DELHI POLICE PUBLIC SCHOOL
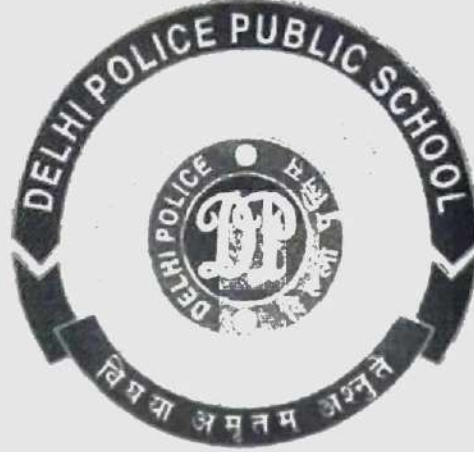
B-4, SAFDARJUNG ENCLAVE, NEW DELHI-110029

TELEPHONE NO.: 8130996770, 7683071791

www.delhipolicepublicschool.com, e-mail: dppschool@gmail.com

Ref. No.: DPPS/174

Date : 12/05/2023

DELHI POLICE PUBLIC SCHOOL

TENDER NOTICE FOR SUPPLY AND SERVICES OF ERP SOFTWARE, ITS IMPLEMENTATIONS, WEBSITE DESIGNING AND ITS MAINTENANCE AND DATA BACKUP ETC AT THEIR SERVER WITH ALL COST (WITH 1 MANPOWER AT EACH) AT DELHI POLICE PUBLIC SCHOOLS OF

1. **SAFDARJUNG ENCLAVE**

2. **NEW POLICE LINE**

3. **WAZIRABAD**

Head of School

Delhi Police Public School

Safdarjung Enclave

New Delhi

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SUBJECT: -TENDER NOTICE FOR SUPPLY AND SERVICES OF ERP SOFTWARE, ITS IMPLEMENTATIONS, WEBSITE DESIGNING, ITS MAINTENANCE & DATA BACKUP ETC. AT THEIR SERVER WITH ALL COST (WITH 1 MANPOWER AT EACH) AT DELHI POLICE PUBLIC SCHOOLS OF SAFDARJUNG ENCLAVE, NEW POLICE LINE, WAZIRABAD, DELHI.

Sealed tenders are invited from the reputed OEM/authorized dealers/firms etc. for supply of ERP Software, its implementations, Website Designing, its maintenance & Data Backup etc. (with 1 manpower at each) at Delhi Police Public Schools of Safdarjung Enclave, New Police Line, Wazirabad, Delhi. Details are as follows:

Sr. No.	Name of the equipment	Quantity	Amount of E.M.D (Rs.)	Tender fee
01.	ERP Software and its implementation, website designing its maintenance & Data Backup etc. at their server with all cost.	03 (Safdarjung Enclave, New Police Line, Wazirabad)	30,000	500

Last date of Submission of Tender : 26-05-2023 upto 02:30 P.M.

Date of opening of Tender (Technical Bid & Financial Bid) : 26-05-2023 at 03:00 P.M.

Type of Tender : Two Bid System (Technical & Financial).

Mode of EMD and Tender fee: Bidder should send separate D.D. for Tender fee and EMD (Refundable without any Interest) in favour of "Delhi Police Public School, Safdarjung Enclave."

Head of School
Delhi Police Public School
Safdarjung Enclave
New Delhi

NOTE

1. If the tender is not opened on the above date, due to administrative or unforeseen circumstances, then the next working day will be considered as last date of tender submitting and opening the bid. Time of submitting and opening the bid would be same as mentioned above.

2. The bidders who fail to submit the required tender application fee and EMD, with their technical bids, their technical bids shall not be considered as valid and financial bids will not be open of such bidder.

3. Bidder or their authorized representative may attend the proceeding of opening of Tender.

4. The detailed terms & conditions, tender information etc. can also be downloaded from the school website www.delhipolicepublicschool.com. All other amendment/modification/Corrigendum in future will only be published on the school website www.delhipolicepublicschool.com.

