Indian Institute of Technology Dharwad

Near High Court, PB Road, Dharwad-580011

**Invitation for Expression of Interest(EoI)
For Providing**

Integrated E-Governance
for Office Processes at IIT Dharwad

Enquiry no.: IITDH/CS/2021-22/ERP/02

Notice Inviting Expression of Interest (EoI)

1.	Date of EoI Publishing on the institute website and CPPP	17.06.2021
2.	Last date for seeking clarifications (written queries only may be sent to arcs@iitdh.ac.in)	30.06.2021
3.	Meeting for clarification (meeting will be conducted on google meet. Link will be shared with all participants who respond to the enquiry)	01.07.2021 at 1100 hrs (service providers must send their email IDs to **arcs@iitdh.ac.in** by 1730 hrs on or before 29.06.2021 for invitation).
4.	Date of publishing clarifications and revised EOI (as the case may be).	05.07.2021
5.	EoI submission (start date &time)	06.07.2021 at 0900 hrs
6.	EoI submission (end date &time)	12.07.2021 upto 1730 hrs.
7.	Email address for submission of EoI	arcs@iitdh.ac.in
8.	Opening of EoI Proposal	13.07.2021 at 1130 hrs
9.	Presentation on EoI Proposal by the applicants	Will be intimated later
10.	Shortlisting of applicants	Will be intimated later
11.	Floating of RFP	Will be intimated later

Detailed EoI notice can be downloaded from the website of the Institute at: http://iitdh.ac.in/announcements_tenders.php

The right to suspend the EoI process or part of the process, to accept or reject any or all the EoI proposals at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

Sd/-
Asst. Registrar
IIT Dharwad

Letter of Invitation

Dear Madam / Sir,

1. Indian Institute of Technology Dharwad (IIT Dharwad) is a premier autonomous Institute of Science and Technology established by the Ministry of Education, Government of India in 2016. Presently, the Institute has 03 academic departments and many administrative units. The strength of the institute is expected to grow in coming years.

2. The Institute plans to achieve, operational efficiency, transparency and accountability by automating its office by implementing an integrated E- Governance Solution. The Institute invites tenders from eligible IT service organizations, registered in India, for implementation of IIT Dharwad e-governance project as per Government of India General Financial Rules (GFR) and rules of the Institute.

3. It is intended that the official transactions are carried out in a paperless, quick and effective manner with greater transparency, accountability and effective delivery of service.

4. The objective of this EoI document is to solicit proposals from interested service providers for identifying and exploring the most suitable solution for IIT Dharwad. It is preferred that only those interested, eligible service providers, who fulfil the given qualification criteria apply for the EoI in the prescribed format.

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Sd/-
Asst Registrar
IIT Dharwad

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GENERAL INSTRUCTIONS

The Service provider is expected to read and examine all the terms and conditions, specifications and instructions in the EoI Document with full understanding of its implications.

The service provider is required to furnish all information as per the format mentioned in EoI document required for submission of proposal.

1. General

a) While every effort has been made to provide comprehensive and accurate background information and requirements, Service providers must form their own conclusions about the solution needed to meet the requirements.

b) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Institute. Any notification of preferred Service provider's status by the Institute shall not give rise to any enforceable rights by the Service providers. The Institute may cancel this EoI at any time prior to a formal written contract being executed by or on behalf of the Institute.

2. Compliant Proposals / Completeness of Response

Service providers are advised to study all instructions, forms, terms, requirements and other information in the EoI documents carefully. Submission of the EoI shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

3. Proposal Preparation Costs & Related Issues -

a. The service provider is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations,

preparation of proposal, in providing any additional information required by the Institute to facilitate the evaluation process. the Institute will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.

b. This EOI does not commit the Institute to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. In view of the restrictions caused due to COVID – 19, the password protected scanned copy of EOI should be submitted through email to arcs@iitdh.ac.in with subject mentioned as- **"Expression of interest (EoI) for Integrated e-governance for office processes at IIT Dharwad"** as per the schedule given at Notice Inviting EoI**.** All required documents as per this EoI should be scanned and merged either into a single PDF file or zipped into a single file and attached with the email. **The EoI document should be attached as a PDF document/zip file.** The service provider will be required to inform the password to open the document only at the time of proposal opening.

2. The EoI will be received only till the date scheduled and notified at the beginning of this document**.** Each copy of the EoI document should be under stamp and signature of the service provider. No proposal will be accepted after due date under any circumstances whatsoever.

3. The email with subject **"Expression of interest (EoI) for Integrated e-governance for office processes at IIT Dharwad"** shall be opened by the Registrar or his authorized representative in his office on the scheduled date and time as per the notified date**.** In case, holiday is declared by the Government on the day of opening the EoI proposal, the proposals will be opened on the next working day at the same time.

4. Any amendment / updates to the EoI (which shall be uploaded on the official website of institute i.e. http://iitdh.ac.in/announcements_ tenders.php) will be part of the EoI. The EoI shall be submitted in the prescribed format along with all supporting documents in compliance with the requirements of the EoI. Missing / lacking documents may result in disqualification of the proposal.

5. The service providers will be assessed **based on the desired prequalification criteria given in this document**. The service providers will be invited to make presentations/demonstrations before the designated committee preferably online.

6. Each Page of the EoI document should be signed by the authorized person or persons submitting the EoI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down.

Desired pre-qualification criteria

All service providers meeting following criteria should participate. The service providers meeting the criteria must enclose their supporting documents along with the technical bid.

1. Technical validation (Service Provider): -

Ser No.	Criterion	Documents to be provided
1.	The service providers shall be a company or partnership firm or a Proprietor registered under the respective Indian acts (i.e. companies Act -1956, the partnership Act -1932 respectively) having their registered offices in India.	For company- Copy of Certificate of incorporation, for partnership - Partnership deed and for the proprietor - detail of registered office. All entities are to submit their bank details.
2.	Service providers should be registered with Income Tax and Goods & Service Tax departments	(a) Attested copy of PAN/GIR Card (b) Attested copy of Goods & Service Tax registration certificate
3.	The service providers or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as per **Appendix "B"**
4.	The Service providers should have successful implementation record of the **similar service** (Integrated e-governance as per the EoI Scope of Work) **independently** without any organizational or other intermediary for **minimum three years** in at least **TWO academic Institutions** out of which one shall be CFTI	Certified Work Orders / Agreements of award of contract for providing Integrated e-governance solution. Also, provide details as per **Appendix "D"**
5.	Annual turnover of the company shall be 01 crore in each last three years on particularly from ERP project.	Service providers have to submit satisfactory works completion certificates of indicated values.
6.	Service providers should accept all the EoI conditions unconditionally and sign all the pages of the document to this effect. The competent authority may authorize a person for signing the documents through a letter.	All the pages of the tender document should be signed by the service providers.
7.	Service Provider shall be able to implement the solution directly without any organizational or other intermediary.	An affidavit of this effect is to be submitted.

8.	Service Provider shall be able to host the application on remote server, as and when required and shall be able to host on Institute server.	The service provider should be able to demonstrate the same to the technicalcommittee.
9.	Service provider shall be profit making entity for atleast 2 years from last 3 years.	Statutory auditor's certificate along withproof in form of excerpts of accounts.
10.	Certification	valid **ISO 9000/9001** and **ISO 27001** certifications are to be submitted.
11.	The service providers should be a <u>Class-I / Class-II Local Supplier</u> meeting the requirement of minimum <u>20% Local Content</u> in line with the Public Procurement (Preference toMake in India) Order 2017 No. P-45021/2/2017-PP (BE-II)dated 04 Jun 2020.	A Self-Declaration Certificate regarding "Class-I/Class-II Supplier" for the tendered items as per the Appendix "E" is to be submitted.

