
Procurement, customization,
integration, implementation and
maintenance of University Automation
System for The Tamil Nadu Dr. M.G.R.
Medical University (TNMGRMU)

Tender Reference:

ELCOT/NW/32711/TNHSP Phase-3/AG-
68d/TNMGRMU/UAS/2014

INVITATION FOR QUOTATIONS FOR SUPPLY OF
GOODS UNDER SHOPPING PROCEDURES

From

ELECTRONICS CORPORATION OF TAMIL NADU LIMITED,
692, M.H.U. Complex, II Floor, Anna Salai,
Nandanam, Chennai-600 035.

To

Dear Sirs,

Sub: Package AG-68d; Procurement, customization, integration, implementation and maintenance of University Automation System for The Tamil Nadu Dr. M.G.R. Medical University (TNMGRMU)

1. You are invited to submit your most competitive quotation for the following:-

| Brief Description of the Goods | Specifications | Quantity | Delivery / Work completion Period | Place of Delivery | Installation required if any |
|---|---|--|---|-------------------------|------------------------------|
| Procurement, customization, integration, implementation and maintenance of University Automation System | Annexure 1 – Customer Requirement Specification | As per scope of work in the Bid document | 60 days from the date of receipt of LoA or Purchase / Work Order by the successful bidder | MGR University, Chennai | Required |

2. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) Sales tax in connection with the sale shall be shown separately.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

3.a. **Validity of Quotation**

Quotation shall remain **valid for a period not less than 60 days** after the deadline date specified for submission.

4. **Evaluation of Quotations**

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

- a. are properly signed ; and
- b. Conform to the terms and conditions, and specifications.

The Quotations would be evaluated for complete set. Quotations not quoting all items (or) offering part quantity will be rejected.

Sales tax in connection with sale of goods shall not be taken into account in evaluation.

Technical Evaluation will be done and the list of technically Qualified bidders will be prepared and those are technically qualified bidders will only be processed for the next stage of price bid opening and Price bids of the Technically qualified bidders through the Technical Evaluation will only be opened.

5. **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.

- 5.1 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.

5.2 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. A contract has to be signed by the bidder and the terms of the accepted offer shall be incorporated in the contract and supply order(s).

6. **Payment Terms:**

| Sl. No | Deliverable Milestone | Tentative Time limit | Payment (%) |
|--------|---|--|--|
| | Phase 1 (Max 10 days) | | |
| 1 | Mobilization Advance | - | 10% against BG for the amount valid for 120 days from the date of LoA. |
| 2 | Study & Report Phase: Submission and acceptance of "As Is", FRS and "To-Be" Scenario Reports | 10 days from date of LoA or signing of contract, whichever is earlier | Nil |
| 3. | Design, Development and Deployment Phase: Design & Development of UAS Application, customization, Deployment, Integration with HMIS-CMS and successful completion of UAT and Customer inputs for change requests. | 60 days from the successful completion of previous milestone | 50% |
| 4 | Fine Tuning and stabilization Phase: Design changes as per the Change request document, Final UAT and customer acceptance and signoff. | 20 days from the successful completion of previous milestone | 40% |
| 5 | Maintenance and Support Phase: On successful completion of maintenance and support period or against BG for the equal amount valid for three months plus the support period. | 2 years from the successful completion of previous milestone of customer acceptance and signoff. | 10% |

7.1 **Eligibility requirements: Technical Evaluation: Step-1:**

| S.no | Eligibility Conditions | Documentary Proof to be submitted |
|------|---|---|
| 1 | The bidder should be a company registered in India, under the Companies Act 1956, who have their registered office in India and should have operations in the area of Application Development or Customization and support for branded software solutions such as ERP for a minimum period of 3 years from 31-03-2014, provided it satisfies all other conditions of the tender | Certificate of Incorporation |
| 2 | The bidder should be a company registered with the VAT and Service Tax Authorities. | VAT and Service Tax registration Certificates along with recent Annual Return filed with the respective authorities |
| 3 | The bidder should have an average turnover of minimum Rs.5 Crores (Rupees Five Crores) out of which Rs.2 Crores should be from Software Application Development or Readymade Application with customization in the last three financial years i.e FY's 2011-12, 2012 -13 and 2013-14. | Copies of the Audited Annual reports for the last 3 financial years or Certificate from Statutory Auditor. The Turn over details for Software Application should be shown clearly. |
| 4 | The bidder should be in the business Software Application Development and Customization of Readymade Application packages for the past three years as on 31.03.2014 | Copies of PO / WO or Contract agreements for the three years as on 31-03-2014. Performance certificate from two customers should be enclosed to support the claim. |
| 5 | The Bidder should have a local office in Chennai. The bidder shall mention the full address and telephone numbers of the Chennai office. | Local address proof such as copy of the house tax receipt/EB bill if it is own. If it is Rental, copy of the rent/Agreement/Telephone bills valid on or before 31/03/2014 should be enclosed. |
| 6 | Should not have been black listed or issued contract termination notice for default on the part of the bidder by any State Government or Government agency in TamilNadu. | A self certificate to that effect shall be enclosed by the bidder under the sign and seal of the Authorized signatory of the bidder. |

