

Note: Certificate from Statutory Auditor/Chartered Accountant certifying turnover only for all three years to be attached.

Details of Past Experience:

Experience of bidder in executing similar projects for educational Institutes/Universities:

S.No	Name of University / Institute	Name of the Project and brief description	Value	Date of award	Date of Completion	Current Status
1.						
2.						
3.						
4.						
5.						
6.						

Note: Certificate/ copies of Orders/ Contracts issued by the concerned University/ Institute shall necessarily be attached. Any entry without supporting documents shall not be considered.

Power of Attorney:

Know all men by these presents, we…………………………………… (name of service provider and address of the registered office) do hereby constitute, nominate appoint and authorize Mr./Ms……………………..son/daughter/wife of and presently residing at…………………………….., who is presently employed with /retained by us and holding position of……………as our true and lawful attorney

(hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>……………………………project, proposed to be developed by the ………………………….. (the "client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and conservice provider all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE…………………………………THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS …………………..DAY OF …………….2019.

For ………………………………… (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

1. (Signature, name and address)
2. (Signature, name and address)

Notarised

Accepted

………………………………………………………….

(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.

Technical Details of Proposed Solution

A. Technical Details:

S.No.	Technical Feature	Value/ Description
1.	Back End Operating System	
2.	Data Base Server	
3.	Security Framework Employed	
4.	Whether the solution is certified being safe. If yes, details of certification	
5.	Compatible Browsers	
6.	Digital Signatures on Reports and Certificates	
7.	Digital Signature Algorithms	
8.	Mobile Browser Compatibility	
9.	Mobile App Availability	
10.	Multi Factor Authentication Support	
11.	SMS Notifications	
12.	Uses Cookies ?	
13.	Application Development Platform (A brief Description on the Technologies used is Required)	
14.	Formats in which reports are generated (Text, pdf, MS Excel, XML etc.)	
15.	Whether accounts can be created through uploading of Excel, pdf, Text files containing user information.	
16.	Porting of existing data in pdf/ text files supported. (May Elaborate the requirements if any)	
17.	Support for multiple Payment Channels (UPI, Credit Card, Netbanking etc.) and Multiple Payment Gateways	

18.	User Activities Logging	

Functional Details of Proposed Solution

S.No.	Module Name	Functions Performed	Functional Unit dealing with the function as per functional details in Chapter 4 of EoI

Note: In case, the available function is not listed in chapter 4, details may still be provided indicating NOT MENTIONED before any such function

Check List

S.No.	Descriptions	Whether submitted or not (Yes or No)
1	Letter of proposal signed and enclosed with the bid offer	
2.	Bid Form in Annexure 1 has been submitted	
3.	Deceleration of non black listing	
4.	Turn over Statement duly approved by CA along with audited balance sheet	
5.	Details of past experience along with work order and completion certificate	
6.	Power of attorney competent to sign the bid document	
7.	Signed copy of the bid document as a token of your acceptance towards all terms and conditions	
8.	Certificate of incorporation of company	
9.	PAN No and GST Registration Certificate	
10.	Certificate from authorized signatory / HR head along with details of employees	
11.	Proof towards completion of data migration	

Format for Financial Bid

To be finalized after Pre-Bid Meeting

Draft