2. Technical validation (Application Features): -

<u>Ser. No</u>	<u>Criteria</u>	<u>Document to be provided</u>
a.	The applications shall not be based **Proprietary Technology**	The service providers shall submit a Self-declaration of fulfilling the individual criterion signed by their authorizedrepresentative.
b.	The solution should be completely web based	
c.	The solution shall be in the 'Service Model' format	
d.	The application shall be compatible with Windows, Linux and Mac at client level	
e.	The application shall be compatible with web browsers in smartphones.	
f.	Mobile apps support is required to allow certainoperations/actions for appropriate modules	
g.	The application shall be compatible with all common web browsers, namely, Google chrome, Firefox, Safari, Microsoft edge etc	
h.	The application shall be able to export reports to MS-Excel and pdf.	
i.	The application shall be able to support attachments(i.e. Image, pdf etc.).	
j.	The solution shall be a single integrated system forvarious modules.	
k.	The application shall be able to provide data backup, at the periodicity and format as decided by the	

	Institute	
l.	The application shall be able to provide audit trails of at least 6 months	

n.	The data of students and staff are owned by the Institute and hence, the Service providers shall provide (i) detailed schema of all databases and (ii) regular data backup in local recovery format at the given time for Information Audit and store.	
o.	Data Archival – The data needs to be archived at regular intervals as per the Institute data archival policy.	
p.	Workflows and general access should follow the Role Based Access Control (RBAC). Multiple people can play same role. Also, a person can play multiple roles. The application should support configurable provision for recommendation, approval and auto-escalation at various levels	
q.	The application should be able to expose using simple Application Programming Interfaces (API) to other solutions that the Institute deploys. This is to support other software system which will appear at a later stage and wish to have interface and exchange of data.	
r.	Integration of SMS, Telegram, WhatsApp like rich text and UI based alerts to users	

SCOPE OF WORK* / REQUIREMENT SCHEDULE

* Scope is only indicative at this point of time.

Module 1 : Finance, Accounts, and Audit	
Process	**Description**
Transactions related to Main or Institute	Define and Manage Masters like Student Master, Fees Structure ManagementFees Receipts. Generate relevant MIS Reports. Though Hostel fees is sent to
Accounts (Student fees, MOE funding, Hostel fees etc.)	Hostel Account, sometimes students may pay to Students Fees Account. MISreports shall be generated as to the receipts from all the students andreconciliation thereof. Similarly, MOE Grants received have to be captured under four categories i.e. 31- Recurring General, 31-Recurring - HEFA Payments, 36- Salaries and 35 - Capital. Especially while capturing the Fee receipts based on the Fee structure, someitems like Caution deposit has to be classified as Deposits (Refundable) and student-wise ledger has to be maintained. At the time of refund of the Cautiondeposit, the same Head of Account has to be debited. Also based on the Feestructure, we have to incur expenditure under various items like Gymkhana Fee. Medical insurance, Student well ness fee etc. As and when expenditureis incurred it has to be classified under relevant item in the fee structure. MISreports shall be available total receipts under particular item in the feestructure and expenditure incurred under the same and balance available.
Various Payment processes	Different types of payments are being made by Accounts Section. There shallbe automatic inflow of data for various types of payments as mentioned below:Personal Claims & Payroll: Personal Claims like CEA, LTC, Leave Encashment during LTC, Increments, Fellowship payments etc. to be received from Admin. Data. Similarly, for payment to Vendors, System shall capture data from Purchase module related to purchase order regarding source of funding, Committed value, Payment already released if any as advance, PO No., name and address of the vendor, other information relating to freight, taxes, Bank details.Similarly, system has to capture from Stores module regarding Receipt of Equipment, Installation and Acceptance of the equipment etc. as the case may be. Similar work-flow has to be there between Engineering Unit to Accounts related to Minor works and maintenance works being carried out by them. Similar work flow has to be there between Service contracts maintained by Administration related to House Keeping, Security, Transport hire services. System shall support generation of PFMS data base and payment through PFMS portal.

Sponsored Project & Consultancy Project Accounts	The system is expected to manage key activities like: Project Master Creation, Sales Invoice, Receipts, Cheque Remittance Report, Payment Voucher Entry & Print, Journal Voucher -Imprest A/c, Journal Voucher, Project Report - Yearly, Receipts & Payment Register, Adjustment Vouchers, Project wise & Department wise Report, Department wise Summary Report, Purchase Bill Breakup report and Voucher Printing, Cheque Counter Foil Register, PaymentAdvice to Bank like Same Bank Transfer, RTGS/NEFT or PFMS as the case may be. Cheque Receipt Summary Report, Journal Adjustment with Bill wise and Project wise Report, Project wise & Department wise Report , Journal Voucher Printing, Distribution abstract Report, Sponsored & Consultancy Project wise Report, Department wise Summary Report, Receipt Register, Cheque Printing, Exception Report for Staff, Supplementary Bill, Relief Date Verification (Employee wise),Project No wise Receipt Report , Commitment Report for the Project, Staff Commitment Report, Project wise Expenditure Report, Sponsored Project wise GST Report, Sponsored Project wise Corpus Transfer List ,F' a/c Deposits Sponsored Receipt Report (Project & Date wise), Project wise Monthly and expenses summary, Distribution List Report, Ledgerdetail Report for the Project. Filing of GST Return and Filing of Income Tax Return. Mainly System shall automatically generate the Utilisation Certificate as prescribed in GFRs. PCF Accounts & Research Management Fund (RMF) Accounts, patent rights account (Technology Transfer) etc. to be included.
Mess Account	The system is expected to Manage Student Master, Mess Fees Structure, Mess Fees Receipts, along with the relevant MIS Reports. Based on the Absentee statement of the students beyond specified number of days, amount
	reduced from the bill has to be captured for refunding that amount to the student. Payment Vouchers to the Mess Contractor and other payments fromMess Account has to be generated including ledgers and journals.
Employee Advances and Loans	Manage key business activities like Employee Master, Cheque Payments, Bank Advice / RTGS Payments. Data Migration from Tally to the ERP database for effecting monthly recoveries from salaries etc. MIS Reports. Maintaindata related to various type of Loans and Advances, like PC Advance, HouseBuilding Advance etc.
TDS details from Pay slip for employees	The system is expected to generate Form 24Q and its Annexures, monthly Computation Statements, Challan Reports, Form 16 and Payroll Statutory Reports. System shall send the individual computation statement to theindividuals through e-mail regularly along with monthly pay-slip.
Department wise budget tracking	The system is expected to manage Various Budget Masters, Budget Head Allocations, Budget Control mechanisms and Department wise Budget Vs ActualsTracking.
Department Imprest	The system is expected to manage Cash Payments, Cheque Payments BankAdvice / RTGS Payments Department-wise in case Pre-paid cards/Debit cards etc., are issued to the Departments.
Cumulative Professional Development Allowance (CPDA) Account	The system is expected to manage Cash Payments, Cheque Payments BankAdvice / RTGS Payments. System shall enable individual faculty members to know the amount spent under CPDA, balance available at any time taking intoconsideration the date of joining and the CPDA Block period etc.
Cultural festival expenses	The system is expected to manage Cash Payments, Cheque Payments and Bank Advice / RTGS Payments from Establishment B amount maintained along with Hostel Account or a separate account if identified.

Scholarship Payment for Student	The system is expected to manage Students Master, Scholarship TypeMaster, Scholarship Allocations to students, Payroll Process, Cheque Payments, Bank Advice / RTGS Payments along with all relevant MIS reports. Scholarship payment for students may be integrated with Academic moduleas all students master details are available in academic module.
Cash Book and Bank Book	The system is expected to manage Daily Cash Payments and Receipts with Opening & Closing Balances, Cash Book wise Summary Report. System shall generate Bank Reconciliation Statement with Direct Debits from Bank and Direct credits from Bank.
General Ledger	The system is expected to manage General Ledger Masters and General Ledger Reports.
Trial Balance, Profit &Loss and Balance sheet	The system is expected to support Annual Financial Statements like Income & Expenditure Statement, Receipts & Payments, Trial Balance on monthly basis, Final Balance sheet along with all the schedules as per MOE formats.
Materials and Fixed Asset Management for accessing purchase invoices	The system is expected to manage various aspects of Asset Handling like Description of the asset, Unique code number or reference for the asset, Date of acquisition, Original cost, Depreciation charged on an annual basis,Accumulated depreciation charge, Net book value, Date of disposal, Profit or loss on disposal and the way capital expenditure was financed —hire purchase, loan etc.
Depreciation %ages account-wise for fixed/current assets	The system is expected to manage depreciation using Straight Line Depreciation, Declining Balance, Double Declining Balance. MOE guidelines for depreciation with various percentages for various items to be followed.
LC /Wire transfer to Bank for Purchase	The system is expected to manage Bank Advice / RTGS Payments along with relevant MIS Reports. System shall generate based on the type of Transaction i.e. L.C. Payment or Wire Transfer necessary forms to be submitted to the Bank (Form A-1 or A-2 as the case may be)
Budget	Budget has to be prepared in two stages, Annual Budget Estimates to be submitted for the next Financial Year and Revised Estimates for the current financial year. The Budget formats prescribed by MOE to be followed, for which opening balance at the beginning of the Financial Year has to be generated Head-wise. Also quarterly requirement has to be projected for every quarter duly indicating expenditure as at the end of the quarter. Ability to provide capital expenditure and operational expenditure for every financial year.
Letter of Credit	Letter of Credits to be generated for the Imports for both Institute Account and Project Accounts in the formats prescribed by various Banks.
Earnest Money Deposit (EMD)	All the EMDs received either directly to the Bank Account or received as an instrument and credited to the respective Bank Account has to be maintained. Also refund of EMD has to be generated with some key field. Accounting the EMDs under Annual Financial Statements has to be done as per MOE formats