7.2 Eligibility requirements: Technical Evaluation – Step 2:

| S. No | Description | Max Marks |
|--------------|---|------------------|
| 1 | Financial Strength of the Organization (20 out of 100) | |
| a | Annual average Turnover during the last three years: INR 2 to 5 Crores: 5 Marks and More than 5 Crores: 10 Marks | 10 |
| b | Over all experience. Upto 3 years: 5 Marks and More than 3 Years: 10 Marks | 10 |
| 2 | Project Strength & Past Experience: (80 out of 100) | |
| | Experience in Design, Development, implementation, maintenance and support of Software Application or Customization of Readymade Software Application packages such as ERP etc. in India during the last 3 years as on 31.03.2014. (performance certificate from the customer must be attached) 3 projects or more: 30 marks 2 projects: 20 marks 1 project: 10 marks | 30 |
| 3 | Integration and Multiple agencies coordination: Specific area of specialization in integration of bidder's developed packages with other software applications and tools and working with multiple agencies | 20 |
| 4 | Support Strength: Strength of the bidder having successfully providing maintenance and support after the successful completion of the design, development and deployment. 3 projects or more: 30marks 2 projects: 20 marks 1 project: 10 marks | 30 |
| | Total Score (Marks) | 100 |

Please Note:

- 1) **The bidders who get a score of minimum 60 are only being considered as Technically Qualified. All other bidders who score less than 60 out of 100 will be rejected as technically not qualified. Price bids of those technically disqualified bidders will not be opened.**
- 2) Website development and maintenance is not considered for the above.
- 3) Web portals, ERP, Specific Application Software development, deployment and maintenance for transactions are considered for the above project experience.

- 4) Should have provided and successfully implemented and to be “Live” at present a similar Tried, tested and Commercial off the Shelf Integrated University Application Software at least in one other similar customer site in the last three financial years. The Satisfactory performance certificate (not earlier than December 2013) should be obtained from the customer and submitted.
8. **Pre-Bid meeting will be held on 17-06-2014 at 11 AM** at ELCOT, Nandanam, Chennai-35 to answer / clarify the queries if any. The bidders are requested to submit their queries in written format within 48 hours from the date and time of the pre-bid meeting. Necessary clarifications and amendments / corrigendums will be issued wherever applicable.
9. The tender (bid) document and corrigendums and amendments will be published in ELCOT and TN websites and bidders are requested to regularly watch the websites and bid for the requirements as per the bid requirements.
10. **Tender Fees:** No tender fees for the bidders who download the documents from the websites and for other who wish to purchase the documents from us can do so by paying Rs.1100/- in cash or Demand Draft drawn in favour of M/s. Electronics Corporation of TamilNadu Limited, Chennai-35 payable at Chennai.
11. **EMD / Bid Security:** INR Two Lakhs is payable by the bidders as Demand Draft only as EMD or Bid Security drawn in favour of M/s. Electronics Corporation of TamilNadu Limited, Chennai-35 payable at Chennai. This EMD will carry no interest and will be refunded to the unsuccessful bidders within a reasonable time after finalization of the successful bidder.
12. **Performance Security Deposit:** 10% of the contract value should be paid by the successful bidder at the time of signing the contract as Performance Security Deposit in the form of Demand Draft drawn in favour of M/s.Electronics Corporation of TamilNadu Limited, Chennai-35 payable at Chennai or as Irrevocable Bank Guarantee for equal amount valid for a period of 3 months plus the contract period. This PSD amount will not carry any interest and will be returned only on successful completion of the Contract.
13. **Tender submission due date:** The tender should be submitted in sealed covers with the Technical and Price bids kept separately in individual envelopes and which are put in an outer envelope with all envelopes superscribed with the tender ref No. and description about the respective bids. Unsealed offers / bids are liable for rejection.

The bids should be submitted on or before 25-06-2014 at 3 PM. The bids will be opened on the same day at 3.30 PM in the presence of the bidders who choose to be present with necessary authorization.

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

(Purchaser)

ELECTRONICS CORPORATION OF TAMIL NADU LIMITED,
692, M.H.U. Complex, II Floor, Anna Salai,
Nandanam, Chennai-600 035.

Part – 2: Price Bid

| S. No. | Description Goods | Specific ations | Qty | Unit | Quoted Unit Rate in Rs. (without tax) | Total Amount (Rs.) | |
|--------|---|---|-----------------|---------------------|---|--------------------|----------|
| | | | | | | In Figures | In Words |
| 1. | Procurement, customization, integration, implementation and maintenance of Integrated University Automation and Management System - UAS (As per scope in the tender / bid document viz. As is, FRS, To-Be Reports, Design, Development, Deployment, UAT, Change Request modification, Final UAT, Training, data migration and customer acceptance & signoff) | Annexure 1 – Customer Requirement Specification | As per tender | Lumps um | | | |
| 2. | Maintenance and Support for 2 years (24 months) – for fault rectification and restoration etc with study on new change requests / modification through deployment of one on-site resource at University | Annexure 1 – Customer Requirement Specification | 24 months | Per man month | | | |
| 3. | Improvement on UAS: Change requests modification, test, deployment and maintenance during contract period | Annexure 1 – Customer Requirement Specification | 1000 man-hours* | Per man- hour | | | |
| 4. | Professional charges for coordinating with STQC, GoI or any other empanelled agencies for | Annexure 1 – Customer Require | Nil | Lumps um | | | |

| S. No. | Description Goods | Specific ations | Qty | Unit | Quoted Unit Rate in Rs. (without tax) | Total Amount (Rs.) | |
|---|--|--|-----|-------------|---|---------------------------------------|-------------------------------------|
| | | | | | | In Figures | In Words |
| | conducting Security Test (VAPT), Functional Test and Load Test or Performance test and capturing the Source Code and submit to customer in two sets. | ment Specific ation | | | | | |
| TOTAL without taxes (Item 1 to 4) | | | | | | | |
| Sales Tax | | | | | % | | |
| Service Tax (if any) | | | | | % | | |
| Grand Total with all taxes (Item 1 to 4) | | | | | | | |
| Optional | | | | Unit | Quoted unit rate in Rs. Without tax | Total Amount (Rs) in figures | Total Amount (Rs) in words |
| 5. | Charges for STQC , Gol or any other empanelled agencies for conducting Security Test (VAPT), Functional Test and Load Test or Performance test and capturing the Source Code and submit to customer in two sets. ** | Annexu re 1 – Custom er Require ment Specific ation | Nil | Lumps um | | | |
| TOTAL without taxes (Item 5) | | | | | | | |
| Sales Tax | | | | | % | | |
| Service Tax (if any) | | | | | % | | |
| Grand Total with all taxes (Item 5) | | | | | | | |

