INVITATION FOR QUOTATION

No. TEQIP/CMS/1/2021   Government Engineering College-Idukki

                                                                          Date

To

xxxxxxxxxxxxxxx

Sub: GECIdukki –TEQIP –Purchase of campus Management Software   - Quotation- Invited- Reg .

Dear Sir,

Sealed quotations are invited for the **Purchase of campus Management Software** specified in the schedule attached below/overleaf. The rates quoted should be for delivery of the item at the place mentioned below the schedule. The necessary superscription, due date for the receipt of quotations, the date up to which the rates will have to remain firm for acceptance and the name and address of officer to whom the quotation is to be sent are noted below. Any quotation received after the time fixed on the due date is liable to be rejected. The maximum period required for delivery of the articles should also be mentioned. Quotations not stipulating period of firmness and with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.

The prices quoted should be inclusive of all taxes, duties, cesses, etc. which are or may become payable by the contractor under existing or future law or rules of the country of origin/supply or delivery during the course of execution of the contract.

Special conditions, if any, printed on the quotation sheets of the tenders or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.

Superscription   : **Campus Management Software**

Quotation No   :. TEQIP/CMS/1/2021

Due date and time for receipt of quotations   : 02.02.2021

Date and Time for opening Quotation   : 03.02.2021

Date up to which the rates are to remain firm for : 31.03.2021
Acceptance

Designation and address of Officer whom the   : The Principal, Government Engineering College-

Quotation is to be addressed   Idukki,   Painvavu P O PIN 685603

Requirement ID	Item Description	Qty (No)
TEQIP/CMS/1/2020	**SOFTWARE**	
	Requirement details	
CMS_USER_1	User management and access control ● CMS is intended to work in a **user specific** manner. **Separate logins** should be provided for **Super Admin, Principal, UG Dean, PG Dean, HOD, Staff advisor, Teaching staff, Laboratory custodian, Hostel warden, Students, Parents, Inventory & Asset Management, Placement coordinator, Campus Development Committee, PTA Executives, IIIC and Student chapter/clubs.** It should have a provision to provide additional logins according to the request from the institution.	
CMS_ADMIN_2	● For each login, the system should perform only the functionalities corresponding to that particular login.	
	Super Administrator/ Principal- Features	
CMS_HOD_3	● The general features should include Course creation, Batch creation, Syllabus display, Student management, Staff management, Time table generation, Centralized attendance module, Report generation including academic reports, facility to export the reports to csv format, SMS alerts, Emails, Internal messaging system, Campus news/bulletins issue, Exam schedules, Course outcomes, Exam results display, Parent interaction, Software login statistics, Graphical Analysis and Leave processing, Club management, Fee collection, Survey for students and parents, College bus, Issue TC, College transfer. Facilities such as suspension of classes and periods, Duty leave, display attendance defaulters and Software user login statistics. Report generation in a format appropriate for student registration in KTU portal.	1
	User- HOD – Features	
	● Features such as all batches in that particular department, current batches and corresponding staff advisors, Exam schedules, Attendance details, Suspended periods, Time table, Academic analysis, Notice board, Complaints and suggestions, Assign teachers, Leave applications, Add special working days, Promote batch to next semester, Semester progress, Transfer students to another batches, Elective lists, Series exam marks, Internal marks, send messages and change roll number of students, forwarding requests from students and subordinates, subject coverage, Time Table, Duty leave, Reports, Survey, Outcomes, Manage circulars shall be available.	
CMS_ADVISOR_4	● Fine/Damage recovery initiation against one or more persons as a workflow.	
	Staff Advisor – Features	