Pay Roll	Pay roll is one of the most important module in Accounts. Individual Masters with all relevant data viz., date of joining to date of retirement, increment date, amount, postponement if any due to Extraordinary leave and Dies-non to be generated by the system. System shall automatically calculate the leave salary n case an individual goes on leave affecting the pay for eg. Half Pay leave, Extra Ordinary Leave etc. Pay roll has to be generated in two or three separate payrolls, one for faculty, one for staff and one for Ad-hoc staff. Hope the Payroll package is a well-defined one with incomeTax calculation and based on the rules prevailing and amended from time to time. System shall generate Arrears payments like salary arrears, DA arrears and other arrears by inputting the relevant parameters like from date, %age, etc. Various components have to be worked out by the System such as House Rent Allowance, Transport Allowance and DA on Transport Allowance, Transport Allowance for Physically challenged officials. For new Entrants, NPS Account generation, recovery of subscription and calculation of Contribution from the Employer to be auto generated. NPS Form has to be generated from the system based on the data available from the Bio- data to Appointment order and Joining Report. As and when any arrears are paid as part of emoluments reckoned to calculate NPS, NPS arrears have to be calculated automatically by the system.
Higher Education Financing Agency (HEFA)	This is a new concept in IITs. Being 3G IIT, Principal Repayment and Interest payments are being given as Grants from MOE. System shall generate HEFA Disbursement Request based on the inputs and shall capture the payments made by HEFA again based on the inputs, calculation of quarterly interest, separate ledgers for Civil Works and Capital Equipment which would be given in detailed manner.
Management Information System Reports	Various MIS Reports like Object wise Expenditure from - to dates, Total expenditure from - to dates, and total payments made by HEFA etc.
Financial report writer	Ability to generate standard financial reports as per the MOE format as applicable, Other standard reports, such as, General Ledger, Cash Book, Bank Book, Trial Balance, Profit and loss Account, Balance Sheet (as per MOE Format) etc. Standard reports as per the Requirement of PFMS portals or the requirement of Funding agency.
Processing of Statutory Taxes	Support sales Taxes, Service Tax, GST, Income Tax, Import duty and all statutory taxation processing with tax slabs as prescribed by Government ofIndia including amendments from time to time.
Account Receivable and Payable	Support all receivable and Payable.
Student fee management	Ability to maintain student fees, such as, tuition fee, Hostel fee, mess fee, onlinefee payment etc.
Donation, Scholarship and Research Funds	Support maintenance of donations, sponsorships, scholarships, honorarium and research fund allocation to various student and project staff including adjunct, visiting and guest faculty.
Depreciation	Support depreciation calculations for fixed and movable assets as per the %ages fixed by MOE.
Multiple Account management	Ability to handle all multiple accounts such as, endowment account, Research project account, Industrial consultancy account etc.
Other process	Sources of Funds Accounting, Application of Funds Accounting, IndirectTaxation, Direct Taxation, Fixed Assets, Audit.

Module 2 – Procurement and Inventory Management	
Process	**Description**
Annual Procurement Plan	Annual Procurement module should able to capture the list of items along with their associated details. The concerned department should upload their approved plan through this module. Based on the consolidated data, appropriate procurement process is to adopted for provisioning of the required items.
Purchase Requisition / Auto Purchase Requisition	**Purchase Requisition (PR)** is raised by the store/department on the Purchase section to buy items which are not available in stock/store or for non-stocked items. The following actions can be performed using the Purchase Requisition screen: • Create/View/Edit Purchase Requisition • Create Purchase Requisition from Alert • Convert Purchase Requisition to Purchase Order • Approve/Reject/Close/Print Purchase Requisition The following are the status and the descriptions that are assigned to a PR when moving through the Procurement process to be incorporated. • **Open** – The PR is created but not submitted for review. The PR details can be modified when the status is Open. • **Submitted** – When the user clicks the Submit button, the PR status changes to Submitted. • **Approved** - The review process for a purchase requisition is complete and is approved by the approver. • **Rejected** – The PR is reviewed but unapproved. • **Closed** – The PR is closed. • **Partially Approved** - The PR is partially approved. • **Cancelled** – If you no longer need an item that is on a purchase requisition process, you can cancel the purchase requisition line if it has been approved. Only the PR that has been approved can be cancelled. • **Reassigned** - The PR is reassigned to the approver.
Quotation Management	Starting from raising a request to generating a quotation request, mapping the vendors to whom the request has to be sent so that they can quote; and comparison sheet for the quotation received .
Financial Approval	Financial Approval as per the prescribed format is to be generated based on the inputs provided and provided for the approvers for their comments/ recommendations/approvals.
EMD And PBG Record Management	Receive and Return of EMD/PBG of service providerss is to be captured.
Purchase Order (Domestic / Import)	Purchase Order (PO) module is to be used to create a PO from a Purchase Requisition (PR) or a direct PO. Use the Purchase Order screen to: • Create PO from PR • Create a direct PO • Send PO for Approval • Search/View/Edit/Approve/Reject PO • Amend/Cancel PO Provision should exist for amending an approved PO to modify its details. A modified PO can have a separate workflow defined for re-approval. POs against which GRNs are not created can be modified. The authorized user can reapprove the amended PO.
Advance Payment to Supplier	Provision for processing of Advance Payment to the supplier against approved PO based on the vendor's request/Proforma Invoice. The same data should be available at the time processing of bills for settlement of advance payment.

Letter of Credit Monitoring	From opening of L/C to final settlement of payment and closing of L/C with the interface with Finance module.
MIS	It is to be used to generate user-defined reports or Pre-Configured reports as per your requirement. It should also provide autonomy in designing a new report format or changing the existing format based on analytical requirements by selecting desired filters and display fields.
GIN	**Goods Inward Note** or GIN can be created when the material is received against a PO or party invoice.
GRN	**Goods Received Note (GRN)** is a document or a record which is to be created and submitted for approval process when the goods are received. You can capture the received, rejected and free quantity of items/material in GRN. When GRN is created, the inventory quantity increases. GRN should have the provision of amendment/reversal mechanism. GRN is to be raised against a/an: • **Purchase Order (PO)** - A PO needs to be raised first and then the item is delivered against the PO released to vendor. • **Invoice** – This is raised when items are received without a PO and an invoice for the purchase is received from the supplier. Such orders are released by e-mail or through a phone call due to an urgent requirement of material or when the item required is not of very high value due to which the PO process has been bypassed. • **GIN** - For single, multiple GIN through purchase orders or multiple GIN through Invoices.
Bills Processing for Payment	**Based on the GRN, system should able to generate draft bill for payment processing.**
Return to Vendor	**Return to Vendor (RTV)** is to be used for items that have expired, are not as per specifications, or are excess in stock and the vendor has agreed to take back the material. RTV is done when once an item has been taken in stock, which implies that GRN has been made and approved. RTV automatically raises a debit note on the vendor in F&A. The Return to Vendor feature returns goods back to the vendor once GRN is approved in order to show correct stock-in-hand. It helps in automatically raising a debit note on supplier and avoiding excess payment.
Issue and Return Request	The Issue Request is to be used to create requisition request by various sections for items stocked in Stores. A requisition defines the item and quantity needed along with the source site and destination site. Similarly, while returning the received items, if any, the requester can return the same.
Stock taking and Adjustment	Stock Adjustment is used to pass stock adjustment during/end of the month to reduce or increase stock at a site. Adjustment entry will impact inventory only after it is approved by the authorized approver. The inventory rate shown during adjustment would be the weighted rate for the item. You can also do the stock adjustment for items with active, inactive and deleted status.
Bulk Upload	Provision should be made for bulk uploading of data for various modules as per the pre-defined template.
Prospective Vendors Database	Prospective vendors should be able to submit online their business credentials along with supporting documents as per the prescribed format to maintain.
Audit Trails	Audit Trails for procurement within the system which should be verifiable.