***Any additional man-hours effort required by the customer during the contract period over and above the 1000 man-hours will be availed at the Rate Contract price quoted above per man-hour on case to case basis.**

**** This cost should be quoted as approx expenditure to be incurred for testing the Application, which will not be taken for price bid evaluation to decide the lowest quoted bidder.**

Gross Total Cost (for items 1 to 4) with all taxes: Rs

Gross Total Cost (for items 1 to 5) with all taxes: Rs

We agree to supply the above goods and services in accordance with the technical specifications and tender conditions for a total contract price of Rs. (amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

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

Signature of Supplier

Annexure I - Customer Requirement Specification

Introduction

The Tamil Nadu Dr.M.G.R. Medical University Act, 1987 (Act No.37 of 1987) received the assent of the President of India on 24th September, 1987. By Act No.9 of 1991, it was ordered that the Act may be called the Tamil Nadu Dr. M.G.R. Medical University, Chennai, Act, 1987. This affiliating University started functioning from July 1988 and is governed by the said Act.

This is the only Medical University in Tamil Nadu capable of granting affiliation to new medical and paramedical institutions, government or self - financing; and awarding degrees. The University regulates Medical, Dental, Indian Medicine and Allied Health Science courses under a single umbrella to maintain uniform and high standards of education. The University also promotes research and disseminates knowledge gained there from. The Students admitted to the various Medical and Paramedical courses after 01.03.1988 come under this Medical University as per Government notification issued in G.O.Ms.No.1628/Health, Indian Medicine and Homeopathy and Family Welfare Department dated 23.08.1988.

The Tamil Nadu Dr. M.G.R. Medical University, Chennai (TNMGRMU) has taken the initiative to automate the various functions of the University using open source software solutions. The University has computerized the Academic Operations through College Management System (CMS) an application developed and being supported by M/s.TCS and is now seeking to automate the Administrative Functions of the University through UAMS (University Automation & Management System) and integrate with the CMS.

The University also has its own website www.tnmgrmu.ac.in to provide online information to the Health fraternity, institutions and general public.

Through this “Requirement Specification” the University is looking for a comprehensive solution to automate the administrative operations of the University.

Information to the bidders on Existing IT Infrastructure at the University

- **The University presently has around 350 computers for all Staff upto** the level of Assistants, Work station, Printers, Uninterrupted power supply (UPS) facility for systems, Campus wide Local Area Network have already been provided.
- **National Knowledge Network (NKN) provided by Govt. of India with 1 GB bandwidth is operational** from 05.03.2011.
- Alternative leased line from Tata Communications Ltd with 2 MBPS bandwidth is also available.
- All employees have E-Mail ID’s up to the level of Assistants and all the affiliated institutions have been assigned E-Mail ID’s.
- The University has introduced a system of receiving Payment from Institutions through RTGS/NEFT and from students using a Payment Gateway/Credit Card. Double Entry Accrual System of Accounting using Tally ERP 9. **This should be replaced by the new system.**
- Legacy application software being used in Finance, Establishment and Stores. **However it is expected that the new system will replace these legacy applications built on Foxpro.**
- Bio-Metric Attendance system implemented. This is a VB/Access application and integration is required with the new system.
- University web site being maintained by the University.
- Group SMS facility provided for all section heads.

Information to the bidders on the Existing Application - College Management System (CMS also called as Academic Management System), which is developed and being supported by M/s.TCS.

- **The Software for the Academic Management System i.e CMS** has been developed and implemented using open source Technologies with Linux/Solaris as the OS, GlassFish as the Application Server, PostgreSQL as the Database and J2EE technologies as the front end. This system would need

