

26 Jul 17

AIT/SO/0810/39/2016-17/Proj

M/s Rajyog Electronics and Industrial Services
Plot No. P-13, Supa MIDC
Taluka - Painer
Ahmednagar - 414 301
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**SUPPLY ORDER : PROCURMENT OF ENTERPRISE RESOURCE PLANNING (ERP)
SOFTWARE FOR AIT**

1. Please refer your tender submitted in response to our enquiry No AIT/0810/39/2016-17/Proj dt 01 Jun 2016.
2. Please supply the Software Modules as per the subsequent paragraphs:
3. The prerequisite requirements of technology, security, integration:
 - a) Technology for development of Software
 - Front End
 - Microsoft .Net Platform, AJAX, Bootstrap3, ASP.Net 4.5, C#, HTML, CSS3, Crystal Reports
 - Database : Microsoft SQL Server 2008 R2
 - b) Security on Software and login process
Secure Hash Algorithm (SHA-2) to be used to encrypt the user passwords.
 - c) Integration
The system to be integrated with following devices / Software:
 - Biometric Devices
 - RFID Devices
 - Barcode Readers & Scanners
 - Payment Gateways
 - SMS gateways
 - Email Servers
 - d) Internal & External Stake holders login and roles
 - Website System will be 100% web enabled and with role-based access control for all internal and external stakeholders as Parent, Student, Faculty, Staff, Admin, Alumni
 - The product must support leading web browsers like IE, Firefox, Chrome, etc.
 - The product must be mobile compatible (Android, Apple etc)



- Student Admission (FE to ME)
- Online Application, Online Form Filling, Form Payment through Payment Gateway, Offline Admission Form Entry, Seat Choice Booking Form, Receipt Generation, AIT merit list generation and Notification
- Allocation of Registration number, Online Admission Form, scheduling of Admission interview /counselling, Admission Fee payment through payment gateway/DD entry.
- Student Enrolment
 - Initial enrolment of the students into the system with all the information including photos, personal details etc.
- Allocation of Class/ Batch/ Subjects
 - Once the students are enrolled, they need to be allocated to various classes, branches and batch. Subjects also need to be assigned to all the students.
- Allocation of Roll No
- ID Card Management
 - This facility helps the Student Section to create ID Card Printing Request for the students. Once the ID cards are printed, a message is displayed against each requisition. Request can be given for printing of duplicate ID card also.
- Document Management
 - The original documents of the students are kept in custody of the Student Section. This feature allows the students to generate a request for issue of these original documents for some specific purposes. The system allows the Issue and Depositing of such documents.
- Certificate Management
 - The student section can issue various certificates with the help of this module like Leaving Certificate, Transfer Certificate, Bonafide Certificate etc.
- Co-curricular Activities Management
 - This module should allow the counsellor to record all such events like participation in seminars, presentations, receiving awards. Students attend seminar or conferences, present or publish paper, enrol for various co-curricular activities, receives any award for their achievements; the information should be entered into the system. This will enable the generation of various summary reports required by various statutory purposes and also will reflect in the online student details. Certificate / Photos / Proof uploading facility
- Interaction with Counsellor
 - This module is a communication channel between Counsellor and his/ her student. The interaction should be recorded in the systems by the counsellor. Counsellor need to be allocated to the students initially.
- Individual Dashboard for Student and Parents
 - The students will have individual dashboard where they can view variety of reports related to them. This facility to be extended to their parents.
- Fees Management-
 - Facility to pay fees online or offline, generation of Receipts, Fine monitoring, Displaying of Pending Fees. This is to be displayed to individual student, parent and concerned section. Scholarship/Internship details
- Student Leave Process: Sstudent Leave will be sanctioned by different authorities.



Time Table is created, it should be able to generate various reports

- Number of lectures conducted / not conducted
- Display of current day time table on the dashboard of Faculty & Students
- Allocation of Subjects

Subject Allocation to faculty. Individual faculty should be able to access only those subjects that have been allocated to him/ her using this module.