Module 3 : Human Resources	
Process	**Description**
Employee Joining Form along with previous Experience	The system is expected to manage various aspects of Employee Recruitment, Employee Master Details capture along with Integration with Accounts for Payroll Processing. It is expected that the system creates and Integrates with ADS and Email ID.
Employee Confirmation	Manage Confirmation after completing Probation Period and Capture Appraisal Details for confirmation.
Leave Record	The system is expected to manage various types of leave and their approvals. Facilities should also be provided to each employee to Delegate tasks to others playing the same role during leave.
Re-joining after vacation	Facilities to be provided to Re-join from leave, Cancellation of Leave and retrieve back tasks from people to whom tasks were delegated to after re-joining.
Leave Travel Concession	Facilities to be provided to Apply for LTC for Home town or Anywhere in India, Capture Dependent traveling and place of Travel, Apply for Advance before travel, Apply for Settlement after Travel with Interface with Main accounts for Payments.
Promotion/Transfer Details	Facilities to be provided to support Transfer of employee from one department/section to another department, Promotion details with increase in -pay details, with Interface with payroll for Department and Pay change.
Annual Increment	Facilities to be provided to manage Annual increase of 3% on Basic and DA for those who have joined before Jan 1st along with an Interface with Payroll.
Financial Upgrade	Facilities to be provided to support Financial Upgrade for employees who have not got a promotion for certain period along with Interface with payroll.
Summer and Winter Vacation	Facilities to be provided to Prepare circular for summer and winter vacation, support Faculty to apply for their working days during this period, and manage Faculty El calculation based on their summer and winter working days.
National and International Travel	Facilities to be provided to Apply for national and international travel for conference, seminar etc, support Travel on CPDA balance or Project funds, Nominate Alternate staff for Academics and Projects for the travel period and Apply for Advance under CPDA or Project Funds.
NOC Certificate for Visa and Passport	Facilities to Apply for NOC Certificate before any international travel for Visa, Apply for NOC certificate for Passport.
EL Encashment	The system is expected to support EL encashment to be claimed during LTC travel for the maximum of 10 days.
Loans and Advances	Facilities to be provided to manage Employee application for Festival, Vehicle, and Housing loan with Interface with payroll for Loan Amount and appropriate computations to calculate EMI amount to be deducted from salary.
Insurance Details	Facilities to be provided to Issue circular for GMIS and GTIS insurance, support Employee application for Additional or Higher Coverage along with Interface with payroll for salary deductions.
Relieving records	The system is expected to support Capture of pension amount, Encash El amount along with Interface with Pension for salary payments.
Legal Cell	Capture RTI and Legal details.

CEA Allowance	Facilities to let Employee apply for CEA allowance for 2 children for one academic year with Interface with accounts for Payments and Deductions in Income tax rebate.
Electronic File System (eFile)	eFile is to be developed as a workflow based system that includes the features of existing manual handling of files in addition to more efficient electronic system. This system involves all stages of working in a file, including the diarisation of inward receipts, creation of files, movement of receipts and files and finally, the archival of records. With this system, the movement of receipts and files should be seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. This simplifies decision making, as all the required information is available at a single point. It envisions a paperless office, with increased transparency, efficiency and accountability of the organization. eFile has to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, draft for approvals and finally movement and tracking of files as well as receipts.
Annual Property Return	Online submission of Annual immovable Property and Assets and Liabilities Return by the employees as per the prescribed norms.
MIS Reports	**MIS Reports** application is to be designed with role-based scope privilege for users to access different reports based on the statistical output of transactions done in the Module. This application facilitates reports for almost all available metadata parameters along with provision of selection based customized output. On generating the reports, user gets the results in default HTML format which can also be downloaded in PDF as well as excel formats. MIS Reports could be generated as per different levels of requirement viz. **All** (Can generate Reports for i.e. different Departments of the instance), **Hierarchy** (Can generate Reports for all the individual Office/Section under the hierarchy of logged in section), **Department** (Can generate Reports within the logged in department), **Section** (Can generate Reports for own Section). For few selective Reports, another scope is available to option to generate output based on **Immediate Hierarchy. In immediate Hierarchy scope only those sections are displayed which are under the immediate hierarchy of the logged in section.** Each immediate hierarchy section will show the cumulative data of all the Offices/Sections falling further under its hierarchy). Super Administrator of the Institute can provide various level privileges and reports to the roles of the users as per respective requirement. MIS Reports application comprises of different modules.
Institute Staff Service Records	Ability to store service records of all Institute Staff, that includes e-service book in a public funded institution, Job description and performance appraisal.
Staff Attendance/Leave management	Maintain Staff Attendance and leave records.
Staff Payment management	Support payroll processing, other reimbursement, such as, LTC, Leave encashment, medical and Other reimbursements, CPDA, Travel for Conferences/Other official purposes, Temporary advances etc.
Training management	Maintain training details of Institute Staff.

Medical Records	Basic details of Staff and Students as per Standard patient Register.
Staff Performance Management	Ability to manage the performance appraisals of Institute Staff including training related information.
Adjunct/visiting/guest faculty details	Ability to maintain information on adjunct, visiting and guest faculty.
Details of Outsource services/agencies	Basic information to be captured for operational efficiency and finance management.
Note: in the definition of Institute Staff, Academic Staff, Technical and Administrative and Other Staff are included besides this there may be other temporary/contractual staff.	
Faculty Recruitment Portal and Staff Recruitment Portal	Capturing of personal, educational and experience data etc.
	On uploading of data the applicant should get email and application number for future reference.
	single application for multiple posts.
	Generation of Excel sheets department and post wise.
	Initial screening by the Department based on number of papers, age, experience etc by setting minimum criteria.
	Data entry for screened in candidates and generation of excel sheets for screened in and screened out candidates.
	Generation and Sending call letters.
	Uploading status of individual applicant.
	Generation of seminar assessment forms.
	Generation of applicant details along with certificates in PDF format of the candidates called for interview.
	Process of TA claims.
	Prcess of Honorarium to the experts.
	Issue of offer of appointments.
	Cancellation of appointments.
	Joining formalities and check list generation.
	Joining report and transfer of data from recruitment to Estt.
	Note: Most of the screening related jobs are being carried out by the HoDs concerned. Hence The views of HoDs concerned are also to be taken for further improvements.

Module 4 : Academics	
Process	**Description**
Admission and Student Record Management	The system is expected to create the student admission data and generate roll no. and print ID Card. It should act as STUDENT MASTER which includes all contact details of the respective student and their parents/guardian. Subsequently it should allow auto updation of all student details like fee, income proofs, caste, etc. It should prompt for updation of new income, caste certificates after expiry of the old certificates. Medical leave details should also be included. Workflow 1: Data Entry by PA/JA - Verification by JS - Locking/Unlocking by AR/DR - Other bonafides printing Work Flow 2: Course change requests - Processing and updation.
Fees and Scholarships	It should extract data regarding income and caste from STUDENT MASTER. It should extract data from Grades/CGPA. Accordingly, it should show the eligibility of scholarship to the student. It should give option for manual entry of external scholarships. It should extract data from accounts regarding payment of fee and refund of paid fee as scholarship at a later date. It should show details of bank loan availed by the student. Accordingly, scholarships should be disbursed either to individual or to the bank. Integration of fees and scholarship can be discussed and worked out. It should have all the fee receipts of individual students (probably with the digital signature of Accounts personnel). Workflow 1: Updation of Caste/income by PA/JA - Verification by JS - Locking/Unlocking by AR/DR For Scholarships: Online Applications sent by mail merge by JA/PA/JS/AR - Verification of data uploaded by student for scholarship by JA/PA- Generation of eligibility by JS - Verification of eligibility and communication to Accounts by AR/DR Work Flow 2: Updation of fee by academics - Auto population of fee discounts from Student Master and Scholarship Module - Students can access their final fee - Communication of payment link or bank details (separately outside ERP) - Student will update payment details - Generation of reports of fee payment by Academics - After verification, communicate to Accounts - Fee receipt (probably with digital signature generated by Finance Department).
Course Management	This should be a COURSE MASTER. It should have all the details of the course LTPC, curriculum and syllabus. The system shall have facilities to enable Creation and Modification of courses, Creation/Modification and maintenance of slot book, Creation/Modification and maintenance of curriculum, along with Integration of slot book to moodle. It should enable creation of a new course anddeletion/modification of existing courses. In case a course is modified (Course Code), the old course should be shown in disabled mode. It should have details ofwhen the course was introduced and in which BAP. Course Proposer can be an option and it can be linked to Faculty ID. In case of syllabus change or name change without change in Course ID, it should show the previous version in disabled mode along with timestamp. Workflow: Auto-population of Course related information from BAP Portal - Assigning of course code for new course-disabling of deleted course in Course master and version changes by JA/JS-Unlocking/Locking Course Master by AR/DR/Dean.
Student Course Management	The system is expected to handle the following: Course Registration, Adding and Dropping of Courses, Minor Streams Selection and Course Registration, Elective Registration, Project selection and registration along with Integration of registrations to moodle. Work Flow: Auto-population of Course related information from Time table (for regular courses) and Course Master (for OOC, backlogs, electives etc) for selection by student - Approval by Faculty advisor - Generation of attendance sheet by Academics.