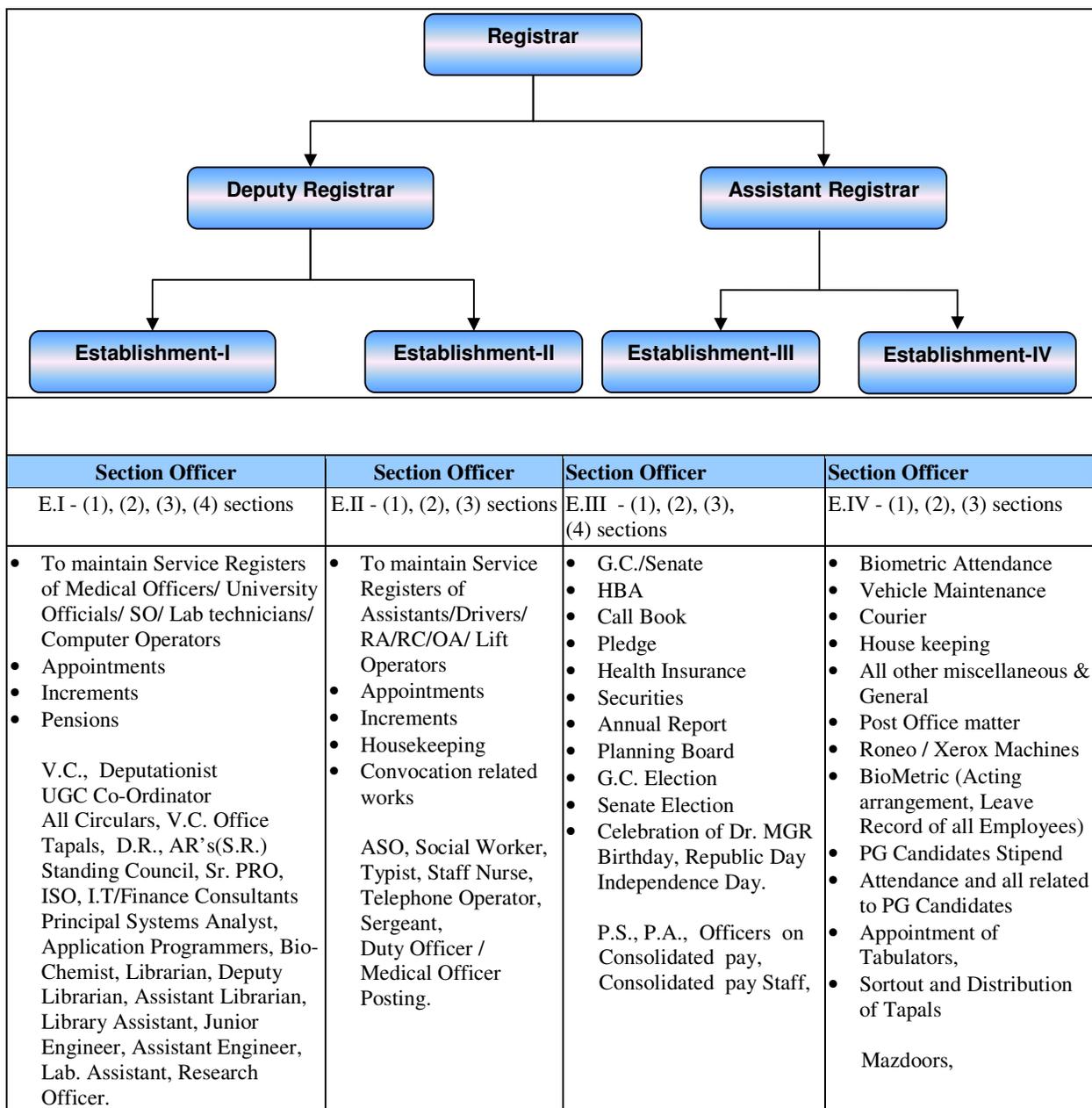
to be integrated with the Administrative Module i.e. UAS to be provided by the vendor through this bid.

- The Application has been deployed in the Server and Storage infrastructure at TNSDC in ELCOT premises.

Information to the bidders: On the Organization Structure and Deployment of personnel of different wings.

