REQUEST FOR PROPOSAL (RFP)

(ARMY INSTITUTE OF TECHNOLOGY (AIT), PUNE)

Invitation of Technical Bids for Provision of Enterprise Resource Planning (ERP) Software for AIT

Request for Proposal (RFP) No 07/2024-25 dated 0? Aug 2024

1. Bids in sealed cover are invited for supply of items listed in Part III of this RFP. Please superscribe the above mentioned Title, RFP number of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

(a) Bids/queries to be addressed to	: Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015.
(b) Postal address for sending the Bids	: Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015.
(c) Name/designation of the contact personnel	: Prof Rushikesh H Patil (Project Officer)
(d) Telephone numbers of the contact personnel	: 7249250184/ 7249250185 Extn 2106
(e) e-mail id of contact personnel	: project@aitpune.edu.in

3. This RFP is divided into four Parts as follows:

(a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

5. <u>Last date and time for depositing the Bids:</u> Last date and time for depositing the Bids is ___24___ Sept 2024. The sealed Bids (both technical and Commercial, in case two bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

6. <u>Manner of depositing the Bids:</u> Sealed Bids should be either dropped in the Tender Box marked as TENDER BOX or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

7. <u>Time and date for opening of Bids:</u> Intimated by AIT on mail and call. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by AIT.

8. <u>Location of the Tender Box:</u> Tender Box is placed at Reception Counter of AIT. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

9. <u>Place of opening of the Bids:</u> **Conference Hall, AIT.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

10. <u>Two-Bid system:</u> Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

11. <u>Forwarding of Bids</u> – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like PAN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

12. <u>Pre-Bid Meeting</u> – Pre Bid meeting will be scheduled on ___13___ Sep 2024. Exact place and time of pre-bid meeting will be published on AIT website.

13. <u>Modification and Withdrawal of Bids:</u> A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and

expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

14. _Clarification regarding contents of the Bids_: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

15. _Rejection of Bids_: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

16. _Unwillingness to quote_: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

17. _Validity of Bids_: The Bids should remain valid till three months from the last date of submission of the Bids.

18. _Tender Fee_:- Bidders are required to submit Tender Fee for amount of Cost of Tender 1,000/- along with their bids. The Tender Fee may be submitted in the form of an Account Payee Demand Draft in favour of Army Institute of Technology.

19. _Earnest Money Deposit_:– Bidders are required to submit Rs – 40,000/- (Forty Thousands only) as Earnest Money Deposit (EMD) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favor of Army Institute of Technology. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. EMD is exempted for firms having MSME, Udyam Adhar or any equivalent Govt Certificate.

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Part II – Essential Details of Items/Services required

20. Schedule of Requirements – List of items / services required is as follows: -
'PROVISION OF ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE FOR AIT'

21. Technical Details:

Sr. No	Description	Qty	Complied (Yes/No)
(a)	Modules details - **(i) Student Modules:** Student Admission & Management, Hostel Management, Alumni Management, Online Examination Management/Examination Manager **(ii) Academic Modules:** Teaching & Learning, Faculty Management, Feedback Management, Communication Management, Library Management **(iii) Administrative Modules:** Payroll Management, Stores & Inventory Management, Human Resources, Placement Management, Parents, Document Management, Accounts, Adm Management **(iv) OBE Modules:** Outcome Based Education, OBE Framework, Course Outcomes and Program Outcomes, Mapping and Attainments, Continuous Improvement	LS	
(b)	**Student Modules:** Student Admission & Management, Hostel Management, Alumni Management, Online Examination Management/Examination Manager (i) Student Admission & Management – • Enquiry - Provision to submit Enquiry details at front desk / Help desk, Provision to enter Enquiry follow-up details, Provision to manage Enquiry Status, Enquiry Dashboard and MIS • Student Admission (FE to ME) • Online Application, Online Form Filling, Form Payment through Payment Gateway, Offline Admission Form Entry, Seat Choice Booking Form, Receipt Generation, AIT merit list generation and Notification • Allocation of Registration number, Online Admission Form, scheduling of Admission interview /counselling, Admission Fee payment through payment gateway/DD entry, Online document upload facility, Online Payment facility for all types of payments thru Payment Gateway, Provision of fees paid with instalment. Online Facility to view, download Application Forms, Online Payment Receipts, Hall Ticket, Online Mark Statement etc. • Student Enrolment - Initial enrolment of the students into the system with all the information including photos, personal	LS	

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details etc.