5. For any query or clarification, kindly call to phone numbers, 8130996770, 7683071791 or email at dppschool@gmail.com on working days during school hours i.e. 08.00 AM to 04.00 PM.

Head of School
Delhi Police Public School
Safdarjung Enclave
New Delhi

BRIEF SCOPE OF WORK

DPPS invites tenders to automate the activities of the schools through a software management system in the form an ERP System and management of Schools website as well. Most of the manual work, document flow, data entry and processing and subsequent storage will be shifted or supplemented by this ERP system. This will enable processing and subsequent storage will be shifted or supplemented by this ERP system. This will enable processing, analysing, reporting, retrieving, managing and rearranging the data and information much easier. At the same time work, process and document flow will be more in automated manners. Please refer to complete tender document for detailed requirements relevant to the scope of this tender, as well as elaboration on each of the items.

REQUIRED FEATURES

1. The ERP portal/software should be based on standard certified by ISO.
2. It should be compatible to various browsers (i.e. IE, Mozilla, Firefox, Chrome, Opera etc.) and should be available as apps on mobile platforms such as Androids and IoS.
3. The ERP portal/software should accompany a comprehensive content management system to support a variety of users ranging from administrators to Guests. It should allow the administrator to create user roles and allow the setting up of access rights ranging from entire solution to a specific modules.
4. It should provide for flexibility to modify the data, as per the respective requirement of School.
5. ERP should be flexible to accommodate new data/modules based on the scope of work. ERP may be asked any time to make any change/deletion/addition in any head/entry of fee/report card etc.
6. At present, there are 3 categories/structure of fee, which may increase/decrease at any time. Hence, the bidder must be able to adapt itself according to the instructions of the schools.
7. Bidder will have to provide the link and appropriate management of submission of fee through online mode linked with the schools website. For any kind of technical/documental/legal requirement, bidder will have to coordinate himself with the concerned bank of the school.

8. Bidder will provide the unlimited number of text messages to schools, for sending to parents, in the cost mentioned with the bid. No additional payment for the messages shall be made for such text messages.

9. ERP should allow changing the interface templates for fresh new look as and when required.

10. The ERP portal/software must be capable of managing examinations, exams schedule, datesheet, report cards, attendance of staff and students of the school etc.

11. The ERP portal/software must be capable to work with the new technology, if introduced, concerning to school, students, employees, infrastructure etc. It will be bidder responsibility to make adaptable to its software according to the demand of the school as well as technology, without any cost/charge to the school.

12. It should provide secure integration with payment gateway for online payment transactions involved in processes such as admission form, job application, student fees etc.

13. It should allow users to share their views, feedback, solutions and suggestions online.

14. It should provide a search module for efficient information retrieval.

15. The ERP portal/software should incorporate necessary security features against hacking and defacement. All logins and payments transaction must operate on secure protocols.

16. It should comply fully with the guidelines issued from time to time by the govt. agencies/DOE for development and any other law in force in India.

17. The software should be disabled-friendly, particularly with screen-reader software like JAWS and should allow for features such as voice enabling and enhancement of font size.

18. The portal/software should display video lectures without requiring any purchase of additional cloud facility by the School.

19. More detailed mapping of the organizational structure may be provided during the implementation phase of the ERP project.

20. In case of any kind of hacking or theft of data, the bidder shall be responsible for retrieve of the data and compensation of the loss incurred to school.

21. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.

22. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in pencil will be ignored. The relevant documents should be enclosed with technical bid.

23. The prescribed tender documents should be submitted in one sealed envelope duly super scribed with "Tender for ERP Software and Its Implementations".

24. Envelope of technical bid must be containing appropriate Tender Fee & Earnest Money Deposit (EMD) in the form of Demand Draft in favor of Delhi Police Public School payable at Delhi. **Tender shall be rejected if the application fee & Earnest money D.D.'s are not found with the technical envelop.** If the application form has been taken from the school, copy of the receipt shall be enclosed by the bidder.

25. The complete tender document is to be signed with seal & to be placed in the separate envelope along with the necessary required documents.