	• Features such as attendance marking, academic Statistics Graphical Analysis, Student remarks, Student bulk mark entry, Parent interaction, Exam calendar, Exam scheduler, Exam Results, Internal marks, Evaluations, Series exam, Module test, Assignments, Internal marks, Substitute teachers for particular period, Time table of the batch, Teacher Notice board, Remarks, Reviews, Calendar notifications, Course outcome, CO attainment, Performance comparison, Question bank, Question paper preparation, complaints and suggestions, Assignments and Report generation, Study Materials, Subject Coverage, Subject Plan, Subject Syllabus, Subject Year Calendar, Course Diary creation, Substitutions, Special Class creation, SMS alerts, Emails shall be available.
CMS_FACULTY_5	• Fine/Damage recovery initiation against one or more persons as a workflow.
	Faculty – Features
CMS_LAB_6	• Features such as attendance marking, academic Statistics Graphical Analysis, Student remarks, Student bulk mark entry, Parent interaction, Exam calendar, Exam scheduler, Exam Results, Internal marks, Evaluations, Series exam, Module test, Assignments, Internal marks, Substitute teachers for particular period, Time table view, Teacher Notice board, Remarks, Reviews, Calendar notifications, Performance comparison, Question bank, Question paper preparation, complaints and suggestions, Assignments and Report generation, Study Materials, Subject Coverage, Subject Plan, Subject Syllabus, Subject Year Calendar, Course Diary creation, Faculty substitutions, Special Class creation, SMS alerts, Emails shall be available.
	Laboratory Custodian – Features
	• Assigned labs, Equipment, Safety measures, Lab manual, Student laboratory dues shall be available in this module.
	• Stock details shall be generated
	• Stock status change (like need repair/not usable etc) shall be updated.
CMS_STUDENT_7	• Damage reporting to HoD
	Student user – Features
CMS_PARENT_8	• Student profile, Time table view, Attendance details(by month, by day, by subject, by semester and with duty leave), Bulk attendance entry, Exam schedules, Exam Results, Duty leave, Study materials, Laboratory (practicals and student dues) Student activity corner, Academic analysis, Assignments, Calendar notifications, Placements, Subject teachers, Question bank, Syllabus, News and events, Yearly calendar, Remarks, Reviews, Internal assessments, SMS alerts, Internal messaging system and Emails, Surveys for teacher evaluation.
	Parent user – Features
CMS_CGPC_9	• Student profile, Time table view, Exam schedule, Attendance details, Student leave applying control, Exam Results, Calendar notifications, Complaints and suggestions,

	News and events, Remarks, Reviews, SMS alerts, Internal messaging system and Emails are needed in this module.
	Placement Coordinator – Features
	• Placement coordinators should be able to sort students according to internal mark filters, university mark filters, backlogs, number of attempts to pass, total attempts, Student profile generation, Campus drive details, Student Report Generation. Provision to send SMS notifications, Email to the selected students.
	• Fine/Damage recovery initiation against one or more persons as a workflow.
	Hostel -- Features
CMS_HOSTEL_10	• Hostel Warden should be able to view and manage details such as the fee details of students in hostel, room details, dues, hostel building details, room details, student hostel application details, fee collection through online and or by cash, can upload bulk mess due, Fee reports (receipts report, defaulters report), Can take printout of bill, Can send SMS to student, staff, parent, manage concession groups, Occupy registered students to rooms, Filter students according to paying methods and hostel Id etc.
CMS_ALUMNI_11	• Fine/Damage recovery initiation against one or more persons as a workflow.
	Alumni – Features
CMS_ADMSN_12	• TC issued students should automatically become the member of the Alumni module. Alumni shall update the employment details and contact info. Alumni coordinators should be able to coordinate alumni related details.
	Student Admission and enrollment
	• Student online registration, Verification, Batch assigning, Admitting (admission number generation using desired criteria), Approval, Fee collection, Document submission and Report generation shall be available in this module.
CMS_ASSET_13	**Inventory Asset Management**
	• Software should have the facility to manage and monitor all the equipment and systems in the institution. It should have a facility to generate all transaction lists and data audit.
	• Stock status reporting for stock verification.
	• Stock transfer across departments and status updation
CMS_GRIVANCE_14	• Fine/Damage recovery initiation against one or more persons as a workflow.
	Grievance Redressal System