- Allocation of Class/ Batch/ Subjects -Once the students are enrolled, they need to be allocated to various classes, branches and batch. Subjects also need to be assigned to all the students.
- Allocation of Roll No
- ID Card Management - This facility helps the Student Section to create ID Card Printing Request for the students. Once the ID cards are printed, a message is displayed against each requisition. Request can be given for printing of duplicate ID card also.
- Document Management - The original documents of the students are kept in custody of the Student Section. This feature allows the students to generate a request for issue of these original documents for some specific purposes. The system allows the Issue and Depositing of such documents.
- Certificates and Academic Documents - The student section can issue various certificates with the help of this module like Leaving Certificate, Transfer Certificate, Bonafide Certificate, Migration Certificate, Passing Certificate, Rank Certificate and Transfer Certificate. Handling other request such as Name Change Center Change, Course Change, Specialization Change, Duplicate Mark sheet and Provisional Mark sheet
- Co-curricular Activities Management - This module should allow the Counsellor to record all such events like participation in seminars, presentations, receiving awards. Students attend seminar or conferences, present or publish paper, enroll for various co-curricular activities, receives any award for their achievements; the information should be entered into the system. This will enable the generation of various summary reports required by various statuary purposes and also will reflect in the online student details. Certificate / Photos / Proof uploading facility
- Interaction with Counsellor - This module is a communication channel between Counsellor and his/ her student. The interaction should be recorded in the systems by the Counsellor. Counsellor need to be allocated to the students initially.
- Individual Dashboard for Student and Parents - The students will have individual dashboard where they can view variety of reports related to them. This facility to be extended to their parents. Dashboard to view status for Admission Status, Application Status, Profile Status, Examination Status, Student Requests and Certificates Status and Result Query Status
- Fees Management - Facility to pay fees online or offline, generation of Receipts, Fine monitoring, Displaying of Pending Fees. This is to be displayed to individual student, parent and concerned section.
- Scholarship/Internship details - Scholarship module allows managing student's scholarship, A provision to define various Scholarships. Allocating students to the scholarships, Customized online application for scholarships etc.
- Student Leave Process: Sstudent Leave will be sanctioned by different authorities.

(ii) Hostel Management

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

(iii) Alumni Management

- Alumni Portal for Members and Portal Admin
- Alumni Database management - Alumni Directory, Member Address Book
- Alumni verification by Staff - Membership Management - Registration and Approval by College
- Members Profile Management - Basic Information and Professional Information
- Alumni Registration on Portal
- Communication with alumni through emails & SMS
- Alumni Meets & their records
- Timely interactions with alumni
- Alumni Portal
- Alumni dashboard
- Fund Raising Management - Fund Raising for Institute, Fund Raising for Students of Institutes, Online Fund Payment
- Alumni Reports - Alumni Member List (Year wise / Program wise / Approved / Not Approved), Feedback / Survey Report (Year wise / Month Wise / Feedback Type), Alumni Fund Report (Year wise / Month Wise / Fund Type), Student Adoption Report (All / Program wise), Event Report (Event By / Year wise / Month wise / Department wise), Alumni Fund Report (Yearly Fund / Fund For (Institute or Student

(iv) Online Examination Management/Examination Manager

- All examination processes required for autonomous college
- Creation of exam patterns
- Uploading of Question Banks - Can be entered directly into the system or can be imported from an Excel file
- Question Bank module allows managing Subject wise Question Bank. Question entry along with attributes like difficulty level, multiple choice options, answer keys, Question Type etc. Faculty can update any questions based on chapter, its syllabus weight age, Configuration Question set Course Subject – topic wise, Test /paper Approval from Authority Various types of questions.
- Question Moderation

	• Subject wise question summary • Random Question Set creation • Exam Date & Time intimation • Exam taking Screen - User can attempt the required question from any device like PC, Smartphone, Tab etc. • University Exam Progress reports of Students • Customized individual progress reports and MIS to analyze the performance of the students. Provision to record and enter marks of exam /internals. • Capturing of Subject wise Internal & Semester exam marks • Examination Seating Plan - Layout of exam hall, Absentee report, invigilator list, hall wise attendance sheet etc. • Computer Based Test - Question Bank Management like difficulty level, Question type etc, A provision to add/update/delete Question's course subject wise, A provision to approve Questions. Online test - A provision to define Question Paper set, A provision to select question automatically randomly from Question Bank, A provision to define Online Test schedule, A provision to configure Online Test to students, A provision to Publish Online Test by HOD, A provision to upload mark of student's and Result Processing and A provision to view Result online to students through Student Portal. • On Screen Evaluation - Provision to configure Examination, Provision to define Question Paper Set / Structure, Provision to define and allocate Evaluator, Provision to Import answers script information, On screen evaluation and Mark Entry, Provision of on-screen annotation marking, Mark Export	