26. Bidders are required to enclose photocopy of cheque & NEFT Bank Details with tender /quotation to enable us to making payment through on line transfer for refund of EMD.

27. **All bids must be submitted to the Delhi Police Public School, Safdarjung Enclave, New Delhi-110029 only up to the date and time indicated above.** Bids will be opened at **Delhi Police Public School, Safdarjung Enclave, New Delhi-110029** in the presence of Bidders' authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be next working day or as announced by the school. In case of any change of date or venue, the same shall be conveyed through school website. Date & venue may be change at the last moment due to any administrative reasons.

28. Any clarification regarding tender specification before submission of tender document can be discussed at Phone no. 8130996770, 768307179 and email id dppschool@gmail.com or through visit personally.

29. Please Note that the tender document is subjected to verification with the original document, and if any discrepancy is found, the tender would be rejected. Technical Bid will be opened first in the presence of the attending vendors.

30. The applicant must fulfill the eligibility conditions and has to submit documentary evidences in its support while submitting the bid.

31. The Firm must have Permanent Account Number (PAN).

32. Demonstration of the functionalities.

33. The Firm should be established IT Company / IT System Integrator and should have been engaged in providing similar services in public schools.

34. **Firms should have experience of implementing ERP System in at least 5 reputed public schools in Delhi. The purchase order copy & satisfactory performance from the Competent Authority of the school in which it is running should be enclosed along with the proposal.**

35. The service provider blacklisted by any Govt. Department or by any school/university is not eligible to participate in the tender. Such bid, if received, is liable to be rejected straight away at any stage and application fee & EMD of such bidder shall be forfeited as penalty.

36. **Vendor is required to depute at one resident engineer at the site at his own cost. He will make sure to make ERP, school website functional. He will also be liable to provide 24x7 assistance.**

37. Cloud Server will be provided by vendor.

38. The response time of the vendor to attend any major complaint upon receipt of the complaint/information from the user side, which the stationed engineer is unable to resolve, should not be more than 2 hours, failing which penalty as deems fit may be imposed.

39. The implementation of the ERP Software should be 15 days but shall not be more than 2 month at any circumstance. The bidder shall offer his best, realistic and firm execution / implementation, which shall be specific and guaranteed.

Execution / implementation period shall be reckoned from the date of issuance of order, which is the first intimation of acceptance of bidder's offer.

40. **It is not binding on School to accept the lowest or any bid. The School reserves the right to place orders for the revise quantities at the time of placing the order and in such event also, the quoted rates, terms and conditions shall apply. School further reserves the right to accept or reject any/ all bids without assigning any reason thereof. Final decision in award of the order shall be sole discretion of the tender committee, who shall take into consideration all the aspect of the requirement and satisfaction of the school.**

41. Features offered shall be specified failing which offers are liable to be rejected. It shall be appreciated if one copy of detailed descriptive literature / pamphlets is enclosed along with the offer which may help the technical evaluation.

42. All offers should be written in the English and price should be written in both, figures and words.

43. The committee reserves the right to select some items (in single or multiple units) and reject the others or all items mentioned in the Schedule. The same committee will also reserve the right to revise or alter the specifications at any stage of tender or thereafter.

44. Incomplete tenders, amendments and additions to tender are liable to be rejected straight away.

45. Financial Bid shall be opened for those bidders who have qualified in Technical Evaluation.

46. The School may amend the tender documents issuing by addendum/corrigendum. The School shall have the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design etc. If any such required changes cause an increase in the cost, the same shall be borne by the vendor itself.

47. Bids should be valid for a period of 1 year from the date of opening of financial bid.

48. No bidder will be allowed to withdraw its bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's bid security (EMD) and application fee.

49. When a firm sends quotation for the software manufactured by some different company, the firm is also required to attach, in its bid, the manufacturer's authorization certificate and also manufacturer's confirmation of extending the required warranty/service for that product.

50. In case, the bidder is from the foreign country, he will have to abide all the laws in force in the Indian territory, failing which, action shall be taken as per the established law and intimation shall also be given to the agency concerned for taking necessary legal action.