- Allocation of Class Teacher and Counsellor

Allocation of a Class Teacher / Counsellor is required by many modules..

- Teaching / Lab Plans

All the subjects must have lesson plans assigned. Creation of lesson plan is essential for the reports:

- Syllabus Completion Reports

- Staff-wise Lecture Report

All the lectures that are entered by the staff have to be linked with the lesson plans.

- Lecture Management

After or before a lecture is delivered, its entry needs to be entered into the system. This lecture entry should be linked with the lesson plan entry. This entry should contain the topics covered, details of the lecture, attachment of any resources related to the lecture, lecture number etc. It should have the facility to avoid double entry in a particular class for a particular lecture. If the planned lesson could not be completed in the lecture, it should be marked half-completed. Once a lesson plan is marked completed, it will not be displayed to the same staff for the same class.

- Student Attendance

Student attendance can be taken against the lecture entries only. For taking student attendance the use of bio-metrics equipment will be implemented. Also Manual record (Physical punching) without bio metric eqpt is to be maintained. Attendance feature to include auto alerts through SMS to the parents. Letters to be send to parents of defaulters. Attendance reports should be shown in graphical format where necessary.

- Mentors & Mentee Management

This module creates a communication channel between mentor and his/ her mentees. They can discuss various topics with the mentor and he/ she can guide them accordingly. Mentors need to be allocated to the students initially.

- Co-curricular Activities Management

- Assignments and home work can be communicated by the faculty directly to the student login and students can submit online.

- CO /PO/PEO mapping Rubrics Analysis as per guidelines by NBA.

- NBA/NAAC/AICTE required reports.

(c) Faculty/Employee Management -

- Manage Faculty / Staff Profile with all details
- Check Library Books Issued to self
- Record Publications, Seminars, Conferences, Workshops & Presentations



- Allocation of responsibilities to staff
- Allocation of Time Table
- Class Teacher Allocation
- Various Lecture Reports
- Lecture Entry/ Attendance Entry/ Lesson Plan Entry
- View salary slips
- Counselling Management
 - Allocation of Students, Counselling Session details entry, Progress chart of students
- Entry of Faculty Achievements/ activities

Whenever any staff attends a seminar or conferences, presents or publishes paper, enrolls for various co-curricular activities, receives any award for their achievements; the information can be entered into the system. This will enable the generation of various summary reports required by various statutory purposes and also will reflect in the online Staff details. Certificate / Photos / Proof uploading facility

- Extra/Remedial lectures details.
- Proposal details and grant received
- Self-appraisal report/ different ACR

(d) Feedback Management

- Feedback from Students, Alumni, Parents, Employers, Administrative Creation of Feedback Questions
- Feedback Template
 - Various feedbacks for Infrastructure, Exit, Teaching Evaluation, Library, Hostel, Subject, Course etc.
 - Creation of Survey/Polling forms and evaluation as on required.
- Feedback Assigning
 - Assigning Teachers , students and employers
- Feedback Process
- Feedback Result
- Feedback not given student list
- Feedback attendance
- Feedback tracking/monitoring of previous years

(e) Communication Management

- Notice/ Circular Creation
 - Selection facility for All Staff/ Classes/ Hostels/ Departments
- Email Sending Facility
 - In a standard format, to types of users (Students/ Parents/ Alumni/ Staff)
- SMS Sending Facility
 - Integration with any SMS Gateway to send SMS to any or all of the stakeholders.