(c)	**Administrative Modules:** Payroll Management, Stores & Inventory Management, Human Resources, Placement Management, Parents, Document Management, Accounts, Adm Management **(i) Payroll Management** • Salary Configuration - Settings for various pay-scales, Allowances, Deductions, Arrears etc. • Fetching of Monthly Attendance from HR Module • Payroll generation - A provision to create various pay scales heads for various designations, A provision to enter Pay Scales (Amount) based on Pay Structure, A provision to add / update Increments with dates, stoppage, and reasons • Integration with e-Attendance and Leave Management System for monthly salary processing. • Payroll Approval • Income Tax Calculations • Generation of various Reports - Bank Letter, Summary Reports, Salary Statement etc. • Payslip generation - The pay slip to be displayed on the dashboard of the employees • Salary Certificate **(ii) Stores & Inventory Management** • Purchase management - Procurement of Materials through Project / Stores - Purchase Management module allows Institute	LS	

to manage all purchases which includes, Indent / Purchase Requisitions from the Departments, Invitation of the Quotation / Tender bid with terms and conditions, Update received vendor quotations/tender proposals, Generate Comparative Statement, Generation of Purchase Order/Work order, Update Invoice status and Update Assets / dead stock register

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

(iii) Human Resources

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

(iv) Training & Placement Management

- Training & Placement Activities Definition
- Online Company Registration
- Placement Company Details with Skills Requirement
- Planning & Scheduling of placement Activities
- Generation Student Profile - Formatted student Profiles
- Facility to upload /create CVs of students
- Various filters to match criteria
- Online notification to the students
- Company wise / Test wise Attendances
- Company feed back
- No of attempts and offers management of students

- Various reports as per requirement by company

(v) Parents

- Provision for mobile or email-based access with two level of OTP Verification.
- Online Payment facility for all types of payments thru Payment Gateway.
- Online Facility to view Application Forms, Online Payment Receipts, Hall Ticket, Online Mark Statement etc.
- Parents Meet
- Students' Progress report /Attendance
- Fees Notification
- Major Activities
- Communication with Parents - Notification through Email and SMS
- Leave of Ward
- Dashboard to view status for Admission Status, Application Status, Profile Status, Examination Status, Student Requests and Certificates Status, Result Query Status, Library Utilization, Class/lab Attendances and Teacher/Faculty feedback

(vi) Document Management

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

(vii) Budget and Accounts:

- Fees Management - Fees Allocation, Fees Receipt, Fees Payment through various modes
  Pending Fees - Provision to Calculate Fees dues, Provision to Calculate Refund to Student (if applicable), Provision to initiate Payment for pending fees.
- Provision to configure account heads, Account groups, Receipt/Payment Group Provision, Budget heads and Budget amount, Vendor/Supplier Information, Narrations, Inventory Details, financial Years, Tax details, expenses / incomes heads, opening budget, opening stock, cash & bank Payments, cash & bank Purchase, JV, Advance Payment and expenses against advance payment.
- Pending Bills
- Bill Tracking & Supplier Communication
- Ledger & Group Creation
- Voucher Creations - Receipt, Payment, Contra, Journal etc
- Trial Balance
- Income & Expenditure Statement
- Balance Sheet
- Data to be uploaded /displayed across all departments
- Reports - Cash Book, Bank Book, JV Book, Account Ledger, Receipt and Payment Statement, Asset Register, Opening

Balance and Trial Balance, Balance Sheet
- Accounting Module should incorporate all the existing modules and features of Tally software, which is currently used in AIT Account Section. All data required is to be exported to new system from Tally.

(viii) Adm Management
- Generation of passes
- Monitor visitors
- Call monitoring and recording
- Scheduling of meetings
- Reports generation
- Records retrieval
- Address book
- Tele directory
- Report / follow up
- Seminar Hall booking
- Guest house booking
- Scheduling events / meetings /Program development and evaluation
- Inward & Outward module allows handling Inward & Outward of shipments at front desk - Provision of Inward and Outward Entry at Front Desk, Provision of unique Inward and Outward ID generation for tracking, Provision to capture Receive and sender details, Provision to capture shipment details, Inward / Outward Register

(d)	**Academic Modules:** Teaching & Learning, Faculty Management, Feedback Management, Communication Management, Library Management	LS