51. In case of violation of any terms & conditions, no payment shall be released to the bidder.

52. The bidder found to have a conflict of interest shall be disqualified.

53. Bid Security should remain valid for a period of 50 days beyond the final bid validity period. The Bid Security can be submitted in the form of an account payee demand draft only. A bidder's Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. Bid securities of the unsuccessful bidders shall be returned to them at the earliest after the successful bidder accept the tender/order and on receipt of a performance security from such successful bidder.

54. The successful Bidder within 7 days shall furnish the performance security in the form of DD in favor of Delhi Police Public School. The Performance Security will be forfeited in the event of a breach of contract by the contractor. It will be refunded to the contractor without interest, after he duly performs and completes the contract in all respects. Failure of the successful bidder to submit the performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security and the school may make the award to the next evaluated bidder on or call for new bids.

55. Deduction of Income Tax, Service Tax and so on, at source from payment to supplier. This will be done as per existing law in force .

56. **The price quoted must include all kind of taxes and other hidden charges. 1 person will be stationed on each school by the contractor to work at school to work at school end. The charges must include the charges of the salary, other benefits as per rules & expenditure of the such stationed persons.**

57. The working hours of the stationed person's will be as per the school timings. However, he/she will have to be attentive till late hours, so that required data/information message could be passed to the student/parents, senior authorities/offices.

58. **In case of termination of the contract, all the date will be properly and in desired format shall be handed over/supplied by the contractor to the school. The data is the property of the school and non-supply or keeping the data with himself will attract civil as well as criminal liability.**

59. After opening financial bids of the short listed tenders, if there is a discrepancy between word and figure, the amount indicated in words will prevail.

60. School will shortlist technically qualifying vendors and the financial bid of only these vendors will be opened. School reserves the right to decide whether the ERP being quoted are as per the requirement of the School and are of standard/leading brands in the market. School reserves the right to decide which offer best suits the requirement of the School.

61. The price must be quoted for the charges per child/student only, and including the GST. Comparison shall be made only on the basis of the charges per students offered. In case any vendor/bidder offer cumulative charges, such offer shall be rejected summarily.

62. Technical bid should contain information regarding the company/firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. Bidder must ensure the fulfilment of all the conditions while going for the bidding.

63. Non-compliance of the terms and conditions shall be treated as incomplete/ambiguous and the offer can be ignored without giving and opportunity for clarification/negotiation etc. to the bidder.

64. Payment shall be made on monthly basis, subject to the satisfactory services. Penalty shall be imposed in case of unsatisfactory services and absence of the stationed employee of the ERP. No payment or interest shall be paid for the delay in the payment.

65. In case the absence of the stationed employee, vendor will have to provide his substitute without delay. If the substitute is not provided, Rs.2000/-only as penalty for each days shall be deducted for such absence.

66. In case of any loss to school due to the fault of ERP, all the losses shall be borne by the ERP/service provider and also liable deduction from the bill amount of the service provider.

67. Penalty as deems fit shall be imposed on the ERP in case any deficiency of services from the service provider software or its employee side.

68. **Financial bid should contain price of the all ERP services, website running & maintenance as well as the manpower to be supplied.**

69. Conditional Offer will not be accepted at any cost and liable to reject straight away.

70. If the technical offer contains any price information the offer will be summarily rejected.

71. If bidders give wrong information in their bid, School reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.

72. Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.

73. Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection.

74. Bids submitted without supporting documents/fee/EMD as mentioned or required to submit with bids are liable to be rejected.

75. The Tenderers must confirm in their bid acceptance in full of the terms and conditions. Tenderers must note carefully that any conditional offer or any

deviation from the terms and conditions of this enquiry shall render /liable the Quotation for rejection.

76. The School reserves Right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or bidders. The DPPS may also cancel agreement entered with vendor in whole or in part, for no cause, upon written, notice to the Vendor.