Research Scholar Management	The system shall enable Guide/Co-Guide Allocation, Formation of Doctoral Committee/General Test Committee, Course Prescription for Research Scholars, Progress review and monitoring, comprehensive examination, Submission of Synopsis and Submission of Thesis. Workflow: Module1 - Auto-population of Course related information from Time table and Course Master for selection by student - Approval by Faculty advisor Module2 - Leave management Module 3 - Stipend .
Results & Attendance Management	The system shall enable Uploading and Publishing of Grades, Correction of Grades and Generation of Grade Cards Work Flow: Auto-population of Grades and Attendance after CCM - Generation of Grade Cards by Academics - View access to be provided to Placement Cell.
Senate Proceedings and Administration	The system shall enable Convening of Senate meetings and various sub-committee meetings periodically, Preparation of agenda and circulate agenda and meeting minutes to participants and members, issue office orders based on decisions taken by senate and its committees and Archive all records relating to senate and committee meetings Work Flow: Generation of draft of MoM of Senate by JS - Verification and forwarding to AR/DR - Approval by Dean - Uploading the
	final copy after Director's signature.
Board of Academic Programme (BAP)	The system shall enable convening of BAP meetings and various sub-committee meetings periodically, Preparation of agenda and circulate agenda and meeting minutes to participants and members, issue decisions taken by BAP and its committees and Archive all records relating to BAP meetings. Workflow: Creation of new course (with temp course ID)/modification of existing course by the concerned faculty - creation of BAP agenda - BAP & Senate approval - Generation of Course ID for new course and version change for existing course (as specified in Course Master).
Convocation	The system shall be able to manage the constitution of committees and subcommittees, requirements of each committee, preparation of agenda,circulation and minutes of the meetings, office orders based on decisions taken during various meetings, managing VVIPs and other guest lists, records, etc. Workflow: Updation of Senate Approval for issuance of Degree - Printing of degree - Issuance.
Formation and Management of Committees	The system is expected to manage Constitution of committees to meet various internal requirements, Schedule meetings, Preparation and circulation of agenda and minutes of meetings to members and invitees as per circulation list, Issue office orders based on decisions taken by committees and Archive all records relating to committee meetings Work Flow: Creation of Committee-Constitution of members from Faculty & Staff (based on approval from competent authority) - Preparation of agenda - Circulation - Schedule of meeting - Minutes - Approval - Circulation - Updation in relevant modules (like BAP(Course Master), Time-table, CCM, Scholarships etc.)
Event Management	The system shall manage various aspects of event management like Scheduling events, Booking of halls and infrastructure for events, Approval of advance payments for organizing events, Disbursement of advance amount from petty ash and Submission of supporting documents and settlement of advance after the event Workflow: Approval of budget for event - Purchase order/work order related details entry - Budget reconciliation.
Scholarship Management (Student Welfare)	System shall enable Application for scholarships and Issue and Maintenance of scholarships (Basic Data Management of Various students welfare/scholarship/creative activities/schemes) Workflow: Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing - After approval from Director, updating Scholarships - Autopopulation to Student Master and also fee updation in the Fee module.

MS and Ph. D Admission - online application	The admission portal will be integrated between the IT department and Academic Section Workflow(M.S & PhD): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept Admission Login - Ordinances & Regulations Admission guidelines - Student admission offers - Fee & Final list.
M.Tech Admission and M.Sc (Spot Admission)	The admission portal will be integrated between the IT department and Academic Section Workflow(M.Tech): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing - COAP Admission guidlines - Round wise student admission offers - Fee & Final list Workflow(M.Sc - Spot): Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept Admission Login - JOAP Admission guidlines - Student admission offers - Fee & Final list.
Time Table & Class Room Management	Workflow: Updation of time table and class room occupation from Time table Committee minutes - class room booking for extra classes.
Faculty Course Feedback	Workflow: Auto-population from Student Course Management - Feedback from students - Generation of the necessary reports like Institute average, faculty average etc.
Online Student grievances processing	Workflow: Grievances related to Academics - Verification and redressal.
Alumni Affairs Management	The system shall enable Maintenance of batch-wise records of alumni, Schedule and invite for alumni meetings, Invitations to alumni for Orientation sessions for students, Study abroad programs and Career mentoring for students Work Flow: Auto-population after issuance of final grade card - Generation of alumni email ID - Communication management from/to Alumni. This module should be reflected in International relations also.
Flexibility on Semester	The system should have flexibility to define an academic term. Academic terms need not be restricted to "Semesters" (4 to 6 months) alone. There may be academic programs in future that may be offered in academic terms that don't match the duration of semesters. The system administrator (or someone in the academic unit) should have the rights to define an academic term.

Abbreviations:
PA: Project Assistant/Associate JS: Junior Superintendent, AR: Assistant Registrar, DR: Deputy Registrar

Module 5 : Placements, Hostel Management and Student Affairs

Placements - College Application

Process	Description
Student Data Management	Student profiling, Profile Verification, Resume Builder, Filtration & Export.
Corporate Relations Management	Company HR Management, Relationship Management, Sending campus recruitment invitations, Activity Logging, Email Integration.
Multiple Placement Cycles & Job Profiles Management	Multiple Parallel Placement Cycles, Job Profile Management, Internship Management, PPO Management, Application Management, Shortlisting and Offers Management, Attendance Tracking.
Auto-Communication	Automated emails, mobile app notifications, reminders for events, online notice board, personalised notifications.
Collaboration	Faculty Access, Staff Access, Administration Access, Role Based Access Rights Control. Collaboration at College, Student, Campus Drive, Job Profile etc levels.
Custom Rules & Policies	Custom Configurable Placement Policies, Attendance Rules, Eligibility Criteria, Incentivisation & Penalisation Rules.
Live Dashboards & Campus Drive Analysis	Real-time Custom Dashboards, Custom Reports, Inbuilt Data Explorer, Custom Pivot Tables & Charts.
Calendar Management, Custom Forms & Feedback Surveys	Role-Based Calendar Views, Custom Forms, Linked Surveys, Employer Feedback Collection & Reports.
Training Management	System shall enable Online test portal, Collaborations Training, Online Tests Management, Test requests and evaluation, Group Discussions, Mock Interviews Soft Skill, Corporate Training, Department Training Student feedback on trainers and training, Trainer feedback on students, Training Calendar.

Placements - Student Application

Process	Description
Student Profiling & Auto Resume Generator	Personal Accounts, Employability Profile, Auto Resume Generator **.**
Notice & Notification Feeds, Mobile App	Online Notices, Personalised Reminders, Emails, Mobile-App Notifications.
Job & Internship Applications	Preference Management, Withdrawal, Application Management.
Schedule Tracker	Calendar Management, Event wise Schedule Tracker.

Placements - Employer Application

Process	Description

Job Sharing	Posting Jobs & Internship Openings, Enforcing Eligibility Criteria, Creating Drives.
Application Tracking & Management	Live Application tracking, Candidate Filtration Tools, Shortlisting Tools, Internal Collaboration Tools.
Manage Recruitment Process	Shortlist Management & Communication, Offers Management.