	• Software should have the facility to manage grievance, add different grievance types (eg: non-return of original certificate, complaints against the officers and staff.), assign different staffs for different grievance types. Students should be able to send grievances and can track the process of the same.
	Accreditation Module:
	This module shall generate the following reports
CMS_OBE_15	• Faculty Reports- Academic year wise/Department wise report generation of faculty researches, publications, programs coordinated, programs attended, seminars guided, projects guided, consultancies, positions held etc.
	• College Academic Report- Report generation based on filters (passed/not passed students, course, batch, semester, subject, total attempts to pass, total backlogs, current backlogs, internal mark %, university mark %, total mark % etc).
CMS_OBE_16	• Student Academic Report- Report generation semester-wise and subject-wise based on filters (passed/not passed, total attempts to pass, internal mark %, university mark %, total mark % etc)
	SAR Module
CMS_OBE_17	• Self assessment report for the NBA accreditation module should facilitate all calculations for PO, CO, quality of students, Faculty information, Facilities and print the entire report.
	CO/PO (course outcome and program outcome)
	• POs are attained through program specific Core Courses, which has their own previously set outcomes to attain. Each course is designed to meet (about 5–6) Course Outcomes.
CMS_FEEDBACK_18	The CMS should have the facility to set program outcomes (PO), course outcomes (CO) and calculate overall course outcome attainment.
	Survey Module:
	• Faculty Feedback Surveys- Add surveys for students to review teacher performance of each semester subjects, Score calculation using desired formula, Result publishing, Result export as pdf.
CMS_COMN_19	• General Surveys- Add surveys for students, parents and faculties.
	SMS Alert system, Push notification, internal messaging and E-mail integration.
	• Shall have the facility for SMS, Push notification in the mobile app, Email alert system and internal messaging system.
CMS_MOBAPP_20	• CMS shall be able to work with the GEC Idukki's transaction SMS service.

	Teaching Staff Mobile Application Features
	Features should include attendance marking, Course outcome entry, academic Statistics Graphical Analysis, Student remarks, Parent interaction, Exam calendar, Exam scheduler, Exam Results, Internal marks, Evaluations, Digital Notice board, Remarks, Reviews, Time table, Calendar notifications, Performance comparison, Question bank, Question paper preparation, Assignments and Report generation, Study Materials, Subject Coverage, Subject Plan, Subject Syllabus, , Substitutions, Special Class creation, SMS alerts, Internal messaging system and Emails should be available.
	• Android/iOS Mobile Application for teachers
	• Mobile app shall support offline attendance entry and the data shall be synched when the mobile regains the data connection.
	• Mobile application should be available in Play Store and App Store as a free application.
CMS_MOBAPP_21	**Student Mobile Application Features**
	Features should include Attendance details, Exam Results, Study materials, Student activity corner, Calendar notifications, Home works, Question bank, Syllabus, News and events, Remarks, Reviews, Internal assessments, SMS alerts, Internal messaging system and Emails.
	• Android/iOS Mobile Application for students
	• Mobile application should be available in Play Store and App Store as a free application.
CMS_MOBAPP_22	**Parent Mobile Application Features**
	Attendance details, Student leave applying control, Exam Results, Study materials, Student activity corner, Calendar notifications, Home works, Question bank, Syllabus, News and events, Remarks, Reviews, Internal assessments, SMS alerts, Internal messaging system and Emails should be available in this module
	• Android/iOS Mobile Application for parents
CMS_BUS_23	• Mobile application should be available in Play Store and App Store as a free application.
	Transportation
	• Features should be available to the coordinator to publish the bus routes.