(i) Teaching & Learning:
- Time Table - Time table to be created for all the classes. It should be flexible system. Once the Time Table is created, it should be able to generate various reports
- Number of lectures conducted / not conducted
- Display of current day time table on the dashboard of Faculty & Students
- Allocation of Subjects - Subject Allocation to faculty. Individual faculty should be able to access only those subjects that have been allocated to him/ her using this module.
- Allocation of Class Teacher and Counsellor - Allocation of a Class Teacher / Counsellor is required by many modules..
- Teaching / Lab Plans - All the subjects must have lesson plans assigned. Creation of lesson plan is essential for the reports:
- Syllabus Completion Reports
- Staff-wise Lecture Report - All the lectures that are entered by the staff have to be linked with the lesson plans.
- Lecture Management - After or before a lecture is delivered, its entry needs to be entered into the system. This lecture entry should be linked with the lesson plan entry. This entry should contain the topics covered, details of the lecture, attachment of

any resources related to the lecture, lecture number etc. It should have the facility to avoid double entry in a particular class for a particular lecture. If the planned lesson could not be completed in the lecture, it should be marked half-completed. Once a lesson plan is marked completed, it will not be displayed to the same staff for the same class.

- Student Attendance - Student attendance can be taken against the lecture entries only. For taking student attendance the use of bio-metrics equipment will be implemented. Also Manual record (Physical punching) without bio matric eqpt is to be maintained. Attendance feature to include auto alerts through SMS to the parents. Letters to be send to parents of defaulters. Attendance reports should be shown in graphical format where necessary.
- Mentors & Mentee Management - This module creates a communication channel between mentor and his/ her mentees. They can discuss various topics with the mentor and he/ she can guide them accordingly. Mentors need to be allocated to the students initially.
- Co-curricular Activities Management
- Assignments and home work can be communicated by the faculty directly to the student login and students can submit online.

(ii) Faculty management
- Manage Faculty / Staff Profile with all details
- Check Library Books Issued to self
- Record Publications, Seminars, Conferences, Workshops & Presentations
- Manage online leave - Complete online workflow with approvals
- Allocation of Subjects
- Allocation of responsibilities to staff
- Allocation of Time Table
- Class Teacher Allocation
- Various Lecture Reports
- Lecture Entry/ Attendance Entry/ Lesson Plan Entry
- View salary slips
- Counselling Management - Allocation of Students, Counselling Session details entry, Progress chart of students
- Entry of Faculty Achievements/ activities - Whenever any staff attends a seminar or conferences, presents or publishes paper, enrols for various co-curricular activities, receives any award for their achievements; the information can be entered into the system. This will enable the generation of various summary reports required by various statuary purposes and also will reflect in the online Staff details. Certificate / Photos / Proof uploading facility
- Extra/Remedial lectures details.
- Proposal details and grant received
- Self-appraisal report/ different ACR

(iii) Feedback Management
- Feedback from Students, Alumni, Parents, Employers,

Administrative Creation of Feedback Questions

- Feedback Template - Various feedbacks for Infrastructure, Exit, Teaching Evaluation, Library, Hostel, Subject, Course etc. Creation of Survey/Polling forms and evaluation as on required.
- Any no. of Categories can be added / deleted in the system by College users, by College Users in following types such as Grading – Student will grade the said Question as per his / her experience, Multi choice – Student will opt (select) for one choice from the given options for the said Question, Suggestions – Student will give suggestions about the said Question, if he feels so.
- Questions may be added by College User under above defined Types for each Category. Student / Institute / Faculty will create his /her Login account with credentials provided, Name will be displayed on the screen, Student / Institute / Faculty will give feedback on various categories, defined by College, separately and independently.
- Feedback Assigning - Assigning Teachers , students and employers
- Feedback Process
- Feedback Result - College can generate various reports thru College Login, A report will indicate overall responses given by the Student / Institute / Faculty thru Feedback system – it will indicate, how many attended the Question and what is individual percentage of responses given by the student to total number of students. Likewise, various statistical reports may be generated to indicate quality of the facilities provided to students by College.
- Feedback not given student list
- Feedback attendance
- Feedback tracking/monitoring of previous years

(iv) Communication Management

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

(v) Library Management

- Define Library Infrastructure like Buildings, Sections, Reading room etc.
- Define rack and shelf structure along with location and identification ID.
- Define Book Categories, Subcategories and define structure.
- Library Management Module should incorporate all the existing modules and features of SLIM software, which is currently used in AIT library. Data should be exported to new system from existing slim software. It should integrate with existing SLIM software.
- Acquisition