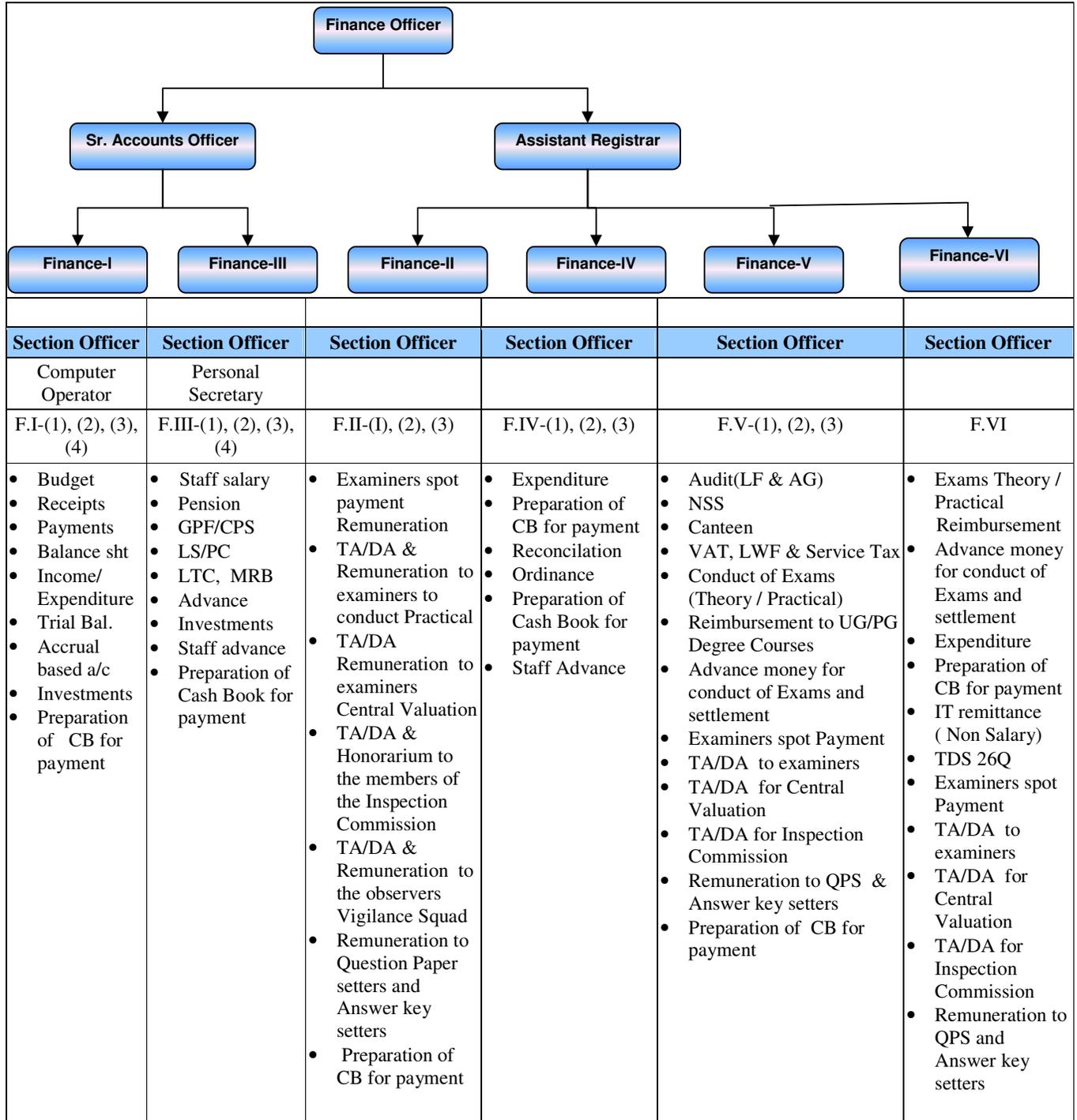
Organisation structure

Establishment Wing

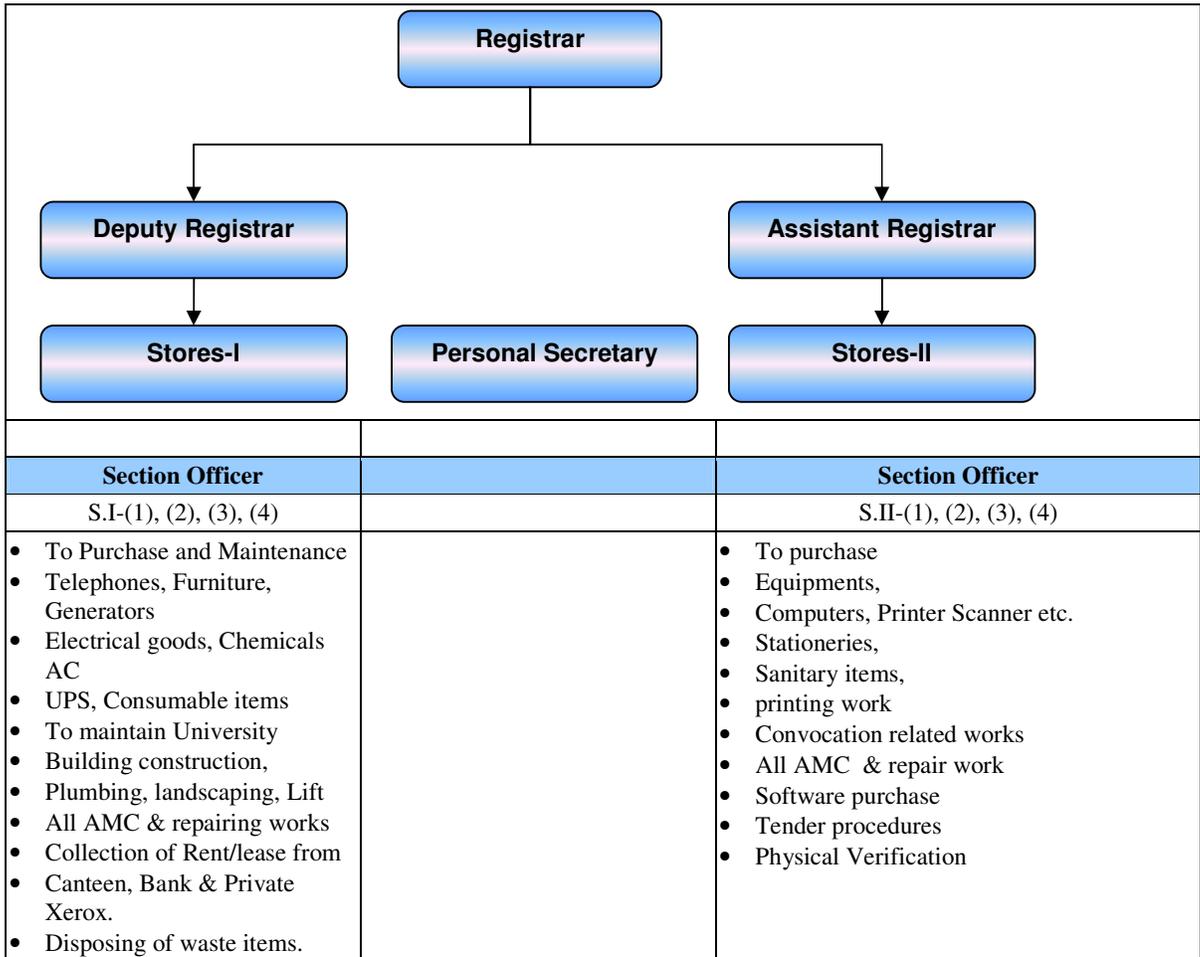


| | | |
|--|--|--|
| | | |
|--|--|--|

Finance Wing



Stores Section



Information to the bidders: On the estimated number of users and volume of data

Estimated Number of Users and Volume of Data

The University currently has around 350 users. However if all other category of Staff are also provided systems the number of users could eventually reach 500 and the system should be capable of supporting 750 users with a high level of concurrent usage. The Break up of users in each Department is provided below for the vendors reference

1. Total number of Users in Finance :27
2. Total Number of Users in Stores/Purchase :15
3. Total Number of Users in Establishment :18

R1 - Requirement No.1 – COTS - “Integrated University Automation & Management System (UAS)”.

“Commercial Off-the-Shelf (COTS)” ***“Integrated University Automation & Management System (UAS)”***, which should have the following features.