	• Features should be available to register for the college bus pass for students/teachers.	
CMS_EXAM_24	**Examination controller**	
	• Examination controller shall be able to schedule the examinations and the same shall be visible in the login areas of each stakeholders	
	• Request for invigilators and assignment shall be supported through the system.	
	• Examination hall - seating arrangement shall be generated through the system.	
CMS_WORKFLOW_25	• Invigilators shall be able to mark the attendance through the mobile app for the students admitted in their examination hall.	
	• Online application features for leave/certificates etc for students/staff/faculty through the system should be available.	
	• These workflows shall be configurable and it shall have predefined(configurable) approval paths.	
CMS_PTA_26	• Various proposals (purchase/course/etc) shall be submitted through this system with appropriate approval path.	
	• Features to communicate with students/parents shall be available (notification/sms/email)	
	• Fund status report generation	
	• Faculty/staff/students can avail advance from the PTA by applying through the workflow.	
CMS_CDF_27	• Report of the advances taken from PTA shall be generated based on period, individual etc.	
	• Features to generate the reports on ongoing works under Campus Development Committee.	
	• Fund status report generation	
	• Faculty/staff/students can avail advance from the CDF by applying through the workflow.	
CMS_NODUE_28	• Report of the advances taken from CDF shall be generated based on period, individual etc.	
	• No dues sections for students / faculty / staff shall be configurable.	

	• On submitting the no dues request, internally child workflows shall be generated to all the concerned departments/seats.
	• The status of the due clearance from each section/department shall be notified to the applicant with contact details of the person concerned.
CMS_LIB_29	• Once all the 'no dues' are obtained from all the child workflows, no dues certificate shall be generated by the system.
	• Library shall receive the no-dues request and update request with dues status.
CMS_DATA_30	• Librarians shall be able to report fine/ damage recovery workflow against any member.
	• If the solution is cloud based, then CMS data shall be backed up to the GEC Idukki's server periodically(Weekly or Monthly)
CMS_FEES_31	• Adequate data security measures should be there in place to protect the GEC Idukki data in the cloud.
CMS_TRAINING_32	• Members shall be able to make the payments (hostel/bus/fine/library/training fee etc) online and the CMS shall update the corresponding use status based on the online payment status.
	• Training programs shall be listed to facilitate the online registration and fee payment.

1. Tenure of service will be for 48 months from the date of user acceptance of the software.
2. Annual renewal cost after 48 months of operation shall be mentioned in the agreement.
3. Delivery period will be 45 days from date of issue of confirmed purchase.
4. After 48 months of use, if the institution is opting for a renewal, then the vendor shall not disrupt the service in the name of any payment delays.
5. Once the institution decides to terminate the contract, the vendor shall hand over the entire data in a mutually agreeable format within a period of two months from the date of formal notification of the exit. During this 2 months of exit period, software shall be fully operational to facilitate the stakeholders to prepare and backup appropriate reports/data.
6. Installation/testing of software, suitable customizations and training to stakeholders as and when required are to be provided.
7. The successful bidder should update all data of the students for the period of the previous four years. The responsibility of the college shall be limited to providing data in hard or soft formats.
8. A 24 x 7 support shall be provided, Service Level Agreement(SLA) has to be provided along with bid.
9. Any changes in the requirements should be integrated seamlessly into the CMS, free of cost upon demand by the institution.
10. Necessary changes in the report formats/additional report options/updations/changes in CMS due to changes in regulations or rules of APJAKTU/Government shall be provided free of cost on demand.
11. In the event of any changes to the accreditation body/accreditation process during the period of software operation, vendor shall incorporate the necessary changes in the CMS to facilitate the accreditation with the new body/new process free of cost. Vendor shall deliver these changes within the time stipulated by the college.
12. Agreement has to clearly mention the data storage location and storage limits if any. Unlimited storage is preferred.

Bidder Qualification Requirements:

As this campus management system shall be the basic foundation for the academic activities of the college, it is necessary that only reputed firms with adequate experiences are selected to implement the system. A bidder should satisfy the following conditions;
1. Experience of having implemented this system successfully in at least two Govt./Govt. aided/Govt. controlled/Autonomous Engineering Colleges under APJAKTU(Kerala Technological University) is mandatory. Recommendation letters from these institutions have to be attached along with the bid.
2. Five years of operational experience in the domain.
3. Vendors have to arrange necessary demonstrations and clarifications of any features as per the clarification requests from the institute during the time of bid tabulation/evaluation at their own expense.
4. Additional requirements related to the CMS, if any, identified during the bid evaluation time should be incorporated at the time of deployment

(Authorized Signatory)
PRINCIPAL
GOVERNMENT ENGINEERING COLLEGE
PAINAVU, IDUKKI