

- 103 -
- 290 -

1

MAHARSHI DAYANAND UNIVERSITY, ROHTAK -124001 (HARYANA)

No. MDU/Gen/10/649

Dated: 17.02.2010

QUOTATION/TENDER NOTICE

Scaled quotations/tenders are invited from the Service Providers of national and international repute for the computerization of activities/functions/services described in brief in the table below.

1. Description of functions/services to be computerized.

S.No.	Description of activity
1.	<p>Administrative functions</p> <ul style="list-style-type: none">- Digitization of policy Documents – Agenda & Proceedings of Court, Executive Council, Academic Council etc. (about 15,00,000 pages)- Service books of all existing as well as retired teaching and non-teaching employees, personal files of all existing as well as retired teaching and non-teaching employees, database should be searchable by name, key terms etc.- Databases of University's teaching and non-teaching staff – about 50 fields such as name, father's name, date of birth, address, qualifications, experience details, postings in University, workshops/ conferences/ training programmes attended, books and papers written etc., generation of reports from all angles, database should be searchable against names, date of birth, Department, designation, and other relevant fields- Attendance of teaching as well as non-teaching staff, leave records, etc.- Master I-Cards, Pension I-Cards etc.- All administrative jobs performed by all the Departments/Offices.- All administrative forms.- Photo gallery etc. <p>Proformas attached</p>
2.	<p>Financial Management</p> <ul style="list-style-type: none">- Budget – at a glance, detailed budget, funding agencywise, schemewise, all types of receipts, booking of expenditure, balance sheet preparation, all other matters relating to budget.- Salaries, increment, DA GPF accounts, pension accounts, all deductions, and all other parameters relating to salary- Online receipts, expenditure and payment Gateways for collection of all types of fees, disbursement of scholarships, booking of receipts, booking of expenditure from all locations in the University i.e.



- 103 -
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291

	<p>Teaching Departments/Offices and outstations etc. (Tie up with Bank shall be the responsibility of the Finance Office)</p> <ul style="list-style-type: none"> - Budget management at Department/Office levels - All forms relating to accounts <p>Proformas attached</p>
3.	<p>Academic Management</p> <p><u>University Teaching Departmentwise Complete Admission Process :</u></p> <p>Complete admission process – issuance of Admission Notice through University website, online admissions of regular students from centralized location as well as Departments, online submission of admission forms and other relevant documents by the students, preparation of students’ profiles (name, father’s name, date of birth, address -correspondence as well as permanent home, subject/Department, class, roll no., year, participation in games, extra-curricular activities, attendance record, etc.), online verification of documents for eligibility etc., enrollment process, online delivery of relevant information, online delivery of Roll Nos. and details of examination centres, online delivery of examination details, online receipt of assignments of the students, online creation of statistics for students and Departments/Institutions/Offices, online delivery of results and digital mark sheets to the students, online resolution of students’ grievances, front desk and back desk support to the students and Departments/Institutions/Offices, generation of Roll No. slips, preparation of results, preparation of detailed marks cards (soft & hard copies), preparation of student profiles, class room management (attendance, time table etc.) process, complete examination process, printing of all types of reports.</p> <p><u>Professional Colleges/Institutions affiliated to MDU, Rohtak :</u></p> <p>Complete admission process – issuance of Admission Notice through University website, online admissions of the students of Professional Colleges (Engg. Colleges, Management Colleges, Colleges of Education, Pharmacy Colleges etc.) affiliated to MDU from centralized as well as decentralized locations, online submission of admission forms and other relevant documents by the students of affiliated colleges/institutions, preparation of students’ profiles (name, father’s name, date of birth, address -correspondence as well as permanent home, subject/Department, class, roll no., year, participation in games, extra-curricular activities, attendance record, etc.), online verification of documents for eligibility etc., online delivery of relevant information, online delivery of Roll Nos. and details of examination centres, online delivery of examination details, online receipt of assignments of the students, online creation of statistics for students and affiliated Colleges/Institutions, online delivery of results and digital mark sheets to the students, online resolution of students’ grievances, front desk and back desk support to the students and affiliated professional</p>