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- Circulation
- OPAC
- Students In/Out (integration with Biometric machine)
- Serial Control & Indexing
- Reports
- Bar Code Sticker Printing
- Provision to discard outdated or damaged books.
- Library Utilization By Staff Report
- New Arrivals Report/ Entry
- Integration with Staff/ Student Dashboard
- Compilation of requirement by department with respect to University Syllabus
- Integration of Language Lab
- Integration of Learning Management System (e.g. Moodle)
- Integrated with the bar coded student ID Card /Ids
- Reports will be as per requirement of AICTE/NBA/NAAC like Existing system(SLIM)
- SMS Facility
- Book Search Facility based on ID, Name, Author, Publication, DDC code, search tag.
- Various Library usage reports

(e) **OBE Modules:** Outcome Based Education, OBE Framework, Course Outcomes and Program Outcomes, Mapping and Attainments, Continuous Improvement, NAAC and NBA Modules | LS

(i) OBE Module
- Program Curriculum and Teaching-Learning Processes
- Course Outcomes (CO), Program Outcomes (PO) and Program Specific Outcomes (PSO)
- Target mapping of CO's with PO's and PSO's
- Learning Outcomes
- Linking CO's with every lecture
- Linking Learning Outcome's with every lecture
- Unit-wise syllabus completion report
- Overall syllabus coverage
- Gap Analysis – Filling of gaps, Gap Analysis, Outcome Attainment, Regarding Observation and analysis of Data, Advanced Learners, Slow Learners
- Quality of Question Papers Based on Outcome Attainment, Question-wise Analysis, Assigning of CO's, Assigning of Bloom's, Assigning of PO's, Assigning of PI's.
- Rubrics – Rubrics Components, Criteria/Performance Indicator, Descriptors, Scale/level of performance.
- Applications of Rubrics - Course projects, Open-ended experiments in laboratories, Project-based learning modules, MOOCS, Co-Curricular experiences, Mini / Minor projects, Final year projects, Internship experiences and various feedback
- Rubrics Analysis
- Attainments of CO's – Direct and In direct Attainment's
- Designing of question papers along with CO's linking, Attainment of End Semester Exam, CO attainment for individual

examination, Students wise CO attainment, Question wise analysis, Deciding of threshold values, Deciding targets attainment values for CO, CO wise attainment

- Revised Bloom's Taxonomy - Learning, Teaching and Assessment - Cognitive Domain, Cognitive Domain, Psychomotor Domain
- Auto selection of Bloom's Taxonomy, Competency & Performance Indicator, Link every question with Performance Indicator, Quality of question paper based on Bloom's level, Marks distribution as per Course Outcome (CO), Question wise Analysis, Course Outcome Attainment for Internal Assessments, Course Outcome Attainment for End Semester Examinations
- Attainment of PO's and PSO's – Courses, Projects, Co-curricular and Extra Curricular Activities
- Indirect Attainment of PO's – Employer Survey, Exit Student Survey, Alumni Survey, Activities/Events
- OBE Reports - Course Outcome, CO PO Mapping, Course Outcome Attainment, Direct Program Outcome Attainment, Continuous Improvement and Indirect Program Outcome Attainment

(ii) NAAC Module

- IQAC Committee Formation
- IQAC Meeting Proceeding Details
- NAAC Audit Details
- SSR Report Data Generation
- AQAR Report Data Generation
- Generate Event with details like program details, budget, place etc.
- Formation Event Committee
- Plan the activities and assigned to committee members.
- Committee members will update status of the assigned task.
- Update event wise expenses details
- Accepts Registration from the students / faculty.
- Update details after completion of the events.
- Generation of NAAC reports

(iii) NBA Module

- Provision to define individual Program Outcome (PO) and Course outcome (CO)
- Provision to map Course Outcome (CO) & Program Outcome (CO)
- Provision to define Program and Course Objectives
- Provision to map Course outcome (CO) and Program Outcomes, Program Indicators to individual Questions set for Internal Tests and Experiments,
- Semester End Exams and Practical's
- Provision to define Bloom's Taxonomy levels and skills and it's mapping to Question templates (structure)
- Provision to define Program wise, Course wise direct and indirect assignments methods