Hostel Management

Hostel details	Should have the capability to keep the record of hostels including the hostel wardens, staff, hostel room occupancy details, hostel inventory etc.
Hostel admission	Ability to manage admissions to the hostel.
Hostel room provisioning	The system shall manage the allocation of hostel rooms for students and guests; Request to change the rooms; Vacating the rooms at the end of the programme or conversion of the hosteller to day-scholar.
Room occupancy record-keeping, Visitor logbook, Security guard details/duty etc	The system shall enable a detailed student record keeping, including logbooks and so on.
Mess registration	Monthly mess registration for students and guests; vacation mess registration; mess rebate etc.
Hostel & mess maintenance query	Need to be connected to concerned departments like EU, CC etc.
Student & HM staffs medical insurance	Facilitating the students and staffs by connecting to the appropriate department.

Student Affairs

Students constitution	Document should be made available Create a form to propose any amendment by a student.
Technical activities	Ability to create and manage the entire life cycle of technical clubs, technical events, workshops which includes registering for events, event coordinators, participants, conducting and managing the event, logistics for event management, financial links for the events, feedback on events .
Cultural activities	List of all cultural groups Description of each group Structure of a group Once Dean announces, student should be able to submit EoI for a particular cultural group to act as Coordinator. Present coordinator & council The system is expected to enable Student to subscribe for any activity. The Student shall pay the amount of the fee online for subscribed group activities.

Sports activities	1. A workflow for all students to register for different sporting selection of Inter IIT and Intra IIT meets. 2. Keeping record of all equipment that are in stock. Request for additional requirement through same system. 3. Expenses and bills to be updated in portal for record keeping purpose. 4. Attendance of students for selection and practice sessions needs to be entered for record. 5. Sports department to access the students' performance and attendance data set in consolidated manner for all activities. 6. Announcements on results, selection events, practice matches should be updated on website and concerned students and staff should receive notifications. 7. Performance of students in each events should updated on portal and students can be tagged in match result sheet to automatically show in students' individual account. 8. Keeping note of performances of all students at Inter IIT and Intra IIT for future use of selection for Inter IIT meet. 9. For travel and ticket booking for all students for Inter IIT meets and individual requests for change in travel itinerary or any other request during the meet should come through the sports portal and it should be accessed or approval by authority in an organised manner. 10. Complete results of all IITs at Inter IIT meets need to be available for internal reference and can be accessed with prior permission only. 11. Feedback form students so that can give their feedback, the responses can be accesses through a selected few email id's so to keep students' identities confidential.
Guiding and Counselling Unit (GCU)	1. Form to book a session. 2. Form to register an issue. 3. Administrator interface - list of students registering for sessions, inputs from students, remarks from counsellors for the previous sessions, remarks from the students about counsellors, different categories of students to track for repeat sessions or escalation 4. Counsellor interface - list of students waiting for his/her sessions, remarks per students, repeat session requests. 5. A workflow to track a student once registered, periodically. 6. Academic section to GCU link through low performers list. 7. GCU to Faculty advisors link through specific student interactions. 8. The data about the students going through the counselling needs to be encrypted and is accessible only to the decision makers.
National Sports Organization (NSO)	1. A workflow for first year students to register for NSO. 2. Students to select daily activities in portal sometime before each session. 3. Concerned sports trainer to enter attendance, starting time and closing time for each student. 4. Individual students to access their training and attendance data for different activities. 5. Sports department to access the students data set in a consolidated manner as well as for different activities. 6. Announcements regarding NSO to reach automatically to all registered students and concerned authorities. 7. One feedback form where all NSO participants can give their feedback, the responses can be accesses through a selected few email id's so to keep students' identities confidential. 8. Keeping note of performances of all students for future use of selection for Inter IIT meet.

National Service Scheme (NSS)	1. A workflow to keep records of hour calculation of students along with date and other details. It will be nice if we can make arrangements for semester wise as well as year wise. 2. Any suitable finance software to maintain the annual budget.
Student Clubs	List of all clubs Description of each club Structure of a club Once Dean announces, student should be able to submit EoI for a particular club to act as Coordinator Present coordinator & council The system is expected to enable Student to subscribe for any activity The Student shall pay the amount of the fee online for subscribed club activities
Students elections	Entire module on online elections with following features: Once Election officer opens up, student should be able to submit his/her nomination for one position Provision for withdrawal. Provision for casting vote on a particular date and time period. Results announcement.
Downloads	Following forms can be made available: 1. Approval request for any technical project 2. Approval request to participate in a competion organized by other Institution/organization 3. Approval request for budget to organize a programme (technical/cultural/sports/club).

Module 6 : Health Center	
Process	**Description**
Doctor Consultation	The system is expected to provide features to 1. Display Doctor details 2. Doctor can manage his/her availability timings 3. Students/Employees to Book Doctors appointment 4. Provide and manage Prescriptions.
Student Medical Record Management	The system is expected to 1. Create/Edit Student medical records. 2. Generate medical reports and Certificates.
Employees Medical Record Management	The system is expected to manage 1. Employee medical records. 2. Create/Edit/Delete dependent details and medical records. 3. Generate Annual medical reports of Employees.
Pharmacy Data	The system is expected to Create/Edit/Delete Pharmacy Product details.
Referral letters to Hospitals	The system is expected a feature to generate referral letters to the Hospitals.

Module 7 : Library Management

Process	Description
Fine Management and Due Clearance Module	Students will be able to clear their dues and fines online through a payment gateway in ERP and the details should be notified with the Library spontaneously (Integration with Koha is required). An IIT student/staff/faculty should be able to apply for a no-due certificate and get the approval online.
Status of library account	Student/faculty/staff should be able to view the library books in their account (that were issued using Koha Library management System), library fines if any, due dates of library issued books once they login to ERP (Integration with Koha is required).
Book Acquisition Module	The module will be for accepting book requests (only from Faculty/group A staff logins)- then it should come to library for duplicate checking and after that finally to LC Chairman (digital signature for approval at each stage of book acquisition form). Once approved, the approval should be downloadable.
Journal Acquisition Module	The module will be for accepting journal requests, but will be time restricted to September - October in order to initiate subscriptions by January of next year. Request has to go from faculty to HoD, then to Library and then Library Committee Chairman.
Lost book Module	Library user will be able to enter lost book detail in ERP application.

Module 8 : Works

Process	Description
Complaint Management Module	System should be able to Receive and handle various types of complaints related to Civil, Electrical, Carpentry, Plumbing, Water supply, Housekeeping, Pest control etc.
Contingency Maintenance Advance Request & Settlement	System shall able to process the advance request for approvals on hierarchy basis and shall submit to accounts section. Shall also be able to submit all the bills against advance amount for a settlement.
Budget Approval	System to be expected to facilitate to prepare recurring and non-recurring budget for EU department.
Tendering and Work orders module	System to be expected to facilitate to RFP documents,comparison report, material supplier details, special terms if any required etc.
Vendor Management	System to be expected to facilitate to prepare vendor list , site visit report, annual evaluation report & feedback.
Maintaining procurement and Stock of various items	System Shall able to Maintain the Inventory details, Stock details & system shall be able to provide complete data against any item (ex. request given by, item serial number, P.O. details, end user, warranty details, breakdown history, Maintenance history)

Bills & payments	System to be expected to facilitate to process AMC bills of Civil, Electrical, Horticulture, Housekeeping, Pest control bills & their track for annual budget.
Indents and purchase module	System is expected to facilitate the indent from raising of indent to till purchase.
Campus maintenance module	System to be expected to facilitate Civil, Electrical, Horticulture, Housekeeping, Pest control maintenance data & maintenance mode/procedures.
Solar and Electricity Bills	System shall able to process for necessary approvals for payments against the Temporary campus main building, annexure building, Transit campus APSPDCL & Solar electricity bills, thereafter shall be forwarded to accounts section. Once the payment done by accounts section, system shall reflect the payment details for confirmation. Also System shall be able to provide old bills history.
As built drawings for EU department	System to be expected to facilitate area wise measurements & as built drawings which helps in resolve complains as well as avoid damages/interruption of other services during redevelopment/rectification.
Staff & Rental agency electricity bills	System Shall able to generate electricity bill for their consumption and shall deduct from respective staff salaries, Rental agencies payments against electricity bill shall be reflected.
Booking and allotment of Institute common facilities	System should be able to facilitate the booking and allotment of institute common facilities such as Senate Room, Meeting Room, Auditoriums etc
Institute furniture	System shall able to Make the specification, Submitting the approval copy to RFP section, Maintaining of Inventories, Clearing of supplied material bills, Documentation of indents and approvals ,Number of Institute furniture.
Payments of Various Departments (CPWD,RWSS, Architects fee.. Etc)	Shall able to create the note approval based on the demand note received from the concern department, after note approval it should able to give to Accounts section to processing the demand through HEFA.
RFP section	System shall able to tendering of Civil, Electrical, Horticulture works, tendering of institute Furniture, Preparation of RFP documents, Uploading the RFP documents, Evaluating the RFP documents, Awarding of works and Documentation of RFPs related documents.

