

## INVITATION FOR QUOTATION

AKTU/TEQIP-III/2019/ 100

01-Feb-2019

### Sub: Invitation for Quotations for supply of Goods

Dear Vendors,

1. You are invited to submit your most competitive quotation for the following software modules required in the University Software Application, detailed scope of work given at Annexure I,

Sr. No	Brief Description	Quantity	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	<b>Integrated University Management System:</b>  A) Financial Accounting Software Module  B) Central Store Inventory Management Module  C) HR and Payroll Management Module  D) Integration with Existing systems	1	90 days	AKTU Lucknow	

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme[TEQIP]-Phase III** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. Quotation,
  - 3.1 The contract shall be for the full quantity as described above.
  - 3.2 Corrections, if any, shall be made by crossing out, initialing, dating and re writing.

3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit price.

3.4 All the applicable taxes shall be quoted separately for all items.

3.5 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

3.6 The Prices should be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. Quotation shall remain valid for a period not less than **90 days** after the last date of quotation submission.

6. Evaluation of Quotations,

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

6.1 are properly signed ; and

6.2 confirm to the terms and conditions, and specifications.

7. The Quotations would be evaluated for all items together.

8. Award of contract:

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

9. Payment shall be made in Indian Rupees as follows:

**After Satisfactory Acceptance of all modules – 100% of total cost**

10. All supplied items should be quoted for warranty of **12 months** from the date of successful acceptance of items and additional **24 months** of maintenance.

11. You are requested to provide your offer latest by **14:00** hours on **16-Mar-2019**.

12. Detailed specifications / scope of work of the software modules are at **Annexure I**.

13. **Training Clause** – Software training shall be provided by vendor for a period of **15 Man days**.

14. **Testing/Installation Clause** –

a) Testing / Installation of software shall be done by vendor.

b) All type of infrastructure to operate the software will be provided, installed, commissioned and maintained by AKTU. It will include Back End database and Front End tools.

c) Source Code with full documentation shall be provided to AKTU.

15. Sealed quotation to be submitted/ delivered at the address mentioned below,

TEQIP-III Cell, 3<sup>rd</sup> Floor, Admin Block, Sec-11, Jankipuram, Vistar Yojna, Lucknow, Uttar Pradesh India, Pin Code-226031

17. We look forward to receiving your quotation and thank you for your interest in this project.

  
(Authorized Signatory)  
Name & Designation  
Nodal Officer, Procurement, TEQIP-III

#### **Annexure I**

Software Application is required for Dr. APJ Abdul Kalam Technical University, Lucknow for computerization of University systems. The software application has to be Web based in ASP.Net and back end database should be in SQL Server. The agency will be required to provide the software application with the source code and full documentation. SQL Server will be provided by the University to create the Database. Software should be customized as per requirement of University. Agency should confirm the time required to deliver the software application for each module from the date of release or work order. All the modules of the software should be integrated and should be using a single common data base.

Please provide the Business Flow and Screen shots of all the forms and reports of the software in quotation submission else the quotation will be rejected.

Following modules with actual requirement is stated below:

Sr. No	Software Modules Name	Scope of Work
1	A) Financial Accounting	<p>Financial Accounting Module should help manage bills, payments and receipts of the university. Options to enter Bills received from teachers/employees/vendors and payment made against them after passing the bill should be available. Option to enter payments received from various sources should be available through receipt module. Budget head selection should be available in the transactions. Option to enter the University Budget and generation of its variation reports should be available. Option to entry advance payments and its adjustment against bills entered should be available and should be reflected in ledgers. Double entry should be generated for each transaction basis, the trial balance and balance sheet should be available.</p> <p><b>A.1. Bills Management</b></p> <p>With the help of this option, information regarding different type of invoices should be maintained in the system in an organized manner by specifying relevant register type and book number. User should be able to pass/ verify the entered bills by senior staff of account department.</p> <p><b>A.2. AdvanceManagement</b></p> <p>Option to be made available for entry of Advance requests of University employee / teacher. User should be able to adjust advances against bill entered.</p> <p><b>A.3. Receipts Management</b></p> <p>Option should be available to enter details of the payment received in form of student fees, college fee etc.</p> <p><b>A.4. Grants Management</b></p> <p>This option should be available to enter the grants received from Government/ different agencies for University or any particular project with the University.</p>

**A.5. Payments**

Option should be made available to enter payments In the software. Payments should be linked to bills and one payment can have multiple bills. Option to prepare RTGS Cheque payment should be available and data should be downloaded in the XLS format.

**A.6. TDS Management**

Option should be available to deduct the TDS in Bills under different sections. Payment of TDS should be available for the bills on which TDS has been deducted. Reports should be available to view the TDS deducted, Paid and Pending.

**A.7. FDR Management**

Option should be made available to enter the fixed deposit details of fixed deposit created with banks by the University. Provision should also be made when the FDRs are renewed / matured.