	• Provision to plan and execute direct and indirect assessment, Student Assessment
	• Continuous Assessment through periodic evaluation (Internal)
	• Semester End Assessment of Theory & Practical (External)
	• Survey Assessment
	• Mapping of Survey Assessment to Program Outcome (PO) and Course Outcome (CO)
	• Auto calculation of Course wise learning Course outcome attainment
	• Auto calculation of Program wise learning Program outcome attainment for Courses
	• Program wise, Course wise & Faculty wise information availability
	• Intuitive an/d role-based dashboards and Reports
	• Bloom's Taxonomy Level Evaluation
	• Whenever possible Graphical representation of calculations
	• Marks Hierarchy Structure of a Course like Internal and External
	• Survey - Feedback about Course
	• Generation of NBA report
(f)	**User Administration:** • User creation and User Access Control Management • User Group and Group Privileges Management / Role Management • College Profile Management • Sign up Authority Configuration. • Student Profile locking / unlocking • Course Semester locking / unlocking
(g)	**Audit & Security** • Each user is provided with a username and a password. Each user has his own access rights, as per the roles defined by the Database Administrator. There are functions which are restricted to specific users. Audit trail is maintained whenever changes are made in the system and Audit reports are available to the Database administrator and certain restricted users for review. After deployment of ERP on cloud, it is mandatory to do the vulnerability assessment and penetration testing and cyber audit by CERT-In Empanelled Vendor.
(h)	**Configuration** • Configuration of College Data - College/Institute Profile Management, College Program, Program Intake Capacity, Course Configuration and Admission status configuration • Configuration of Academic Data (Course Management): Faculty /Program / Course and Syllabus Patterns, Examination Patterns (Yearly, Semester, Tri-Semester), Multi-level Course / Program Structure, Multi-level Evaluation methods, Define Faculty, Faculty wise Semester wise and subject wise details. Program level and Semester level Eligibility definition, Branch / Specialization / Principle subject definition Subjects, Subject

	Categories (Theory / Practical / Oral etc.), Subject Papers, Sections and Passing / Grading criteria details, Defining multiple Syllabus details by Semester / Exams and Specialization, Defining Class / Grade / Grade points details, Defining Carry Overrule by Semester / Exams, Defining Ordinances and Gracing Rule details by Courses, CGPA Range / Grading Method configuration • Configuration of Admission Data - Program wise Admission Process management, Program wise Admission setup, Fees Heads configuration, • Configuration of Exam - Ordinance and Combined Ordinance, Examination Inventory Item configuration • Configuration of Faculty Data - Faculty (Teacher's) Profile, Experience and Research Management, Examination Appointment "Member of Committee" and "Examination Panel" configuration • Configuration of Student Data - Configuration of Castes, Guardian Occupation, Social Reservation, Physical Disability, Special Consideration and Student Activity	
(i)	**Integration** The system to be integrated with following devices / Software: • Biometric Devices (Student attendance, class attendance, faculty/staff attendance, hostel attendance, attendance at gate entry etc.) • RFID Devices • Barcode Readers & Scanners • Payment Gateways (Multiple payment gateway at one time) • Bank Challan facility (Multiple bank challan at one time) • SMS gateways • Email Servers (Integration of outlook email with ERP)	

22. Mandatory Requirements for Cloud on which ERP is hosted are as follows:

(i) It should automatically increase the number of instances of software to be in proportion with the demand

(ii) It should also support load balancing feature for distributing incoming traffic across multiple targets.

(iii) It should synchronously replicate data to a standby instance in a different availability zone.

(iv) It should automatic replace instances in case of hardware failure without affecting services

(v) The automated backup including full and incremental backup for point-in-time recovery of database is mandatory.

(vi) It should also use global Accelerator to Improve availability and performance

(vii) It should also use multiple Read Replicas to offload the traffic from primary instances

(viii) Exclusive security policy for database for protection of data is required.

(ix) Exclusive access to all API/system calls with authenticated logins must be available for integration of other devices/website.

(x) ERP system should be compliant to PCI-DSS (Payment Card Industry Data Security Standard) Requirements as follows:

[aa] Install and maintain a firewall configuration to protect cardholder data

[ab] Do not use vendor-supplied defaults for system passwords and other security parameters

[ac] Protect stored cardholder data

[ad] Encrypt transmission of cardholder data across open, public networks

[ae] Protect all systems against malware and regularly update anti-virus software or programs

[af] Develop and maintain secure systems and applications

[ag] Restrict access to cardholder data by business need to know

[ah] Identify and authenticate access to system components

[ai] Restrict physical access to cardholder data

[aj] Track and monitor all access to network resources and cardholder data

[ak] Regularly test security systems and processes

[al] Maintain a policy that addresses information security for all personnel

23. Mandatory Requirements for ERP software are as follows:

[i] OEM (Original Software Developer) – Declaration for the same on Stamp Paper duly notarized.