Module 9 : Faculty Affairs	
Process	**Description**
Alumni Relationship Management	(1) Alumni information collection/update/database management. (2) Send group emails with desired attachments such as newsletters/ text /whatsapp messages to alumni based on selected criteria. (3) Payment gateway for accepting donations from Alumni and friends.

International Admissions	Calling for applications from Academics - Filling of details & uploading of relevant docs by students - Processing by Departments through Dept Admission Login - Ordinances & Regulations Admission guidelines - Student admission offers - Fee & Final list.

Module 10 : System Administration and Integration

Process	Description
Online Alerts	Ability to send automated emails and SMS as well as broadcasting information to specific groups on need basis.
Dashboards	Ability for the institute management to measure various metrics such as admission demographics, student performance, patents, placement statistics etc. Should be able to search on files/notes etc. (meta data should be generated for each workflow through end user intervention).
Flexible report writer	Ability to generate flexible reports on the criteria selected by the user.
IT Security including single-sign on, digital rights management, user level rights	Provision for IT Security to prevent hacking, virus detection and cure, firewall, digital rights, restricting access based on user etc.
Backup and recovery	Provide a mechanism to take automated backup and recovery of data.
Ticketing System	For Complaints related to installation, website updates, software related services.
The workflow system should have the following abilities - 1. Create customized forms 2. Define actors and roles 3. Define path in which the data should flow 4. Provision a dashboard for actors to see where the files and status 5. Should have an UNDO mechanism	Ability to have approvals at various levels across various business processes. Most of the present day workflow systems are pre-manufactured for specific use cases. Each organization is different and has it peculiarities. The workflows and interactions between various units cannot all be predicted much before hand as templates. In this regard, it is important for the workflow systems to provision highest level of customizability. This customizability should be in the hands of the end user. Typically what we have observed is, the vendor takes requirements from the organization, gets back to their development teams and comes back with implementation later. This cycle takes long, is rigid and is not scalable for a dynamic set up. Customizability directly enhances any workflow customer experience.

Module 11 : General Administration	
Process	**Description**
Institute Vehicle Management for Guest	Travel ID, Guest Name, Guest code, Affiliation, Advance details: Travel brief, from date, to date, journey from. Journey to, Mode of travel, flight number, domestic/international, Applied date, Estimates: Stay, food, travel, others Approvals: Approved date, Approved by.
Institute Guest house Management	Request No, Applied Date, Name of the Guest, Request by (in house staff or outside guest), Transit house, Room type, No of Rooms, Official/personal, Check in date, Check out date, Extension required, Event/Purpose, Payment: Click on the payment, payment methods, payment done, receipt generated. Approvals: Approved date, Approved by.

Module 12 : Sponsored Research and Consultancy (SRC) - Projects & Center for Continuing Education (CCE)	
Process	**Description**
Agency Code Master	System shall facilitate Creation/ Modification of an Unique code for sponsored and consultancy projects agencies
Principal Investigator Code Master	System shall facilitate Creation/ modification of Unique code for all thePrincipal Investigator and capability to assign scanned signatures.
Sponsored Project Proposal	System shall facilitate Submission of Proposal for new sponsored project,Capture scope and objective of the Project, Sanction value and Duration of the project, Create project number
Consultancy Project Proposal	The system is expected to enable Submission of Proposal for new consultancy project, Capture scope and objective of the Project Sanction value and Duration of the project, Create project number
Internal Project Proposal	System shall facilitate Submit si of Proposal for NFSG, Capture scope andobjective of the Project, Sanction value and Duration of the project
Project ID creation	Facility to Create Project Number once verifying Receive Sanction Letterand Fund from Agency for all Projects.
Project Amendments for Sponsored Projects	System shall facilitate any amendments in the sanctioned projects regardingextension of duration or additional funds.
Project Amendments for Consultancy Projects	System shall facilitate any amendments in the sanctioned projects regardingextension of duration or additional funds.
Project status tracking	The system is expected to manage/record project status, reviews andpresentations comments for Actuals Tracking.
Project Closure	Facility to close the project. An e-mail should triggered to the Coordinatorabout the project completion.
Project Staff Recruitment	The system shall enable Recruitment of project staff with duration and salarydetails and commitment, along with interface with payroll for salary payment.

Adhoc Recruitment	The system shall enable Recruitment of project staff under Adhoc through Referral, advertisement, student (part time), staff (Part Time) and student recruitment through MS/PhD with duration and salary details and commitment, along with interface with payroll for salary payment.
Staff Extension/Enhancement or Relieving	Facility to Extension/Enhancement and Relieving of project staff from theproject
Project Purchase	The system is expected to facilitate Capture of Indent details, with item andsupplier details, commitment and interface with accounts for payment
Project Receipts	The system shall facilitate Capture of receipts details received from gency,calculation of service tax for consultancy project, calculation of
	overheads for sponsored project
Reimbursement claim	The system is expected to manage reimbursement Claim for items like stationary, Chemicals or some consumables for the use of the Project and Interface with accounts for payment
Communication claim	The system is expected to manage reimbursing telephone bills and internet usage charges and Interface with accounts for payment
Temporary Advance Sanction	The system is expected to manage the availability for a temporary advance from Project Accounts for some urgent requirements like arranging for a meeting, purchasing items like stationary, Chemicals or some consumables for the use of the Project.
Temporary Advance Settlement	Facility to settle temporary advance to the Accounts
Project Imprest	The system is expected to manage Cash Payments, Cheque Payments Bank Advice / RTGS Payments
Imprest Sanction	Facility to get sanction as a temporary advance from Project Accounts for some petty and contingency purchages for the use of the Project.
Imprest Claim	Facility to get claim funds as a temporary advance from Project Accounts for some petty and contingency purchages for the use of the Project.
Project Travel	The system shall facilitate Application for Travel Sanction, Budget head under which expense is claimed, Application for claim after Travel with Interface with accounts for payment
TADA Advance Sanction	The system is expected to manage the sanction of travelling allowance and daily allowance.
TADA Claim	The system is expected to manage the claim of travelling allowance and daily allowance.
Distribution List	Facility to create distribution of balance available in the consultancy project
Utilization Certificate Project-wise	The system is expected to Generate Project Audited and Provisional report based on the format given by the agency

Payment Entry Modification	Facility to manage corrections to be made for Payment entry
Standard Reports as per MoE/Funding agency/GOI requirements	Generation of Standards requirements reports as the MoE/Funding agency/GOI
Faculty Database	This database can be used to get details for MoE requests. This will be also used together with Annual Report and Newsletter Committee. Publications (Journal, Book, Book chapter, Conference), Projects, Conferences attended, Paper/Poster Presentedin conference/Seminar/Workshop/Symposium, Guest Lectures Delivered, Award and Achievements, Membership
Department Database	Conferences/Workshops/Symposium Organized, Colloqium/Invited Lectures hosted by the Institute, MoUs signed, Industrial Visits, Patent registered
Open Projects Notifications	The system is expected to provide notification regarding open projects to the concern faculty.
Processes from Accounts Module	Sponsored Project & Consultancy Project Accounts, Cash Book and and Book, General Ledger, Trial Balance, Profit &Loss and Balancesheet, Materials and Fixed Asset Management for accessing purchase invoices, Depreciation %ages account-wise for fixed/current assets, LC /Wire transfer to Bank for Purchase
Processes from Purchase Module	Vendor Master, Item Master, Indent Details, RFP Document, Advance Payment, Payment After Supply, Goods Inward Document, PO Cancellation

Centre of Continuing Education (CCE)

Process	Description
Registration	The applicants need to register for a workshop/training program by providing necessary details.
Certificates	The organizers shall be able to issue certificates for the people who have successfully finished attending workshops
Applying to short-term courses	Application form for applying to short term courses / GIAN courses / Workshops / Conferences.
Shortlisting and confirmation	Workshop coordinators should be able to shortlist the candidates based on various criteria and confirmation needs to be communicated.
Handling of Payments	The system should allow the participants to pay the fee online. Also, able to process honorarium to the speakers.
Showing Statistics in Dashboards	The main coordinator should be able see various statistics such as the number of conferences being organized in each department, number of participants attended in each short-term course, the expenses incurred for each event, total fees collected from all the participants.