77. After acceptance of tender, successful bidder shall have to   comply with the requirements of all the existing laws applicable to Indian territory as well as local jurisdiction. The Vendor shall also have to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor will have to indemnify and hold the DPPS and its employees/students harmless from any loss or damage that may be sustained by the DPPS, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

78. The contract shall be only for one year for the initial period. However, it will be subject to revival of every 3 months. If at any period of time the software or services of the service provider is not found satisfactory, the contract may be terminated at once and the vendor shall have to handover the data on the same day or latest by next day, in the derived form.

79. In case, service provider does not want to continue the services in the school, he will have to give 3 month notice of termination of contract so that school can arrange for the another service provider. However, school may cut down the period of 3 months, if the school found any suitable service provider but depends solely at school discretion.

80. Data provided by the ERP must be accurate. Inaccurate data will be liable for the penalty. In case, several complaints are received regarding inaccurate data, contract is liable to rescind and penalty shall be imposed.

81. In case, due to the wrong data or malfunctioning of the ERP Software, less amount is   received   to   school   or   wrong   information   is   transmitted   to parent/management/DOE etc, the vendor shall be liable for the such loss as well as penalty, as deems fit by the School authority.

82. The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of Delhi.

83. The supplier shall not, sublet, transfer or assign this order or any part thereof or interest therein or benefit or advantage thereof in any manner.

84. All, data and documentation that are given to the contractor by the School for Execution of the order are the property of the School and shall be returned when demanded, except for the purpose of executing the order of the School. The contractor shall ensure that the above documents are not used for any other purpose. The contractor shall further ensure that the information given by the School is not disclosed to any person, firm, body, corporate and/or authority and make every effort to keep the above information strictly confidential. All such information shall remain the absolute property of the School.

85. **The school website shall be upkeep, maintain, update, modified etc. by the vendor himself at their server. All the requisite fee for running, maintaining, updating shall be borne by the vendor only. School shall not pay any kind of fee/charge for maintaining or running of the website. Hence, the vendor to keep in mind to include the such charges in the bid price.**

86. The vendor hereby accepts full responsibility and indemnifies the School and shall hold the DPPS harmless from all acts of omission and commission on the part of the supplier, his agents, and employees in execution of the work order. The contractor also agrees to defend and hereby undertakes to indemnify the School and also hold it harmless from any and all claims for injury to or death of any and all persons including but not limited to his/her employees and for damage to the property arising out of or in connection with the performance of the work under the work order.

87. The School and / or its authorized representative shall be provided access to the Contractor premises, at any time during the pendency of the work order, for expediting the software implementation, inspection, checking etc.

88. All modules / ERP Software to be implemented against the work order shall be subject to inspection/ checking/ testing by the School or its authorized representative at all stages and places, before, during and after the work order. All these tests shall be carried out in the presence of authorized representative of

the School. Service provider shall notify the School for Inspection / testing of ERP Software implementation when they are ready. If upon testing, the ERP Software does not meet the specifications, they shall be rejected and returned to the contractor for upgradation / modifications etc. Inspection by the authorized representative of the School or failure of the to inspect the ERP Software shall not relieve the service provider of any responsibility or liability.

89. All disputes arising out of or any way connected therewith shall be deemed to have arisen out of or any way connected therewith shall be deemed to have arisen in Delhi only and the courts in Delhi shall have jurisdiction to determine the same.

90. In the event of disputes, the settlement shall be through Arbitration. The arbitrator shall be appointed by mutual consent of both the parties and the decision of the Arbitrator shall be final & binding on both the parties. The arbitration shall be conducted under the provisions of the Act.

91. **Each school is independent in itself and bidder will have to deal separately to each school.**

92. **Each school reserve the right to cancel the contract. Hence one or more school may opt or cancel the contract at its own wish**.

93. Payments by the School shall be made through online NEFT/RTGS only. If the supplier receive any overpayments by mistake or if any amounts are due to the from the supplier due to any other reasons and when it is not possible to recover such amount under the present purchase order, the School reserves the right to collect the same from any other amounts and/ or performance security given by the contractor due to or with the School.

94. Time is essence of this order and no delay shall be allowed in the execution time/ implementation schedule mentioned in the work order.