[ii] Declaration of No Third Party / Third Party Software(s) involvement in ERP Development

[iii] Annual Maintenance Contract with Minimum 10 reputed institutions for last 3-4 years

[iv] Service Support team should be in Pune

[v] Should be Cloud Based Solution (Hosted on Reputed Cloud Server)

[vi] On site & On desk Training to users for use of the ERP solution

24. The proposed ERP is expected to have the following features.

[i] All Software modules are to be interlinked and must have the flexibility to select certain modules of interest with high priority.

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[ii] The system should be user-friendly with appropriate Graphical User Interface.

[iii] Flexible and customized report generation facilities should be provided.

[iv] The concept of Smart Card / RFID has to be integrated with Campus Automation Software wherever applicable.

[v] Facility has to be provided to have Smart Phone Integration for users

[vi] The complete system should be developed using latest technology that has life for another five years from the date of installation with total security and stability.

[vii] Support all standard Browsers.

[viii] For certain applications it is mandatory to have IP address authentication for User login with an optional One Time Password (OTP) mechanism.

[ix] Role based access to various Users.

[x] Automatic monitoring of all user transactions with proper logging mechanism.

[xi] Advanced Security Systems to be used for Document Security and System Security

[xii] The system should support proper backup including incremental backup, full backup and recovery techniques.

[xiii] Provisions for further enhancement and customization should be available with ease of maintenance.

[xiv] Website data will be synchronized with ERP in real time.

25. Two-Bid System - Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid.

Para of RFP specifications item-wise	Specification of item offered	Compliance to RFP specification – whether Yes / No	In case of noncompliance, deviation from RFP to be specified in unambiguous terms
21			
22			
23			
24			

26. Delivery Period - Delivery period for supply of items would be as per following from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension

of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

(a) Delivery Schedule

Delivery of all modules – 90 Days
Migration of data and testing – 60 days after delivery

27. Installation, Commissioning & Training- Installation & Commissioning would be within four weeks from the effective date of delivery. Five Days exclusive training for Faculties/concerned Lab Assistants/Support staff after installation.

28. Consignee Details.

Project Officer
Army Institute of Technology,
Dighi, Alandi Road
Pune – 411 015

Tele : 7249250184/ 7249250185 Extn 2106
Email: project@aitpune.edu.in

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

29. Law: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

30. Effective Date of the Contract: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

31. Arbitration: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. In all these matters the decision of the Director, AIT shall be final and binding.

32. Non-disclosure of Contract documents: Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

33. Termination of Contract: The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases :

a. The delivery of the service is delayed for causes not attributable to Force Majeure for more than (12 weeks) after the scheduled date of delivery.

b. The Seller is declared bankrupt or becomes insolvent.

c. The delivery of service is delayed due to causes of Force Majeure by more than (15 Weeks) provided Force Majeure clause is included in contract.

d. The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

e. As per decision of the Arbitration Tribunal.

34. Transfer and Sub-letting: The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

35. Patents and other Industrial Property Rights: The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

36. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

37. Taxes and Duties

(a) General

i. If Bidder desires to ask for excise duty or GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

ii. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.

iii. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly

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indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

iv.   If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

v.   Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

(b) Customs Duty (If applicable)

vi.   For imported stores offered against forward delivery, the Bidder shall quote prices thereof exclusive of customs duty. The Bidder shall specify separately the C.I.F. prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e. (i) Triplicate copy of the bill of entry; (ii) copy of bill of lading; (iii) a copy of foreign principal's invoice. However, if the Bidder imports the stores in question against his own commercial quota Import Licences, he will also be required to submit in addition the triplicate copy of bills of entry etc. a certificate from his Internal Auditor on the bill itself, to the effect that the following items/quantity in the bill of entry related to the stores imported against Defence Buyer contract number.................................... dated...............

vii.   Subsequent to the reimbursement of customs duty, the Bidder will submit to the concerned Payment Authority a certificate to the effect that he has not obtained any refund of customs duty subsequent to the payment of duty to the Customs authority by him. In addition, he shall also submit to the Paying Authority concerned a certificate immediately after a period of three months from the date of payment of the duty to customs authorities to the effect that he has not applied for refund of the customs duty subsequent to the payment of duty to the customs authorities by him.

viii.   In case the Bidder obtains any refund of customs duty, subsequently to the payment of the same by him to the customs authorities and reimbursement of the customs duty to him by the Payment Authority, he should forthwith furnish the details of the refund obtained and afford full credit of the same to the Buyer.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

38. Warranty and Maintenance Backup -

(a) Warranty of the ERP software will be one year after the successful installation of ERP. Warranty shall include hardware (if any), software and any other pre-loaded software as ordered from the date of acceptance.