- Fetching of Monthly Attendance from HR Module
- Payroll generation
- Payroll Approval
- Income Tax Calculations
- Generation of various Reports - Bank Letter, Summary Reports, Salary Statement etc.
- Payslip generation
The payslip to be displayed on the dashboard of the employees
- Salary Certificate

(g) Stores & Inventory Management

- Procurement of Materials through Project / Stores
- Material Request Notes / Demand Register
All the request notes are approved as per the workflow defined.
- Purchase Indents
- Consumption Notes
Consumption can be attributed to Department or Employee
- Material Issue Notes
- Stock Register/ Dead Stock register with depreciation/condemnation entry department wise
- Asset Allocation Note
- Budget Re-allocation Letter
- Goods Received Note
- Material Inspection Report
- Various Reports for the Stores
Near Expiry Item List, High value Items, Minimum Level Reports etc.
- Project workflow as per defined

(h) Human Resources

- Staff enrolment
- Staff Promotions/CAS
- Leave management
Allocation of various types of leaves, Leave Register, Balance Leaves, Leave approval workflow
- Attendance Management
Linked to Biometrics/ RFID/ Bar code Devices
- Comp Off Management
- Movement Register
- Monthly Attendance Voucher for Payroll
- Staff Termination/Memos/Appreciation/Circulars
- ID Card Management
Creation of ID Card printing Request, receiving of intimation, issuing of ID Card
- Academic calendar and Holiday Entry
- Various workflow assignments (Leave, Notice etc)
- Legal cases



(k) Hostel Management

- Room management & allocation
- Hostel Fees, Security Deposit, Form Fee
- Musters & Layout: Hostels, Floors, Rooms
- Student's Complaint Management -
Creation of a complaint, Pending Complaints, Complaint assigning, Complaint status, Complaint feedback
- Students In/ Out records(integration with biometric machine)
- Room wise asset tracking
- Communication channel between Hostel Staff & Students
- Reports (Graphical, Bed-wise details etc.)
- Mess Allocation and Menu display
- Hostel inventory

(l) Library Management

- Library Management Module should incorporate all the existing modules and features of SLIM software, which is currently used in AIT library. Data should be exported to new system from existing slim software.
- Acquisition
- Circulation
- OPAC
- Students In/Out (integration with Biometric machine)
- Serial Control & Indexing
- Reports
- Bar Code Sticker Printing
- Library Utilization By Staff Report
- New Arrivals Report/ Entry
- Integration with Staff/ Student Dashboard
- Compilation of requirement by department with respect to University Syllabus
- Integration of Language Lab
- Integrated with the bar coded student ID Card /Ids
- Reports will be as per requirement of AICTE/NBA/NAAC like Existing system(SLIM)
- SMS Facility
- Various Library usage reports

(m) Alumni Management

- Alumni Database management
- Alumni verification by Staff
- Alumni Registration on Portal
- Communication with alumni through mails, emails & SMS
- Alumni Meets & their records
- Timely interactions with alumni
- Alumni Portal
- Alumni dashboard



- Uploading of Question Banks
Can be entered directly into the system or can be imported from an Excel file
- Various types of questions
- Question Moderation
- Subject wise question summary
- Random Question Set creation
- Exam Date & Time intimation
- Exam taking Screen
User can attempt the required question from any device like PC, Smartphone, Tab etc.
- University Exam Progress reports of Students
Customized individual progress reports and MIS to analyse the performance of the students. Provision to record and enter marks of exam /internals.
- Examination Seating Plan
Layout of exam hall, Absentee report, invigilator list, hall wise attendance sheet etc.

(o) Placement Management

- Online Company Registration
- Formatted student Profiles
- Facility to upload /create CVs of students
- Various filters to match criteria
- Online notification to the students
- No of attempts and offers management of students
- Various reports as per requirement by company

(p) Parents

- Parents Meet
- Students' Progress report /Attendance
- Fees Notification
- Major Activities
- Communication with Parents
- Leave of Ward

(q) Document Management

- Circulars /Doc to be made available to the various levels of the management
- The status of these docs in real time will be made available to the respective authorised users.
- In the case of any approvals required, hierarchy will be followed and on each step the status of file with the respective authorised individual to be displayed, alerts can be sent.

(r) Accounts

- Fees Management
Fees Allocation, Fees Receipt, Fees Payment through various modes
- Pending Fees



- Ledger & Group Creation
- Voucher Creations
Receipt, Payment, Contra, Journal etc

- Trial Balance
- Income & Expenditure Statement
- Balance Sheet
- Data to be uploaded /displayed across all departments
- Accounting Module should incorporate all the existing modules and features of Tally software, which is currently used in AIT Account Section. All data required is to be exported to new system from Tally.