95. **The stationed engineer shall not be subject to frequent transfer and change of the such engineer is subject to approval of the principal of the respective school. Vendor shall be liable to penalty of Rs.20000/-only, if the such engineer is changed within 2 years, without the approval of the concerned Principal.**

96. **The vendor currently working or his associate or running with the different nomenclature is not eligible for participating in the tender. If at any stage, it is found that the currently working vendor has participated with collaboration of any other vendor or with different nomenclature, the EMD/performance security shall be forfeited and penalty as deems fit shall also be imposed apart from the cancellation of the tender/contract at once.**

Head of School
Delhi Police Public School
Safdarjung Enclave, New Delhi

TECHNICAL SPECIFICATIONS

The tenderer shall meet the respective minimum technical specifications for the item that is being bid for. Any additional features or specifications in excess of these minimum specifications will be appreciated. A set of desired additional features are mentioned along with the minimum technical specifications, wherever appropriate. Details of the desire technical specifications are as under

Technical Specifications for ERP
Software Modules

Web Publisher

- Schools Website Designing and its maintenance
- Back up of School data.
- Manage the content
- Upload files or Images

Online Dashboard

- Online Dashboard for Staff/ HOD
- Online Dashboard for Students/ Mobile App
- Online Dashboard for Management/ Admin(MIS)

Admission, Counselling Module and Entrance Exam

- Application Form
- Sales of form online (Nursery to XII)/Form collection
- Online enquiry form for admission
- List of Application Program Wise
- Exam Centre
- Room Setup
- Seating Arrangement
- Master Seating Plan
- Seat Label Printing
- Invigilator Duty
- Duty Setup Form
- Exam Attendance
- OMR data Upload
- OMR data Verification
- Result Publication
- Rank Card
- Counselling Schedule
- Document Verification
- Seat allotment
- Fees Submission
- Seat Allotment Letter / University

- Registration Card
- Counselling Summary

Academics
- Real time data record.
- Syllabus Integration.
- Student Grouping
- Time Slot Setting
- Group wise subject Mapping
- Subject wise mapping
- Time Table Setup
- Faculty wise time table setup
- Course Wise Time Table
- Faculty wise Time Table
- Faculty wise load mapping Report
- Module wise Topic/ Session upload
- Student Attendance with topic
- Percentage wise attendance view
- Student Feedback Full Process
- Monthly Planner/Activity tracker

Grading & Examination
- Subject wise Max marks setting
- Provision of import and export data
- Result Analysis
- Validation Reports
- Faculty permission for marks entry
- Examination Scheme
- Back paper integration
- Student Registration
- Numerical Sheet
- Room Column, rows planning
- Shift Master
- Seating planning
- Invigilator setup
- Room wise plan sheet
- Room plan with invigilator report
- Student Attendance Sheet
- Subject wise student registration
- Master Seating Plan Report
- Labels for seat
- Student Marks Entry /Answer sheet integration with OMR.
- Tabulation sheet Grading report
- Tabulation sheet Non Grading report
- Verification Sheet

- Student Report Card : Grade Wise
- Student Report Card : Non Grade Wise
- Grade Wise Analysis Report
- Non Grade Wise Analysis Report
- Subject wise analysis report
- Scroll Report
- Top Rank wise student report
- Internal examination

Fees & Fines

- Ease-of-use and flexibility for Institute Staff.
- Role Management.
- Head Master.
- Structure Master.
- Fine Setup.
- Session Creation.
- Dues Management.
- Fee Relaxation.
- Previous caution money entry.
- Opening Balance.
- Received fund.
- Refund fund.
- Fees adjustment through fund.
- Send fund for adjustment and forfeit.
- Fees Receipt: Bank, Cash, Draft, adjustable, Other receivable like university etc.
- Instalment details, Search receipt, student complete details (dues, receipt, fund, refund, bank list etc.)
- Miscellaneous head apply.
- Common receipt.
- Search refundable amount.
- Fund transfer.
- Dues search.
- Forfeit refundable.
- Ex Student details.
- Reports: Date Wise Collection,
- Head Wise Collection, Cash/ Bank ,
- Student Ledger, Balance and dues/defaulter report, Bank Payment report.
- Fees Refund.

