

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

NOTICE INVITING TENDER

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for “**Student Administration Software (SAS)**”. The sealed tender superscribed as “**Tender for Student Administration Software**” along with technical and financial bid in separate envelope must reach the office in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	15.07.2017
Pre bid meeting	27.07.2017
Bid Submission Start Date	28.07.2017
Bid Submission End Date	08.08.2017
Financial Bid Opening Date	10.08.2017

3. **Bid Submission:** Separate envelopes should be used for Technical and Financial Bids and indication to that effect may please be superscribed on the envelopes.

4. Tenderers/Contractors are advised to follow the following Technical conditions: - .

- (a) Tender fee of Rs. 1000/- (Non- refundable) and Earnest Money of Rs. 20,000/- is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi.
- (b) The firm’s profile with complete details duly signed.
- (c) The firms having credential of supplying and installation of **Student Administration Software** will be selected. The firms must have valid statutory registrations as applicable on firm(s).
- (d) The firms who have already completed at least two similar work of **value Rs. 2.00 Lakh in** an each contract for providing similar software to Delhi University Colleges, and Govt. Autonomous Organizations / Institutes will be selected.

OR

The firm must have annual turnover for **Rs. 10.00 lacs/-** during immediate last three years **and** financial standing through latest I.T.R., Annual report (balance sheet and Profit & Loss Account) of last 3 years.

- (e) The firms shall provide a set of detailed working of Student Administration Software with the Technical specifications and acceptance thereof (**Annexure –I of the tender**).
- (f) The firms must provide experience certificate in tabular form along with proof.
- (g) An undertaking (self-certificate) that the **agency/ firm hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department.
- (h) No near relative certificate.
- (i) Acceptance of other terms and conditions.

Other terms and Conditions:-

- i. The institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
- ii. The Institute also reserves the right of splitting the items within two or more contractors for placement of order.
- iii. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejections.
- iv. Payment terms: -
 - a. 30% of the total amount will be released at the time of installation of software.
 - b. 20% of the total amount will be released after successful data migration.
 - c. 20% of the total amount will be released after accomplishment of training to be provided to the Office Staff for efficient and effective use of software.
 - d. Balance amount i.e. 30% of the total amount will be released after 180 days to be counted from the date of last payment.
- v. The bids for the work shall remain valid for acceptance for a period of 180 days to be counted from the date of order.
- vi. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction(s) as per applicable laws.
- vii. The quoted price shall be inclusive of all the applicable taxes, cess and any other outgoing payable to any authority.


PRINCIPAL

COMPANY LETTER HEAD

Annexure –I

TECHNICAL SPECIFICATIONS

SAS Software should be created on the following operating system/ software:

- | | |
|-----------------------------|--|
| 1. Operating System: | Windows Server 2012 R2 Datacenter |
| 2. Designing & Development: | Visual Studio 2012 (Dot Net based Website) |
| 3. Database: | Microsoft SQL Server 2012 R2 |

SAS Software having following tools/ links:

1. Payment Gateway integrated
2. SMS Gateway integrated
3. Community members registration module
4. Login with Id, Password and OTP Number
5. Define Rights facility for Courses/ Links/ or any other tools
6. Admission module with payment gateway
7. Generic Elective Entry/ Report Module
8. Examination module with payment gateway
9. Internal Assessment module as per University of Delhi rules
10. University Result Entry/ Report Module
11. Certificate like Bonafide/ Character, Provisional etc. generation module
12. Attendance Module
13. Module for communication students/ staff/ faculty/ any other community members through SMS gateway/ web portal
14. Dynamic Reports as per the requirement of Shivaji College/ University of Delhi/ UGC/ MHRD
15. Web Security for SAS Software

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

The Principal,
Shivaji College, University of Delhi
Raja Garden, Ring Road
New Delhi -110027

Dear Sir/Madam,

1. I submit the Price Bid for Student Administration Software and related activities as envisaged in the Tender document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, (Annexure -2) inclusive of all applicable taxes.
4. I hereby declare that price quoted in the Financial Bid is for the Student Administration Software as specified in the Technical Bid.

Yours Faithfully,

Signature of Authorized Representative

COMPANY LETTER HEAD

(Annexure -2)

FINANCIAL BID

Sl. No.	DESCRIPTION	Item Quantity	(To be filled in by Tenderer)
			Price
1.	Complete Student Administration Software as per Technical Specifications in the (Annexure I).	One (01)	INR in figures..... INR in Words

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Tenderer.
3. In case of any discrepancy/difference in the amounts indicated in figures and words, the amount in words will prevail and will be considered.
4. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after statutory deduction as per applicable laws.
5. The quoted rates shall remain same throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)