(b) System Maintenance during Warranty - In order to ensure functionality of systems supplied during warranty period, vendor shall provide System maintenance which would include hardware maintenance and software support. Vendor will ensure that the system continues to perform in exactly the same manner as at the time of acceptance.

39. Conditions during Warranty. The vendor should fulfil the following conditions during the warranty:-

(a)   Any failure in the system or a subsystem or any error/bug found in any software pages/application thereof should be rectified within a maximum period 24 hours of lodging a complaint

(b)   If the system is down beyond 24 hours or error/bug is not rectified, penalty at the rate of Rs 1000/- (Rs One Thousand only) per day will be charged or recovered out of the Bank Guarantee held towards the warranty.

40. Performance Guarantee: - The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.

41. Option Clause: The contract will have an Option Clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.

42. Repeat Order Clause – The contract will have a Repeat Order Clause, wherein the Buyer can order upto 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.

43. Payment Terms for Sellers –

    a. Installation / Setup Cost
        i. After deploying all modules and Migration of all data – 70%

   ii. Testing to satisfaction of AIT – 30%

 b. Training Cost – After successful completion of training

 c. Recurring Cost – In case there is no installation charges, activities at sub para 43 (a) (i) and (a) (ii) then in para 43 (b) should be completed. There after 50% payment of one year to be made. Thereafter balance 50% to be paid after six months of successful running of all ERP modules.

(a) Risk & Expense clause –

a) Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

b) Should the stores or any instalment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

c) In case of a material/service breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

  i. Such default.

  ii. In the event of the contract being wholly determined the balance of the stores remaining to be delivered thereunder.

d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 10% of the value of the contract."

(b) Force Majeure clause.

a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

d)   Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

e)   If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

(c) Specification.

The following Specification clause will form part of the contract placed on successful Bidder - The Seller guarantees to meet the specifications as per Part-II of RFP and to incorporate the modifications to the existing design configuration to meet the specific requirement of the Buyer Services as per modifications/requirements recommended after the Maintenance Evaluation Trials. All technical literature and drawings shall be amended as the modifications by the Seller before supply to the Buyer. The Seller, in consultation with the Buyer, may carry out technical upgradation/alterations in the design, drawings and specifications due to change in manufacturing procedures, indigenisation or obsolescence. This will, however, not in any way, adversely affect the end specifications of the equipment. Changes in technical details, drawings repair and maintenance techniques along-with necessary tools as a result of upgradation/alterations will be provided to the Buyer free of cost within 10 working days of affecting such upgradation/alterations.

(d) OEM Certificate.

In case the Bidder is not the OEM, the agreement certificate with the OEM for sourcing the spares shall be mandatory. However, where OEMs do not exist, minor aggregates and spares can be sourced from authorized vendors subject to quality certification.

(e)   Quality.

The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per RFP and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller confirms that the stores to be supplied under this Contract shall be new i.e. not manufactured before (Year of Contract), and shall incorporate all the latest improvements and modifications thereto and spares of improved and modified equipment are backward integrated and interchangeable with same equipment supplied by the Seller in the past if any. The Seller shall supply an interchangeability certificate along with the changed part numbers wherein it should be mentioned that item would provide as much life as the original item.

(f)   Quality Assurance.

Seller would provide the Standard Acceptance Test Procedure (ATP) within 1 month of this date of contract. Buyer reserves the right to modify the ATP. Seller would be required to provide all test facilities at his premises for acceptance and inspection by Buyer. The details in this regard will be coordinated during the negotiation of the

contract. The item should be of the latest manufacture, conforming to the current production standard and having 100% defined life at the time of delivery.

(g) Inspection Authority.

The Inspection will be carried out by Board of Officers appointed by Buyer.

(h) Pre-Dispatch Inspection.

The Pre-Dispatch Inspection will be carried out where applicable by Board of Officers appointed by Buyer.

(i) Franking clause.

The following Franking clause will form part of the contract placed on successful Bidder –

a) Franking Clause in the case of Acceptance of Goods "The fact that the goods have been inspected after the delivery period and passed by the Inspecting Officer will not have the effect of keeping the contract alive. The goods are being passed without prejudice to the rights of the Buyer under the terms and conditions of the contract".

b) Franking Clause in the case of Rejection of Goods "The fact that the goods have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the Buyer in any manner. The goods are being rejected without prejudice to the rights of the Buyer under the terms and conditions of the contract."

AIT/0810/07/2024-25/Proj

Dated 27 Aug 2024

(M K Prasad)
Col
Jt Director
For Director