**A.8. Cheque Printing and management**

Bank gives stationery to the university to print bank cheques. An option should be made available to print more than a single cheque in one stance. Option to enter the cheques which have been made Void is required. It should have the reason for voiding the cheque. Option should also be available to print the cheques for RTGS/ NEFT payments.

**A.9. Budget Management**

Option to enter Budget book into the system should be available. It should provide for income and expense budget entries head wise. User should have an option to restrict the expense beyond the budget limit. Reports should be available to view the variations at different level.

**A.10. Bank Transfer**

Entry option should be available for transfer of funds from one bank account to another bank account.

		<p><b>A.11. Bank Reconciliation</b></p> <p>Bank Reconciliation option should have Entry / Uploading of bank transactions. Through this option bank entries should be verified by the transactions available in the application. Some transactions will be verified by the system itself by the transaction numbers. Variation report should show the discrepancies in the transactions in the application and in the bank. Accordingly user should be able to map the application transaction with the Bank transactions manually.</p> <p><b>A.12. Dashboard</b></p> <p>Application should have the provision to show Dashboards to the users. It should include the details on Billing, Payments and unadjusted advance details pending for more than 90 days.</p>
	<p><b>B) Central Store Inventory Management</b></p>	<p>This module should meet the purchase requirements of Central Stores of the university for its various departments. It should keep track of the existing assets of the university and maintain stock of all items required by departments. Items (Consumables and Non Consumables) and their opening balance needs to be defined at the start-up of the project. Thereafter all the purchase order and material receipts can be entered in the system. Once the material is received it can be issued to departments. If the material is returned by the department then the entry needs to be done in the Department receipt transaction. Material Receipt entered through this module can be transferred to accounts module and payment from accounts can be made against the bill. All these features should be available in the central stores inventory management module software.</p> <p><b>B.1. Indent Management</b></p> <p>Indents will be raised by the departments and will be received by the stores department after approval of department head. Store's user should be able to view pending indents received from departments against which materials are not issued to the concerned departments. Store user should be able to attach soft copy of approvals from administration and finance in indent receipt, before making of PO against that indent receipt. Budget selection should be available at the time of indent raised by</p>

department.

**B.2. Purchase Order Management**

Purchase Order option should be available to enter the Purchase Order which can be printed and given to the vendor. Information regarding purchase orders will be maintained through this option. Provision should be available to record proposed installation date of items.

**B.3. Material Receipts**

Material Receipt Note (MRN) option should be available in the software to record the purchases made by the stores. Each purchase bill entry will be required to be done in MRN screen separately. Installation required and installation date should be captured item wise.

**B.4. Central Store Stock**

Staff of the central store should be able to see the stock position of Central Stores. All issues and receipts made between the Central store and the Departments should be available in Central store stock.

**B.5. University ID Allotment for Assets**

An option should be available to allot University ID for all items which are in nature of fixed assets of the University. Option should be to allocate the ID manually or in auto generated mode. (a) Manual mode - in this user should be able to assign (enter) an id for item purchases in MRN or for opening balance of items. University ID can be alphanumeric. (b) Auto-generated – with this option user should be able to assign id in serialized manner (system generated) to items being entered for opening stock or for purchase.

**B.6. Issue and Receipts from Department**

Option will be required to enter all the issues being made by Central Stores to departments. Details of the issue made to the department from the central store for all items to be issued can

be against an indent or without an indent. Option will be required to enter details of the items returned by the department to Central Stores. All users at Central Stores should be able to enter all items returned by the department.

**B.7. Stock Adjustments**

Option will be required to enter any shortage and excess of stores inventory at the Central Stores. This could be due to mismatch of computer stock and physical stock at Central Stores. All mismatches will be needed to be recorded on this system. Option should be available to record the mismatch once in every quarter or at year end. This option can be termed as Stock Adjustment Note- SAN.

**B.8. Bill Payment**

Option should be available at Central Stores to generate a Bill Payment Advice to accounts for payment of its purchase bills. Data of accounts and inventory should be integrated. Using this Bill Payment Advice accounts will make the payment for vendor. Bill advice should contains late delivery charges, Delay installation and actual installation date.

**B.9. Item Disposal / Scrap Management**

Option should be available to record information of items to be disposed / to be scrapped. Provision to enter the sale the scrap / disposed items should be available. Report on scrap items and scrap sale should also be available.

**B.10. Physical stock taking**

Option should be available to count the physical stock available at central stores and departments for non-consumable items. Bar code label should be printed for the items for which university ID is generated. Physical stock taking should be available through Bar code scanners. Based on the physical counting, variation reports should be generated and Stock adjustments to be made to remove the variations in the stock.