Student Attendance Management System

- Teacher Course wise subject Wise Setting.
- Daily Subject wise, session/ subject attendance marking form.
- Group Create facility for attendance marking.
- Periodically attendance report.
- Daily attendance report.

- Student wise attendance report.
- Attendance summary: student wise, subject wise attendance.
- SMS Integration: Student absent SMS.
- Short attendance SMS etc.

Staff Information

- Staff Information Form.
- Official details.
- Basic Details.
- Address Details.
- General Details.
- Staff reports like Staff List, Department wise staff list, qualification wise, and experience wise.
- Staff Search Management.
- Personal Unique ID for Personal Dashboard.
- Group email/ document sending/receiving facility.
- SMS Server Integration.
- Reports Like Staff Report like Area Wise, Experience Wise etc.

Payroll Management system

- Salary generation.
- Integration with Staff attendance.
- Payroll Head Setting.
- Staff wise pay scale setting.
- Salary Calculation.
- Pay slip, Salary Register, Salary
- Statement and Other Reports Printing.
- Should be able to manage salary components, deduction, leave, PF, any other allowance, etc. of all the employees of the Institute.
- Generation of monthly salary slips.
- SMS Server Integration.

HRMS

- Integration with Finance and Payroll
- Faculty/Staff Resume
- Biometric installation and its integration with Attendance
- Leave Management
- Exit Management System (No dues clearance)
- Claims
- Appraisal
- Employee master with service record
  - Flexible pay structure definition
- File movement
- File movement workflow definition
- File (note put-up) movement and tracking

Inventory Management

- Purchase Requisition
- PO Generation.
- Goods Receipt Notes
- Direct Goods Receipt Notes
- Item Return Details.
- Direct Issue of Items.
- Bill of Material
- Issue Slip /Return Slip
- Stock Status (Consumable/Dead Stock wise).
- Item In / Out Status
- Stock Transfer Cancellation

Transport Management

- Route Details.
- Driver Details.
- Route allocation.
- Transport allocate/ Withdrawal.
- Advance Booking.
- Route shifting.
- Integrated with Fees.

Quality Management System

- Accreditation
- SSR generation
- GAP Analyzer
- IQAC Reports

CRM/Enquiry Management System

- Counsellor/ User Management
- Lead Upload/ Updated
- Task update with SMS and Email Integration
- Add Communication
- CRM Dashboard
- Enquiry form can be link with website
- Open Search for any Inquiry
- Update status
- Information Kiosk
  - Student list based on Selection Criteria
- Verification of Admission Criteria
- User wise inquiry upload/ converted / discarded with reason
- On-line seat status display

Security Management System

- Enter all security related cases

- Details of security guards and duties
- Attendance of security guards
- Information of security personnel

Library Management System

- Integration with Fee module
- Library Member Management c.
- Catalogue Management d.
- Circulation Management e.
- Catalogue Reservation and Tracking f.
- Library Fine g.
- Suggestion and Subscription h.
- Barcode Printing
- Data base of books
- Online penalty process

Recruitment
- Complete online Recruitment portal with Payment gateways (Teaching and Non-Teaching)
- Application form facility
- Reporting facility

RTI and Legal Case

- Fill and enter all RTI and Legal Cases of university
- Reporting Facility

Health Facility

- Online health updating of all staff and students
- Appointment facility
- Records of all health related infrastructure
- Reporting Facility

In addition to above, the following are the key requirements for the proposed ERP system:

General Scope
- Option of both Cloud based ERP system and deployment of server in campus may please be provided.
- Providing software with code and database or access module on service based option of both may please be provided.
- Secure web-based access using https.
- Interfacing with third-party payment gateways.
- Capability for continuous improvement and up gradation.
- Configurability through web-interface and client interface.
- Provision for decision support mechanism.