- Readymade, proven, stable, fully integrated, user-friendly, reliable, rugged, customizable, modular, data-secured, easily upgradable, web-based application software with user friendly, affordable, seamless and efficient interface.
- Help streamline operations and improve operational efficiencies in the key areas of internal operations.
- Ensure greater transparency, objectivity, accountability and speed that can help to provide efficient services.
- Provide cost effective and quality of service.
- Provide efficient Information access capabilities for University employees (self-service philosophy).
- All transactions of the University’s 360+ employee base starting from recruitment, attendance, pay disbursement etc should be brought under the purview of the UAS for transparency and efficient administration.
- Establish Identity Management System with authenticity through Digital Signature, RFID, Bio-Metric authentication etc for the multi tier hierarchy of sanctioning authorities in the University for carrying out secured transactions. The UAS has to support such seamless integration with other existing authentication and secured transaction systems.
- Automate its internal operations and implement core applications such as Human Resource management System, Finance & Accounts Management System, Purchase, Inventory and Asset Management System, File Management System and Pay Roll Management System and integrate with other system such as CMS/HMIS/HMS/MIS etc.
- The completion process of implementation will primarily involve the following activities:
 - Configuring the solution to provide the necessary user access and security.

- Creating/refining the necessary approval hierarchies.
- Performing any new setups and changes to existing setups, as may be necessary.
- Change Management and Training of the remaining users.
- **Making the solution go-live and providing transitional support to the users.**

Functional Requirements of the UAS

Given below are the detailed functional requirements for each of the Modules of the UAS.

Human Resource Management System (HRMS)

1. Creation of posts & Call for recruitment of regular/ temporary/ consolidated/ project employees.
2. Employee Selection
3. Employee joining information/ postings
4. Personnel Information
5. Qualification and Training obtained after joining the University
6. Departmental Examinations passed
7. Work Allocation to the University employees
8. Regularisation, Probation and confirmation
9. Suspension
10. Punishment
11. Leave Account (Casual Leave, Restricted Holiday, Compensatory Leave, Earned Leave, Un-earned Leave on Private Affairs, Un-Earned Leave on Medical certificate, Extraordinary leave with Medical Certificate without pay & Allowance, Extraordinary Leave without Medical Certificate and without Pay & Allowance and Study Leave)
12. Confidential Reports Performance Report at the time of Regularisation, Declaration of Probation and Promotion
13. Service verification
14. Annual Increments
15. Preparation of Panel for Promotion
16. Promotion
17. Reversion

18. Fixation of Pay in the promoted post
19. Fixation of pay in the reverted post
20. Movement to Selection Grade and Movement of Special Grade.
21. Details of Immovable property held
22. Details of family members
23. Nomination for Death-Cum-Retirement Gratuity
24. Nomination for General Provident Fund
25. Nomination for Special Provident Fund-Cum-Gratuity Scheme
26. Nomination for Pension
27. Nomination for Group Insurance
28. House Building Advance
29. Car/ Motor Cycle Advance
30. Marriage Advance
31. Pension benefits to Retired on Superannuation and Voluntarily Retired
32. Family Pension benefits to the deceased while in service
33. University Circulars to the employees
34. University vehicles management such as Renewal of Fitness Certificate, insurance, Emission test, Road Tax, Fuel Coupon Maintenance & TUCS Bill settlement etc. and allotment of vehicle for day-to-day work.
35. Postal services and its entries.
36. List of employees on roll (Acting arrangements) to the Finance Wing for preparation of pay bill.
37. Appointment of Security & and their payment.
38. Maintain the usage of Copier/Duplicator.
39. Consolidation of Annual report.
40. Employee Health Insurance ID / Annual Premium statement
41. Convocation work such as bookings of auditorium, intimation to the Chancellor, Pro-Chancellor, TA/DA for Presentors / GC Members, Security/House-keeping arrangement/Consolidation of convocation report, Invitation, Minute-to-minute program, citations, parking arrangements etc.
42. Arrange for Governing Council meeting (Bi-monthly/special) / Payment of TA/DA to the Governing Council members.

43. Conduct of Governing Council members election
44. Arrangement for Planning Board meeting
45. Sanction of SPF/GPF/Pension cum DCRG
46. Arrange for Senate meeting twice a year / Senate members list updating regularly / Follow up action Senate
47. Arrangement for important Days Pledge taking.
48. House Building Advance for University employees / HBA Insurance.
49. To arrange for Cash Award for Employee's Children.
50. Convocation Cash Award to the University employees.
51. Daily Attendance for University employees in Bio-metric System
52. Closing of daily attendance / Late attendance
53. Closing of forenoon attendance / Temporary employees attendance
54. Entries of various Leave particulars of employees.
55. Maintenance and distribution of Tapals.
56. Appointment of House keeping agent and their payment
57. Courier entries and its payment
58. Tabulators appointment & Daily wages
59. Mazdoors appointment & Daily wages
60. University Association related works
61. Xerox machine and Roneo maintenance
62. Generator fuel monitoring Performance Report
63. Commutation calculation
64. Gratuity calculation

Application Software Developed/under Development

Finance and Accounts Management System-

1. Salary Computation, Generation of Pay Bills, Pay Slips & Pay related Reports
2. Access for payslips, GPF/CPS, Annual income statement, Form-16 by the employees.
3. Access for payslips, Annual income statement for the pensioners.
4. Generation of Bank Statements.
5. Arrears Calculation and generation of arrears report.
6. Surrender Leave Salary / Increment arrears

7. Preparation of Form-16, 24Q
8. Pension Calculation, Family pension calculation, Monthly Pension Bill
9. Monthly pension statement for Bank
10. Income Tax, TDS, Generation of Income Tax statement.
11. Pension-wise arrear payment
12. Income certificate to pensioners for IT purpose.
13. Pensioner-wise yearly payment information
14. GPF/CPS maintenance & Pension Accounting and Payment / GPF Advance
15. Claim settlement for a period
16. Statement of outstanding loans/Interest
17. Aging analysis of Receivables & other Advances on user-defined period

Budget monitoring

1. Budget Estimation & preparation of Annual Budget
2. Budget allocation & budget sanction to various heads
3. Reallocation, Re-appropriation and Revision of Funds
4. Maintenance of Funds
5. Monthly Expenditure under various heads
6. Monitoring of Expenses in respective heads with projections
7. R.E. Budget

