NOTICE INVITING TENDERS

Sealed quotations are invited from bona fide Software development agencies, having experience to develop software for University or Colleges, to supply the followings:

1. College Administrative Record Engine (CARE):

CARE will be the main module which integrates the other modules with hierarchical menu, user level security and common database. The common features for all the modules are specified below:

   a. Every user will have to authenticate them before using this software. Every addition, modification and deletion of any record will be preserved with user-id and time-stamp.

   b. Administrator will be able to create unlimited user-groups for different security-level. Admin may create unlimited users and every user must be a member of a group. Every user-interface (aka form) and every action-button on those forms may be individually blocked for specific user-group.

   c. Records on every entity (viz. course, student, teacher, staff, exam, fees, etc.) will have separate extensive search facility on numerous criteria (like date-range, value-range, specific-option, process-state, etc.) for all possible attributes. The search result after joining all master-slave relations will be displayed on screen and may be exported to Excel for customized printing of report.

   d. The database will automatically be backed up periodically. There will have facilities for previewing any backup in real mode without changing the current data. Any backup may also be restored for replacing the current data (if corrupted).

2. Papers for Courses:

This module for enlisting the courses taught and for organizing the courses will have the following features:
a. Administrator will have the opportunity of adding, modifying & removing the courses (unlimited in number) being taught in this college. The courses may be grouped into many streams (viz. Science, Commerce, Arts, etc.)

b. The duration (3-year or 4-semester) and breakup (semester-wise or year-wise) into academic sessions may be planned for every individual course. Any change in session plan will have a date of effect and all previous plans will be available while reviewing reports for previous batches.

c. Separate list of papers may be prepared for every session of different courses. The papers in these syllabi will be marked as compulsory, elective and optional. Count of papers in each of these categories and permitted combinations of papers may be recorded.

d. Each paper may be attributed theoretical or practical. The total & pass marks and breakup of marks (in written, oral, internal etc.) for each paper may be organized. Previous marks schemes will be preserved for reviewing tabulation of old examinations.

e. The number and probable time of examinations for each session of every course may be planned. Examinations may be assigned with types: class-test, internal-exam or university-schedule. Each examination may be recorded with actual date & venue. The date of result published may also be recorded for every examination with count of student passed in different divisions.

3. Student Information & Admission:

This module for recording & updating students’ personal, academic and payment details will have the following features:

a. Easy friendly interface will be available for entering and changing every information of a student admitted in this college. The information will remain grouped in four categories: personal, previous-academic, present-course and payment.

b. A separate programme will be developed for transferring data from the database of the current software. This import application will be run once only before final switching of the software. Detailed report will be available for those records which cannot be imported due to inconsistency.
c. There will be provision to import newly admitted students’ records from the data provided by online admission system.

d. The personal section of student’s information will have the facility for storing photo, signature and voter-card files.

e. The previous-academic section will validate the eligibility criteria for admission into a specific course by minimum-marks rule. This rule may be defined every year for each course by administrator.

f. The present-course section will validate the course taken, the combination of papers chosen, and the vacancy available for respective year. University form-number, registration-number, admit-number and roll-numbers for each university-exam may be recorded here.

g. The payment section will print-out bank-challans for students as per the fees structure defined in module 4. Defaulter students may be enlisted. Provisional promotion will be attributed after receiving the session fees from student.

h. An Excel file in specified format with photo & signature may be exported for sending to university registration dept. A report will be generated in university checklist format for easy verification.

4. Fees Structure & Segregated Deposit:

This module for organizing students’ fees structure and recording the fees deposited will have the following features:

a. Administrator will be able to create unlimited account-groups and account-heads. There will be 3 schedules of depositing fees: Admission-fees, Session-fees and Monthly-fees.

b. The admission-fees for individual courses may be organized as composition of different fees under different heads.

c. The session & monthly fees also may be composed of different heads and values in different session of every course.

d. These fees-scheme will be saved year-wise, so that changes in scheme doesn’t corrupt reviewing of past years’ collection.

e. Provision for benefited (by concession) students will be present. The beneficiary & concession will be decided by higher authority.
Detailed report of account group or head wise collection will be available for specific financial-year/ date-range and selected streams/ courses/ sessions.

Pending collection by defaulter students may also be prepared.

5. Tabulation of Marks for Examinations:

This module for tabulating marks for internal examinations will have the following features:

a. Easy interface will be available for entering the marks in different papers of scheduled examinations (internal or University). The examination and papers are scheduled in module 2.

b. The marks entered will be auto validated as per pre-set rules and will be summed up in different pre-set groups.

c. For internal examination final status will be auto-decided and mark-sheet may be printed. Data may be exported for online.

d. For university examinations the final promotion status may be recorded for deciding the provisional promotion by college.

6. Student’s Performance & Facilities:

This module will have the following features:

a. Paper-wise attendance of a student may be recorded which will be used for internal assessment marks or blocking for exam.

b. The amount & reason of concession offered to a student may be recorded here. Scholarships enjoyed by a student will be taken into care at the time of considering a student for concession.

c. Railways destination and concession form number may be saved.

d. College-leaving and character certificates may be printed here.

e. College identity card for a student may be printed here.

f. Students are marked for different extra-curricular capabilities.
7. Employee Payroll Accounts:

This module for preparing employee payroll, budget prediction and fund utilization will have the following features:

a. Account heads may be created for basic-salary, types of allowances, taxes, provident-fund, and types of deductions.

b. The percentage/amount for different kinds of allowances may be revised time to time with date of effect. The earlier values will be preserved with date-range for reviewing past salary reports.

c. Every employee may be attributed with amounts of basic, kinds of permitted allowances, and types of taxes to be deducted.

d. The salary-slips with details in allowances and deductions will be printed for every staff. Cheque printing facility will be available.

e. The arrear addition or deduction will be handled by considering the date of introduction and date of effect.

f. Provident-fund, cooperative, union, and similar subscription fees will be automatically deducted from salary.

g. Loan may be issued to employees on multiple heads and that will be recovered in installments with/without interest as per the rule decided. Provision for pay-back multiple installments together and consideration of postponing installments will be present.

h. Periodic increment in basic salary, and temporary suspension of increment/allowance will be handled here.

i. Encashment of earn-leave and pay-cut for unsanctioned leave will also be calculated.

j. Form 16, TDS certificate, PF deposit voucher, salary certificate, no outstanding loan certificate, etc. may be printed here.

k. Fund allocated for staff-welfare and different kinds of allowances will be compared against actual utilization among college staff.

l. Leave details for different types of leaves (e.g. Casual Leave, Medical Leave, Duty Leave, FDP, Earned Leave etc.) will be maintained for each employee.
Note:

- **Module-wise rates** and expected development time must be clearly mentioned
- The database to be used in the software must **not be in encrypted format** and compatible to use for web application
- Tenderers must furnish their client-list

The quotation must reach the undersigned by **13th May, 2016, 11.00am**. The college authority reserves the right to select or reject any tender without showing any reason.

Teacher-in-Charge
Narasinha Dutt College