C) HR and Payroll

Payroll and Employee Portal (HR) software module should allow authorized users of this module to define pay scale applicable for the



	Management	<p>employees, and the formula to calculate pay. It should also provide for maintenance of leave status of employees, applicable pay scales, loans and advances taken by the employees and its repayment, and same should be considered while generating pay slip. It should have provision to calculate arrears. Employee leaves updation and EMI for loan payment should also be possible to enter in the Salary and HR software. Payroll module should be able to handle salary processing of 6<sup>th</sup> pay commission.</p> <p><b>1. Salary Computation.</b></p> <p><b>C.1. Pay calculation Parameters</b></p> <p>Salary pay calculation should have following options/ provisions in the software which will help the university customize the pay generation process, and help accurately calculates pay. (a) Formula for salary calculation can be defined (b) The order in which the salary will be processed are defined (c) Leaves can be maintained for reference at the time of pay generation (d) Revision of Pay Scale (e) Modification of generated Salary.</p> <p><b>C.2. Generate Salary</b></p> <p>Once salary parameters are set, option should be available to generate salary for the month. Option to modify generate salary should be available which will help user to modify pay salary of a particular employee in case of any change, after the salary has been generated. Log should be maintained for salary generations.</p> <p><b>C.3. Printing of Salary Slips</b></p> <p>Option to print salary slips after the salary has been generated for employees.</p> <p><b>C.4. Pay Bill Register</b></p> <p>Option to maintain the pay bill register for the employees based on the category of the employees like salary generated / salary released and zero salary.</p> <p><b>C.5. Pay Scale Revision</b></p> <p>Option to revise the pay scale of an employee.</p>
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**C.6. Hold and Release Employee Salary**

Option should be available to mark the Hold / Release of salary of an employee.

**C.7. Salary Remarks**

Option should be available to enter remarks for an employee and the same should be printed on salary slip, till the defined time period.

**C.8. Annual Increment Generation and Posting**

Option should be available to generate the annual increment of the employees for specified period i.e. period from – period to based on pay scale in the employee master. It should also have facility to include or exclude the suspended employee for the increment from that period.

**C.9. Request for Loan/Advance**

Option should be available to enter the details of the employee's requests for loans and advances.

**C.10. Loan /Advance**

Option to enter the Loan/ Advance to employees and the monthly deduction amount should be available. Based on monthly deductions entered, the amount should be deducted from salary generated for the month. Calculation of interest on sanctioned loan should be available as a separate option.

**C.11. TDS - Employee Saving Entry**

Option to enter details of savings and other income of an employee should be available.

**C.12. TDS-Advice Generation**

Option should be available to generate the advice for the TDS on how much is being deducted for an individual.

**C.13. TDS-Advice Deposit**

Option to enter the deposited TDS is required so that once the cheque is prepared and deposited at the authorities then the

entry for the same can be done through this option. It should have options to record TDS challan deposit details.

**C.14. GPF/PF/NPS**

Option to maintain (enter) employee GPF/PF/NPS deduction, generate statements for GPF/PF/NPS, generate GPF/PF/NPS Advice, GPF/PF/NPS advice deposit slip for deposit of money will be required.

**C.15. EGIS (Employee Group Insurance Scheme) Statement**

Option will be required to generate the report for the EGIS deducted in the employee pay-slip, generate advice for EGIS, EGIS Advice deposit slip, so that information on EGIS deducted, and deposited can be maintained by the University.

**C.16. Salary Arrears Formula Definition**

Option to define the formula for calculation of arrears should be available.

**C.17. Salary Arrears Generation & Printing**

Arrears can be generated and printed with the help of this option. Already calculated and generated arrears can be recalculated, by specifying its respective arrear formula definition document number.

**C.18. Employee Bonus**

Employee Bonus entries should be managed in the system. Bonus entry should be based on criteria defined for employees. Bonus should be mapped to the Budget mapping and posted to Accounts for payments.

**C.19. Leave Maintenance**

Option should be available to enter the leaves taken by the employees along with the type of leave availed by them.

**C.20. Attendance uploading**

Option should be available to upload the attendance data.

**C.21. Employee Service Book**

		Option to maintain the Service Book details of each employee should be available.
	<b>D) Integration with Existing systems</b>	There will be data transfers between the above modules and existing applications in use at the University. Some data will be transferred from the new modules to existing modules and vice versa. Data transfer should be in real time and option should also be available to transfer the data manually. Data transfer to include some master data i.e college, subject, employee, course etc and it will also include transactions for online receipt and Bills transfers into FA. Integration should cover the actions for Add, Modify and Deletion of data.

**FORMAT FOR QUOTATION SUBMISSION**

(In letterhead of the supplier with seal)

Date: \_\_\_\_\_

To:

\_\_\_\_\_

\_\_\_\_\_

Sl. No.	Description of Software Modules (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
<b>Total Cost</b>							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

We agree to supply the above Software modules in accordance with the technical specifications for a total contract price of Rs. -----  
 — (Amount in figures) (Rupees -----amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_