	<p>colleges/institutions, generation of roll no. slips, preparation of results, preparation of detailed marks cards (soft & hard copies), preparation of student profiles, class room management process, complete examination process, printing of all types of reports</p> <ul style="list-style-type: none"> - e-learning resources uploading on server with readable facility as well as provision for IP/Password-based permission for downloading/printing for regular as well as distance education students. <p>Proformas attached</p>
4.	<p>College Development Council</p> <p>All activities of the College Development Council such as affiliation matters, college inspection reports, approval and appointments of teachers, admissions, and all other matters relating to affiliated colleges/institutions</p> <p>Proformas attached</p>
5.	<p>Research (Teaching Departments as well as Affiliated Colleges)</p> <ul style="list-style-type: none"> - Database of approved Research Projects, progress reports. - Database of submitted Research Projects - Online submission of progress reports. - All other activities. <p>Proformas attached</p>
6.	<p>Student's Welfare</p> <p>All activities/functions of the Office of Dean, Students Welfare including NSS.</p> <p>Proformas attached</p>
7.	<p>Hostels Management (Functions performed by the Provosts)</p> <p>All matters relating to Hostel Management such as room allotment, collection of room rents, mess billing, collection of mess bills and other mess matters, etc.)</p> <p>Proformas attached</p>
8.	<p>Sports matters</p> <p>All activities relating to the Directorate of Sports such as sports students' profiles, record of participation in sports events, record of achievements, record of awards, sports events, team management, organization organization</p>

	of sports camps . Proformas attached
9.	<p>Stores Management</p> <p>Computerization of all aspects of Central as well as Dept./Office Stores management such as data entry of store items purchased in Central Stores and Departmental/Offices Stores, issuing store items from Central/Department/Offices stores, stock verification, querying from remote locations whether store items are available or not, billing for items issued by Central Stores to Departments, stock position of Central/Department/Offices, receipt of payments, store budget management and all other aspects related to store management in Central stores as well as departmental stores.</p> <p>Proformas attached</p>
10.	<p>Engineering Cell and Estate Office</p> <p>Estate Records, Tenders/quotations, PWD schedule of rates approved by Govt./University, generation of electricity bills, House Allotment records, budget management, etc.</p> <p>Proformas attached</p>
11.	<p>University Hospital</p> <p>Health cards of university employees and students, Patients' records etc.</p> <p>Proformas attached</p>
12.	<p>University Press</p> <p>University journals in e-mode (Open source or subscription-based), sales of publications, billing etc.</p> <p>Proformas attached</p>

2. The sealed quotations/tenders, complete in all respects, must reach the Office of the undersigned latest by 02.03.2010 by 4.00 p.m.. The same shall be opened on 02.03.2010 at 4.30 p.m. The quotees or their authorized representatives shall be allowed to attend the meeting of the Quotation Opening Committee at their own (quotees) costs.
3. The quotation/tender received after due date and time or incomplete shall be rejected outrightly.
4. The quotees shall submit technical and financial bids separately. Both the bids shall be sealed in separate envelopes. Both the sealed envelopes containing technical and financial

296

- the firm from the date of completion of the job and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
38. The acceptance of the material/service shall be subject to satisfactory report of the Inspection Committee/Technical Committee/ Experts Committee.
 39. The acceptance of the quotation/tender shall rest with the University Computerization Committee, and the Committee does not bind itself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The Committee also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.
 40. It is the University's policy to make all purchases from the manufacturers or exclusive distributors or authorized dealers/agents. If you are manufacturer/ exclusive distributor/authorized dealer/agent, proof thereof may be supplied along with the quotation/tender failing which the same shall be liable to be rejected without assigning any reason. A copy of the letter of proof from the manufacturer (s) may be attached. if you are an exclusive distributor/authorized dealer/agent etc.
 41. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March, 1997 and Notification No. 51/96- Customs dated 23.7.1996. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.
 42. The quotee shall append a certificate with the quotation/tender that the firm has not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.
 43. TDS shall be deducted at source in accordance with the Income Tax Act/Rules in force from time to time.
 44. In case, any family member of the quotee is serving in the University, then the quotee must record a certificate to that effect on the offer, failing which the quotation/tender shall be rejected outrightly.
 45. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 01262- 292316 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
 46. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the quotation/tender or invoices shall be invalid and shall have no legal sanctity.
 47. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and acceptance of the order shall be construed as the firm's agreement to all the terms and conditions contained in the order.