Application Software to be Developed

Finance and Accounts Management System

1. Payment and Settlement of Advances and Claims for employees viz. TA/DA, Medical/ LTC etc.
2. Loan Recovery including interest calculation
3. Govt. Remittance Challan, VAT, Labour welfare Fund.
4. Preparation of Form- 24Q, 26Q,27A
5. Support for multiple University account money transactions Credit card/Debit card and online payment.
6. SMS to the employees/Pensioners
7. Bank intimation sheet data transfer
8. Daily cash closing

9. RTGS/NEFT/Payment Gateway/Credit Card/Debit Card/DD/Challan/Cash collection receipt at Reception
10. Maintenance of Accounts. Viz. Family Benefit Fund; Special Provident Fund-I & II; Pension A/c, etc.
11. Future projection for Fund allocation for next 10 years
12. Consolidated pay / Temporary employee wages
13. Recovery of various advances to employees viz- Festival; House Building Advance; Motor Car Advance; Handloom; Computer Advance; Education advance; Marriage advance, etc.
14. DA/TA for Examiners, Spot payment for conduct of examination/central valuation

Financial Accounting

1. Double book entry system
2. Transaction posting
3. Imprest statement / petty cash
4. Budget-wise advance status
5. Advance settled/unsettled/refunded during a period
6. Statement of Receipt & Payment of Accounts
7. The Trial Balance
8. Balance Sheet
9. Profit/Loss Account
10. Accrual based accounting system
11. Remittance through RTGS/NEFT/Payment Gateway/Credit Card/Debit card/DD/Challan
12. Payment made through Cheque/DD
13. Receipts generation
14. Bank reconciliation
15. Daily Bank book
16. The General Ledger Maintenance
17. The Cash Book Maintenance
18. The Journal Maintenance
19. Opening and closing of day-books
20. Generation of Day books, ledgers and sub-ledgers
21. Year-end closing of accounts

22. Cash Flow/Fund flow Analysis
23. Age-wise analysis of debtors and advances
24. Aging analysis of Receivables & other Advances for a period
25. Optimisation of Bank reconciliation.
26. Endowment accounts
27. Pending approved bills
28. Information on group-wise expenditure
29. Expenditure on capital works to asset
30. Depreciation calculation
31. Facilitate centralized monitoring of advance adjustments at fields.
32. Generate Revenue Ledger, Capital Ledger, Trial Balance, Balance Sheet and schedules for Accounts Section, based on trial balances.
33. Providing information like amount of passed bills in various Projects
34. University Development Fund
35. Corpus Funds
36. General Funds
37. University Administrative Expenses Fee

Purchase, Inventory and Assets management System

1. Leasing for Canteen/Bank/Copier services
2. Maintenance of Permanent Advance Register.
3. Maintenance stock registers for Estate maintenance.
4. Purchase of Furniture, Electrical, Electronic items etc.
5. AMC for Electrical, Electronic items, Power Generator, Telephone/EPBX, Landscaping / Fountain etc.
6. Purchase & maintenance of consumable items such as Preprinted/plain stationery, Answer Booklets, computer stationery, Cartridges, Storage devices, etc, Furniture, Electrical, Electronic items etc
7. Work orders for Data Entry, Plumbing works, electrical works etc.
8. Renewal of Safety License and insurance for Lifts
9. Settlement of Telephone/Mobile/Bulk SMS Bills.
10. Electrical Installations/Generator and Maintenance.
11. New Connection and maintenance of the Telephone Lines, intercom.
12. Settlement of Electricity Bills/ Metro Water supply/ Metro Water Tax and Charges.

13. Purchase and maintenance of Major items like Lab Equipments and Minor items like Chemicals, Consumables, Kits, Glassware etc.
14. Reimbursement of Residential Telephones for eligible officers.
15. Purchase and maintenance of Fire Extinguishers.
16. Purchase and Repairs of all Steel & Wooden items including cabinets, work tables, cupboard, computer tables, chairs and Revolving Chairs etc.
17. Condemnation of unserviceable equipments, waste paper and other items for disposal;
18. Annual Physical Verification report using Asset Management
19. Tender Process Management system
20. Quotation Management system.

File Management system (FMS)

The File Management system is to improve operational efficiencies and to reduce the volume of paper transactions wherever possible in the University. The Letters/Files received are to be scanned and made available at all the levels of Staff. The e-file is processed further through intranet like submission to the Officer, approval and further processing through online system with following modules.

Inward Entry

1. Details of receiving letters (Letter Ref, Letter Date, From Address, subject, etc)
2. Details of Letter Type such as D.O. Letter, Regular letter, Petition, Government Order
3. Create Current no. and associate with Subject
4. Attaching the scanned documents
5. Forwarding the letters to sections through workflow

Create and forward the file

6. Display the currents in box at Section
7. Create new file or attach the current with existing File
8. Create note file and attach documents and associate with respective note
9. Remove and re-attach the attachment

10. Save the file and forward in the hierarchy

File movement

11. Unique identification number for File Reference.
12. File Name, File Initiation Date and File Closing Date
13. View the file by superiors and append note
14. Forward the Notes through the workflow to the other Sections for their views/comments
15. Maintain the Note file Threads sequentially in the order of date
16. Maintain the Note file Cycle sequentially
17. Approve/return the file to the File initiator with provision for Digital Signature Certificate
18. Print Thread wise Note file for individual files
19. Auto-generate a number for Internal Note for unique identification and should re-start from every calendar year
20. Close the file
21. View entire Note history in a particular File
22. Despatch instructions
23. Display the approved files
24. Define multiple CC for the dispatch
25. Capture the To address for each CC