- Facilitate paperless working.
- Workflow based process approval and archival mechanism.
- Comprehensive data and application security features.
- Adequate security provisions for preventing tampering of the software as well as data.
- Archival of information and data.
- Audit logs of user sessions.
- Provision for role based access rights.
- Provision of interactive validations of data entries.
- Provision for data item based access rights.
- Provision for reports generation as per requirements.
- Integration with third party software already procured by the university (i.e attendance system, Alumni management system, grievance management system etc.)
- Import/Export Data Upload data from all the existing local records. Facilitate Import from/Interface with the third party applications in the university and extract data in various formats. Import and Export to the archived files. Produce reports as per the required formats including NAAC, NIRF, AISHE, PFMS etc. on all areas of data that can be exported to MS Excel/PDF/.CSV.
- Data Backup and Suitable Disaster Recovery mechanism to be proposed.
- Mobile based view of ERP System.
- User manuals, Developer manuals and Training of all users.
- The ERP solution should be vertically and horizontally scalable to handle increased load without requiring redesign.
- The ERP solution should be natively built based on 32 and 64-bit operating system and shall support all old computers also.

Number of Users
Number of students will be around 2100 (Subject to increase/decrease).

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

I / We _____ Manufacture / Partner(s)/ Authorized Distributor /agent of   M/S.   _____   hereby   declare   that   the firm/company namely

M/s._____has   not   been   blacklisted   or debarred in the past by any organization/school from taking part tenders in India.

Or

In case the above information found false I / we are fully aware that the tender / contract will be rejected / cancelled by the School and EMD / SD shall be forfeited.

In addition to the above, School will not be responsible to pay the bills for any completed / partially completed work.

Name_____

Address _____

_____

(Seal & Signature of Vendor)

Check list for documents

To be filled by the bidder and submitted along with the Technical Bid.

Sr. No.	Technical Information	Page No.	Remarks
1.	Tender Fee		
2.	EMD		
3.	Registration/Incorporation Certificate in support of the existence of the firm/company for required number of years as per the tender schedule eligibility criteria		
4.	Authorization Certificate, if applicable		
5.	Average Annual turnover of the bidder, for the last three successive years		
6.	Copy of PAN and GST Registration Documents		
7.	Self-declaration for not black listed		
8.	Technology used in such installation/name of software		
9.	Documents in support of Technical Specifications for the ERP Software and its implementation		
10.	Name of the Educational Institutions / organizations **outside Delhi** where the vendor have installed ERP with functionalities installed with contact name & address, Mob. Nos and e-mails.		
11.	Name of the Educational Institutions / organizations in **Delhi** where the vendor have installed ERP with functionalities installed with contact name & address, Mob. Nos and e-mails.		
12.	Performance certificate/ Experience Certificate (issued by existing/previous school)		
13.	Duly signed with office Seal affixed terms and conditions as a token of acceptance of Terms and Conditions.		
14.	Undertaking with respect to stationing of one resident engineer at each site at his own cost		

Note: The tenderer will be disqualified at any stage of the tender process, if found to have misled or furnished false information in the forms/Statements/Certificates submitted in proof as above.

DELHI POLICE PUBLIC SCHOOL

(To Be Filled By the Vendor/ Bidder)

1. Nature of the Company:

2. Name of the Vendor:

3. Full Address of the Vendor:

4. Telephone/ Mobile No.

5. Registration No. of Firm :

6. PAN:

7. GST Registration No.

8. Details of the D.D/EMD:

For **E.M.D Amount (Refundable)** : D.D. No._____ dated _____

Drawn from the bank_____

Seal and Signature of the bidder/Vendor

FINANCIAL BID

DELHI POLICE PUBLIC SCHOOL

(To Be Filled By the Vendor/ Bidder)

1. Nature of the Company:
2. Name of the Vendor:
3. Full Address of the Vendor:
4. Telephone/ Mobile No.

I/We, the authorized representative of M/s...duly authorized and competent to participate and quote the price in the tender. The company mentioned shall be liable to school for all my acts & omissions. I/we have gone through to all the terms and conditions of the Tender. After going through all the terms and conditions, I/We quote the charges per student, which includes all the charges of installation, running maintenance of ERP & School website with stationed of a trained engineer at each school, as under:-

Charges per students.....................................

(Seal and Signature of the bidder/Vendor)

Date

Place