Deputy Registrar (General)

Encl: As above



- 294 -

5

bids shall then be sealed in the third envelope. Following must be superscripted on the sealed envelopes :

Envelope containing technical bid :

“TECHNICAL BID FOR COMPUTERISATION OF MDU FUNCTIONS. TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE.”

Envelope containing financial technical bid :

“FINANCIAL BID FOR COMPUTERISATION OF MDU FUNCTIONS. TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE.”

Envelope containing both technical and financial bids :

“TECHNICAL AND FINANCIAL BIDS FOR COMPUTERISATION OF MDU FUNCTIONS. TO BE OPENED ONLY BY THE AUTHORIZED PERSON/COMMITTEE.”

The quotation/tender without superscription on envelopes may not be entertained.

5. The quotation/tender may be sent at the following address :

**The Deputy Registrar (General),
M.D. University, Rohtak – 124001 (Haryana).**

6. The firm selected for the purpose shall be responsible for data entry of all records of the students admitted in the Departments of the University (numbering about 8000) and the students admitted in professional affiliated colleges (numbering about 3 lacs) starting from academic session 2010-2011, and the University staff (numbering about 2500) with retrospective effect, all financial records, stores data, and the data of all records relating to the University Teaching Departments/Administrative Offices.
7. The firm selected for the purpose shall supply all softwares – Operating Systems (LINUX, Windows/Vista, etc.), and all application softwares along with the customization of the same as per University's requirements. All softwares shall become University Property with all rights and without any prejudice after the expiry of the contract.
8. The firm selected for the purpose shall create infrastructure at its own cost. Infrastructure shall include hardware (servers (HP/IBM/Dell brand), PCs (HP/IBM/Dell brand), Printers (HP), scanners (HP), UPSs etc.), furniture, etc. The infrastructure shall be maintained by the firm for a period of three years from the date of award of contract. The University reserves the right to accept the components of the infrastructure after the expiry of the contract.
9. The firm shall establish Data Centre and shall maintain it for a period of three years without any additional cost from the date of award of contract.
10. The firm selected for the purpose shall upload all the softwares and the databases on the

6

- 108 -

295

- University's hardware without any extra cost after the expiry of the contract. Settlement of softwares' compatibility with new hardwares etc. shall be the responsibility of the firm.
11. The firm shall train the University staff in the use of software, uploading of data, etc.
 12. The firm selected for the purpose shall be responsible for maintenance of databases/records for a period of three years from the date of award of contract. All databases shall become University Property with all rights and without any prejudice after the expiry of the contract.
 13. The firm selected for the purpose shall be responsible for data import from existing databases into the new database, if required.
 14. The firm selected for the purpose shall maintain complete confidentiality of all the operations.
 15. The contract shall be awarded initially for a period of three years, and will be reviewed every year. If performance is not found satisfactory, it would be liable to be terminated at a notice of three months. Further the contract will be extendable for another three years subject to mutually agreed terms and conditions if performance is found satisfactory.
 16. The firm selected for the purpose shall establish a Call Centre to attend to the queries/grievances/other such requirements of all stakeholders such as University authorities, University students, University staff, students and authorities of affiliated professional colleges/institutions.
 17. The firm selected for the purpose shall establish adequate front desk support system in the University as per latter's requirements.
 18. The firm selected for the purpose shall provide electronic support services through e-mail, SMS, online chatting, etc. to respond to the queries of all the stakeholders.
 19. The firm selected for the purpose shall integrate all operations with the University website, University Intranet, and Internet.
 20. The firm selected for the purpose shall place the infrastructure (hardware, software, renovation and manpower) in position within 3 months and all other operations listed in the Table under S. No. 1 above in position within twelve months from the date of award of contract. The schedule of computerization shall be divided into phases by mutual consultation between the University and the firm.
 21. The firm selected for the purpose shall accomplish each phase within the time limit agreed to between the firm and the University. In case, the firm fails to accomplish the jobs within the specified period, the firm shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of the contract each day or such other amount as the University may decide till the jobs remain incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the contract. Penalty shall be recovered from the invoices of the firm or their property or the firm shall deposit the penalty in cash if no other means is possible. Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.
 22. In case, the firm selected for the purpose fails to execute the order on the rates, and terms and conditions to be contained in the order, culminating into termination of contract, the firm shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, recovery of loss (minimum 10% (ten percent) of the cost of the contract that might be caused to the University for