Outward Entry

26. Ability to auto-generate a unique number for each outward
27. Details of the outward letter for each CC
28. Communication modes like Special Messenger, Registered Post under acknowledgement due, Courier, ordinary post, personal delivery, Fax, telegram etc. (Communication is done manually)

Workflow

29. Configure workflow engine
30. Create rules for the workflow
31. Associate workflow with hierarchy
32. Move files in the workflow

Search

33. Open search based on keywords and search criteria

34. Provide suggestion while typing keywords
35. Ability to integrate search engines

Reports

36. Print Note file thread-wise, cycle-wise
 37. Date range based section-wise pending replies by applying rules like urgent, most immediate, normal
 38. View reports and export to PDF
- FMS to be used for recording and monitoring of incoming correspondence (Inward), file movement and order/outgoing papers (Outward) and MIS reports for effective and efficient management of office files. The File Management System automates the Storage and Retrieval and status of files at various levels and is expected to enhance the efficiency and transparency in the office administration functioning in an integrated environment.

R2 - Requirement No.2 – Gap Analysis study and Report

- Perform a gap analysis between the University requirements and “UAS” and submit a Gap Analysis Report with mile stones and time lines to carry out the customization requirements to make the UAS as an Integrated UAS.

R3 - Requirement No.3 – Analysis of existing Applications and Report on customization and integration.

- Perform an analysis of CMS/HMIS/HMS/MIS of M/s.TCS and submit a Report with milestones and timelines for customization and integration of Integrated UAS with CMS/HMIS/HMS/MIS.

R4 - Requirement No.4 – Analysis of existing Infrastructure and Report on Gap Infrastructure and Requirements.

- Perform an analysis of the Hardware infrastructure available at TNMGRMU and submit a Report on suitability, Gap and Mitigation for implementation and successful running of “UAS” integrated with CMS/HMIS/HMS/MIS etc.

R5 - Requirement No.5 – Analysis of User and submit Report on Need Analysis, Team building and Capacity Building Plan, including training.

- Perform an analysis on the capacity of the various categories of University staff (approx 360) for using the UAS and suggest Capacity Building Plan.

R6 - Requirement No.6 – Training

- Provide training to the users (360+) on the UAS as part of capacity building programme, which includes
 - (a) UAS appreciation programme for all users in batches at 15 persons in a batch (Two days programme for 25 batches – one time),
 - (b) UAT (User Acceptance Test) on UAS Application modules (Three day programme for 5 batches (5 persons per batch) – one time and would be repeated as required at the cost agreed in the bid) – Each section such as HR, Finance, FMS and Purchase, Inventory & Asset Management should select a five member team for Workflow.
 - (c) Advance level training to the Core Team (University's internal 5 Member Support Team (One day programme for the six modules viz.(1) HR, (2) Finance, (3) Purchase, Inventory and Asset (4) File Management & System Administration (5) Payroll and (6) Integration with other Applications, Devices and Reports Management for efficient User support and Application Developers interface, DB and System Administration. 8 days training per each quarter in the contract period of 24 months.
 - Refresher training in batches (max 15 per batch) for one day and once in 6 months during the support period of 24 months i.e. 25 batches X 4 times.

R7 - Requirement No.7 – Data Migration Services

- Data migration from Legacy system to new system with validation and acceptance by
- the University / Application Developers. While implementing the solution, the bidder must take complete responsibility of legacy data migration involving the following activities:
 - Analysis of the legacy master and transactional data and preparing a data migration strategy; providing appropriate installation

procedure for installing the existing assets and liability based on the client requirement

- Extraction of legacy data from all administrative departments/sections and sources of information including the legacy systems and manual records/ registers
- Collating all the legacy data collected
- Uploading the legacy data into the new solution being implemented
- Providing handholding support during the support period to the end users on the migrated data, e.g. helping obtain new codes, entering missing codes etc.

R8 - Requirement No.8 – On-Site professional support on UAS.

- Deployment of one on-site professional support person for a period of 24 months from the date of completion of UAT and sign off from customer on acceptance of the Application for post implementation support on the UAS.

R9 - Requirement No.9 – Additional Effort for undertaking improvement on UAS

- Customization effort on the UAS after the successful implementation to accommodate the future modification and development during the contract period of 24 months. – 500 professional man-hours of development and customization effort (Approx.20 hours per quarter).

R10 - Requirement No.10 – Software Testing & Source code Services

- **“UAS” Software testing and capturing the Source Code**
 - The software shall preferably be using “Open Source” Technologies such as J2EE, PostGreSQL or similar Open source Data Base for easier integration.
 - The application should be built on n-tier architecture, should be web based, scalable, and robust which should also conform to necessary Ministry of IT, GOI Certifications.
 - The UAS Software Application should be tested for VAPT (Vulnerability Assessment and Penetration Test) for complying with the requirements of TNSDC and other Data centers from Government Approved testing agencies before deployment and the

Application “Go-Live”. The bidder to quote for (a) the cost of testing for VAPT by the testing agency and (b) the bidder’s cost for coordination and facilitation of testing, separately.

- The UAS Software Application should also be tested for (a) Functional Test and (b) Load Test through STQC, GoI within 3 months from the date of completion of UAT. The bidder has to quote for the cost of coordination and facilitation of testing by STQC. The cost to STQC will be paid separately.
- The vendor should capture the source code after completion of these VAPT, Functional and Load testing and shall hand over 2 copies in a CD/DVD of the final version of the source code to the University in entirety together, with the proper documentation.
- The University has the right to modify the software after warranty period for its use.

Eligibility Criteria (Technical) : Should have provided and successfully implemented and to be “Live” at present a similar Tried, tested and Commercial off the Shelf Integrated University Application Software at least in one other similar customer site in the last three financial years. The Satisfactory performance certificate (not earlier than August 2013) should be obtained from the customer and submitted.