EXPRESSION of INTEREST (EoI) FOR UNIVERSITY MANAGEMENT SYSTEM

Office of Registrar

Jamia Hamdard, Hamdard University

New Delhi

Jamia Hamdard

Invitation of Expression of Interest for detailed technical JH University Management System

Jamia Hamdard proposes to computerize Academic, Finance, Administrative and other activities through implementation of UMS. The Software Vendor should have an integrated UMS solution, which fulfills complete University activity requirements and which is developed on the Open Source Software platform. Incase of Proprietary then all terms and conditions must be clearly documented. Vendor should be able to demonstrate the solution (product) in the University to the satisfaction of the Committee for Automation. Expression of Interest (EOI) is invited from reputed and experienced firms for this purpose. The University envisages improving the Information and Communication Technology Usage within itself and its affiliated colleges and improving the efficiency of delivery of services to the students at large. The proposed University Management Software Solution is intended to be a complete integrated University Administration and Management System connecting all Off Campus Locations as well across the university jurisdiction and facilitating student centric services.
The Scope of this EOI involves:

1. Study, Analysis & Design of the University Activities
2. Giving high level information and demonstration on integrated modules - (Admission with Fee, Finance and HR with Payroll)
3. Strategy on Data Entry of Base Data to the new application.
4. Strategy on Migrating the existing data to the new application
5. Strategy on Installing the software
6. Strategy on Providing Documentation and Training
7. Strategy on Digitization and archival of Old Records.
8. Strategy on Providing 3 year warranty after full implementation
9. This EOI shall not have commercial bids and is purely a technical proposal that has to come from bidders

Application Requirements:

1. Application must be completely web-based, and must not require any client software other than a web-browser to use it.
2. Application should be free from any proprietary software and must use only open source components in its architecture. Incase of Proprietary then all terms and conditions must be clearly documented.
3. Complete source code must be given to the University with proper documentation and should be University Property.
4. All features mentioned are indicative and it is expected that Bidders will bring all expertise to give EIO Presentations and comprehensive proposals for the mentioned five modules. The ERP Solutions should be such that we can increase or decrease the modules basis University requirements.
5. The Bidder should be able to demonstrate the functionality of their ERP solutions in the Technical Presentation at the University.
Bidders profile and Eligibility Criteria for Participating in EOI:

• Bidder must be of national standing and repute that should have experience of implementing such system(s) in at least 3 reputed institutes out of which 2 should be reputed National Universities.
• The bidding should be operating in the field of Solution/appropriate IT sector since last 3 years.
• Bidders must not bid in consortiums.
• ISO 9001 : 2008 certified Company will be a Plus.
• Bidder should submit an undertaking (self certificate) that the bidder has not been blacklisted by any central/State Government institution and there has been no pending litigation with any government department on account of execution of similar services.

Based on the evaluation of the EOIs submitted, RFPs will be issued and floated later.
EOI Submission

The applicant must submit a Demand Draft (DD) for the value of Rs. 2000/- + for EMD which is non-refundable along with the EOI response. The DD should be pledged in the name or Registrar, Jamia Hamdard, Payable at New Delhi.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Date of issue of EOI notice</td>
<td>10 Jan 2015</td>
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<tr>
<td>2</td>
<td>Last date for submission of EOI response</td>
<td>02 Feb 2015</td>
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<tr>
<td>3</td>
<td>Initial Shortlisting of bidders as per Eligibility Criteria</td>
<td>06 Feb 2015</td>
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<tr>
<td>4</td>
<td>Presentation by Shortlisted Bidders on University Management System about the Entire Solution</td>
<td>09 Feb 2015</td>
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<td>5</td>
<td>Actual Demo of mentioned modules from the Bidder on UMS</td>
<td>14 Feb 2015</td>
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<tr>
<td>6</td>
<td>Technical Selection of bidders in EOI to be considered for RFP</td>
<td>16 Feb 2015</td>
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</tbody>
</table>
Functional Requirements of Jamia Hamdard to be considered by Bidders while participating in EOI:

1. Examination Management

This module should cover all activities in conducting examinations. Various pre-conduct, conduct, and post-conduct activities, entire process of evaluation of all courses, Tabulation, degree management, and system generated payments, ensuring accurate and timely payment to teachers. The Examination module may include following features which is indicative and may increase or change:

- Courses for Which Exams are to be Conducted
- Availability of Classrooms
- Number of Students appearing for the exam
- Exam schedule
- Paper Evaluation and Online Marks Management with Workflow
- Seating arrangement
- Exam information (Invigilator's/ Backups/Standby)
- Exam query
- Result Status
- Search on Various Parameters
- MIS report

2. Financial Accounting with Fee module

A complete financial accounting package, that is capable of producing all kind of financial statements like trial balance, balance sheets, Income and Suspended Account, Receipt and Payment account etc. The module should include provision of voucher entries of all types, bill processing, transfer entries, purchases through Central Purchase Organization, Investments,
accounting of fees, salary, recoveries from salary, other remunerations, bank reconciliation, tax accounting and payments etc. The Financial Accounting module may include following features which is indicative and may increase or change:

- **General Ledger** » Chart of Accounts, Ledgers, Sub-Ledgers, Posting, Day Book, Group Summary, Flexible Voucher Type Creation
- **Recording and Monitoring of funds flow** » Transaction, Receipt Bill Wise, Sundry Debtors, Register, Bill Receivable
- **Accounts Payable/Purchase** » Transaction, Payment Bill Wise, Sundry Creditors, Register
- **Cash & Bank** » Bank Book, Cash Book, Bank Reconciliation, Cash Flow
- **Financial Statement** » Balance Sheet - Faculty wise, Department wise Income and Expenditure, Trial Balance, Receipt & Payment, Consolidated Financial Statement.
- **Journal & Contra** » Journal Transactions, Contra Transactions
- **Budgeting** » Budget Approval, Budget Allocation, Budget Re-appropriation, Location/Branch wise budget distribution, Cash based and/or Accrual Based Budgeting
- **Depreciation Register** » Integrated with Stores and Purchase
- **Fund Allocation and Expenditure control**
- **Consolidation of Department (DDO’s)**
- **MIS Reports**
- **Sponsored Project Accounts** » Posting, Receivable, Payable, Trial Balance, Earmarked and Endowment Funds >> Ledger Receipt and Payments.

Fee module should let the users setup and define fee structure of any complexity. Fee collection, exemption, adjustments, fine or refund activities should be part of this module. This includes generation of various management reports, and automatically generated fee payment alerts to students before the due dates.
3. HR and Payroll (Establishment)

This module should handle all processes of the employee from recruitment to retirement. In payroll module, leave, salary, PF, Pension, loans & other recoveries and arrears should form integral part. It should provide configurable salary structure that can handle any fair degree of complexity.

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Note:

All features mentioned are indicative and it is expected that Bidders will bring all expertise to give EIO Presentations and comprehensive proposals for the mentioned five modules. The ERP Solutions should be such that we can increase or decrease the modules basis University requirements.

The Bidder should be able to demonstrate the functionality of their ERP solutions in the Technical Presentation at the University
**EOI Response form**

*Note: Details filled in the form must be accompanied by sufficient documentary evidence, in order to verify the authenticity and correctness of the information.*

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Description</th>
<th>Details (To be filled in by the responder to the EOI)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Company with Web Site Address</td>
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<tr>
<td>2</td>
<td>Official address with Phone No. and Fax No.</td>
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<td>3</td>
<td>Corporate Headquarters Address with Phone No. and Fax No.</td>
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<td>4</td>
<td>E-Mail address of contact person</td>
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<td>5</td>
<td>Details of Company’s Registration (Please enclose attested copies of the documents)</td>
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<td>6</td>
<td>Name of Registration Authority</td>
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<td>7</td>
<td>Registration Number and Year of Registration</td>
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<tr>
<td>8</td>
<td>Product/Service for which Registered with validity period</td>
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<td>9</td>
<td>CST/LST/VAT registration No.</td>
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<tr>
<td>10</td>
<td>Service Tax Registration No.</td>
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<td>11</td>
<td>Permanent Account Number (PAN)</td>
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<td>12</td>
<td>Whether the company complies with the Requirement under the Contract Labour (Regulation and Abolition) Act</td>
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<td>13</td>
<td>Name of the Authorized Signatory, who is authorized to respond to the EoI</td>
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<td>14</td>
<td>No. of University Management System Projects Completed with details</td>
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<td>15</td>
<td>Turn Over in INR Crores with CA Certified documents</td>
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<td>16</td>
<td>Any Other Documents</td>
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For any Technical Queries, Please contact Mr. Irfan Ahmad, IT- Jamia Hamdard @ +91-8376888918, iar@jamiahamdard.ac.in)