(s) Adm Management

- Generation of passes
- Monitor visitors
- Call monitoring and recording
- Scheduling of meetings
- Reports generation
- Records retrieval
- Address book
- Tele directory
- Report / follow up
- Seminar Hall booking
- Guest house booking
- Scheduling events / meetings /Program development and evaluation

5. Project Timeline/implementation Period/Warranty Period.

- Total Project Timeline is 1 year. If necessary Project Timeline can only be extended under certain conditions by 03 months. These conditions are given in subsequent paragraph.
 - By Force Majeure, or
 - By reason of any exceptional inclement weather, or
 - By reason of proceeding taken or attended by Public Authorities arising otherwise, than through the Vendor's own default, or
 - By reason of Civil Commotion, strike or lockout affecting any of trades, or

- Warranty period of 1 year from Final Acceptance of all ERP modules. During warranty period fixing of bugs or errors encountered will be resolved free of cost. Any further requirement after warranty period will be paid at the rate decided. (This rate is same & valid till end of 03 year after end of Warranty period).

6. Technical Engineer.

- Service provider must appoint "Point of Contact person/Technical Engineer" during contract period.



- ...and enter into the system.
- c) It is the responsibility of the Service provider to take backup of AIT's data and give one copy to AIT, and maintain security, integrity and confidentiality of AIT data.
 - d) Service provider has to give valid, proper and authenticated legal document to AIT which is related to the product.
 - e) Service provider has no right to delete, modify AIT data on its own. If required then service provider has to take proper permission from AIT mentioning the change.
 - f) Decision of AIT will be final on the service agreement.
 - g) The product should be 100% web enabled with role based access control for all internal and external stakeholders to use it from intranet and internet.
 - h) The product must support multiple levels of reporting including transaction reporting, analytical reporting etc. It should support reporting on excel sheet as well as format intensive reporting, graphics.
 - i) The product should have inbuilt query tool that can be used by the end-user for getting immediate information. All reports generation in all modules should be dynamic. Product must support all requirements of the organization.
 - j) Service provider should give the details of the services offered during the contract period.
 - k) Proposal must be direct, concise and complete. Any information which is not directly related to AIT need not be included in the proposal. AIT will evaluate the proposal based upon its clarity, and the direction of its responses to the requirement of the organization.
 - l) The data /information of AIT should not be used for any demo purpose or advertisement purpose to any other organization.
 - m) Bill should be sent in duplicate showing taxes if any.
 - n) The stamped pre-receipt for an amount of bill should be sent along with the bill.
 - o) The software supplied should completely comply to the specifications mentioned in the Supply Order. If found inferior/ deviating from the said specifications, the same will be rejected at your cost.
 - p) The software should be deployed and commissioned by 26/07/2018
 - q) The receipt of this order may kindly be acknowledged immediately.
 - r) All correspondence regarding this order and payment of bill for the supply of software may please be addressed to Director, AIT, Dighi Hills, Pune-15.

8. Training & Support.

- Training to support staff and /admin will be provided free of cost on need-basis at the time of implementing the modules during the project implementation period.
- Upgradation / enhancement and training of the product should be properly given and it should be free of cost during contract period.
- Service provider should give training to the user and specify the mechanism to ensure that all intended users can use the system effectively.



- 11. Website Integration.
 - Website data will be synchronised with ERP in real-time.
 - AIT Website. To be installed / commissioned/hosting as a complementary software with ERP Software.
- 12. 3rd Party Audit.
 - Prior to final deployment, 3rd Party Audit certificate will be provided for the Institute by Vendor within 1 month of Project Completion.

Received.



[Signature]
 Col (Retd)
 Joint Director
 for Director

Joint Director
 Army Institute of Technology
 Dighi Hills, Pune-411015.

For Rajyog Electronic And Industrial Services
[Signature]
 Proprietor