Note : The above broad scope of work are indicative and not exhaustive. The service providers are required to provide the complete e-governance solution which an Academic Institution like IIT may require for its day to day efficient functioning.

Data Security Requirements

The application should be based on a good security architecture. All communication between client and server should happen on SSL. Critical data in the database should be encrypted. The vendor shall provide security test criteria used for the solution being offered. The minimum criteria set shall include cross-site scripting, SQL injection, URL hijacking, testing role-based access.

The solution must have high-availability and be resilient to system failures. The vendor shall demonstrate availability architecture, for example database mirroring, multi-column application servers, etc. The vendor shall also provide information about the disaster recovery process, if any that is provided in the application - for example check pointing, recovering from data backups, etc.

Evaluation Process

a) The Institute will constitute an Evaluation Committee to assess the responses of the Applicants.

b) The Evaluation Committee reserves the right to select or reject any or all proposals.

c) The service providers will be notified for making presentations / demonstration of their solutions.

d) Invitation and association as an outcome of this EoI does not guarantee any award of work.

e) Based on this EoI, firm RFP will be published by IIT Dharwad subsequently.

f) All the participants will be notified as and when the firm requirement is published by IIT Dharwad.

Service providers Name and Address	
GST Registration NO.	
Name of authorized representative	
Designation	
Phone no.	
e-mail	

The service providers shall be assessed based on following desired pre-qualification criteria: -

PART A (Documentary validation)

Ser. No	Criteria	Requirement for verification	Whether submitted (Y/N)	Page No. where submitted
a.	Service provider's Profile	As per Appendix " C"		
	The service providers shall be a companyor partnership firm or a Proprietor registered under therespective Indian acts (i.e. companies Act -1956, the partnership Act - 1932 respectively) having their registered offices in India.	For company- Copy of Certificate of incorporation, for partnership -Partnership deed and for the proprietor - detail of registered office. All entities are to submit their bank details.		
b.	Service providers should be registered with Income Tax and Goods &Service Tax departments	(c) Attested copy of PAN/GIR Card (d) Attested copy of Goods & Service Tax registration certificate		
c.	The service providers or any of its partners/directors etc. shouldnot have been black listed/debarred by any of the government agencies or department	Self-Declaration in the format as per **Appendix "B"**		
d.	Service providers should have minimum 3years' experience in providing ERP solution at any institute of higher education / equitable government / corporate organisations.	Certified Work Orders / Agreements of award of contract for providing ERP solution.		

	Criteria	Requirement for verification	Whether submitted (Y/N)	Page No. where submitted
e.	The total turnover of the organization shall be at least 01 crore per year from each of the last 03 years on development of the ERP software.	Service providers have to submit satisfactory works completion certificates of indicated values.		
f.	The competent authority may authorize a person for signing the documents through a letter.	All the pages of the tender document should be signed by the authorized service providers.		
g.	Service Provider shall be able to implement the solution directly without any organizational or other intermediary.	An affidavit of this effect is to be submitted.		
h.	Service Provider shall be able to host the application on remote server, as and when required and shall be able to host on Institute server without any extra cost.	The service provider should be able to demonstrate the same to the technical committee. In addition, the same must be declared in an affidavit and submitted.		
i.	Service provider shall be profit making entity for at least 2 years from last 3 years.	Statutory auditor's certificate along with proof in form of excerpts of accounts.		
j.	Certification	valid ISO 9000/9001 and ISO 27001 certifications are to be submitted.		
k.	The service providers should be a Class-I / Class-II Local Supplier meeting the requirement of minimum 20% Local Content in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun 2020.	A Self-Declaration Certificate regarding "Class-I/Class-II Supplier" for the tendered items as per the Appendix "E" is to be submitted.		

Part B (Technical validation)

Ser. No	Criteria	Requirement for verification	Whether submitted (Y/N)	Page No. where submitted
a.	The Application (i.e. Solution) shall be the company's own product			
b.	The applications shall be based on **Open Source Technology**			
c.	The solution should be completely web based			
d.	The solution shall be in the 'Service Model' format.			
e.	The application shall be compatible with Windows, Linux and Mac at client level			

f.	The application shall be compatible with web browsers in smartphones.			
g.	Mobile apps support is required to allow certain operations/actions for appropriate modules			
h.	The application shall be compatible with all common web browsers, namely, Google chrome, Firefox, Safari,Microsoft edge etc			
i.	The application shall be able to export reports to MS-Excel and pdf.			
j.	The application shall be able to support attachments (i.e. Image, pdf etc.).			
k.	The solution shall be a single integrated system for various modules.			
l.	The application shall be able to provide data backup, at the periodicity and format as decided by the Institute			
m.	The application shall be able to provide audit trails of at least 6 months			
n.	The data of students and staff are owned by the Institute and hence, the Service providers shall provide (i) detailed schemaof all databases and (ii) regular data backup in local recovery format at the given time for Information Audit andstore.			
o.	Data Archival – The data needs to be archived at regular intervals as per the Institute data archival policy.			
p.	Workflows and general access should follow the Role Based Access Control (RBAC). Multiple people can play same role. Also, a person can play multiple roles. The application should support configurable provision for recommendation, approval and auto-escalation at various levels			
q.	The application should be able to expose using simple Application Programming Interfaces (API) to other solutions that the Institute deploys. This is to support other software system which will appear at a later stage and wish to have interface and exchange of data.			

r.	Integration of SMS, Telegram, WhatsApp like rich text and UI based alerts to users			

* Please mention if any third party proprietary libraries are used in the solution forwhich licenses shall be required for IIT Dharwad.

Date: Signature & Seal

SELF-DECLARATION — NO BLACKLISTING

(Date)

The Registrar,
IIT Dharwad

Dear Sir,

Ref: Tender for Integrated E- Governance for office Processes at IIT Dharwad

In response to the Tender Document for Integrated E- Governance for officeProcesses at IIT Dharwad, I/ We_____hereby declare that presently our Company/ Firm / Prop. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

1.   We further declare that presently our Company/ firm_____is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labor laws.

2.   If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.
Yours faithfully,

Seal of the Organization

Service provider's Profile

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	**Account Number**	
	IFS Code	
	Bank Name	
	Branch Name	
Registered Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	**Name**	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	**Name**	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

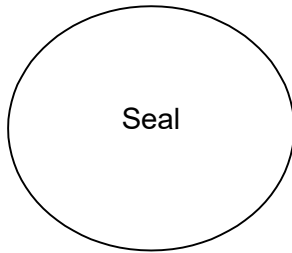**Name in Block Letter:**

Designation:

Contact no.

Date:

Technical Capability

Year	Name of the Project successfully implemented	Purchase Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of the Project (copy of completion report from client to be attached)	Name & address of the Academic Institution where the Projected implemented	Contact Details of Client
2020					
2019					
2018					
2017					

Date:

Place:

Seal

Authorized Signatory

Name:

Designation:

Contact No.:

Format for Self-Declaration under preference to make in India order

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II date. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated: 04 June 2020. We hereby certify that we M/s.

_____ (supplier name) are **CLASS-I/Class-II** (Please specify clearly) supplier meeting the requirement of minimum local content (20%) as defined in above orders for the material against Enquiry No. IITT/ADMIN/2020-21/158 dated 11.12.2020.

Details of location at which local value addition will be made as follows: (complete address to be mentioned)

_____

_____

Percentage of Local Content:

We also understand, false declarations will be in breach of the Code of Integrity under rule 175 (1) (i) (h) of the General Financial Rules for which a service provider or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Seal and signature of Supplier

Date: