INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
THIRUVANANTHAPURAM [IISERTVM]

[Address List]

Date: 28th October 2014

INVITATION TO TENDER(IND)

No: IISER/PUR/4930/14
Due Date: 12th November 2014 (3 PM)
Tender Opening: 13th November 2014 (11 AM)

Dear Sirs,

Sub: **Software for academic record keeping**

We invite Sealed Tenders for the following items:

Sl #:	Item/ Description	Qty
1.	Supply, installation and commissioning of Comprehensive software solution for academic record keeping and reporting with a simple and robust web based interface for users and administrators. Specifications as per Annexure I	1 No

Please quote your lowest rate and shortest delivery period. Your offer in sealed cover *SUPERSCRIBING TENDER NUMBER AND DUE DATE* shall reach us on or before the due date and time. Please follow strictly the "Instructions to Tenderers attached".

Thanking You,

Yours Faithfully

Deputy Registrar
[Purchase & Stores]

P.S: CATALOGUE/LEAFLET FEATURING ALL TECHNICAL SPECS/INFORMATION OF THE PRODUCT QUOTED SHALL ACCOMPANY THE OFFER.

SOFTWARE DESCRIPTION AND SPECIFICATIONS

INTRODUCTION AND GENERAL CONDITIONS

IISER Thiruvananthapuram intends to computerize its academic operations through a custom build database application software built on industry standard work-flow platform. Integration with a centralized authentication server like LDAP or Active Directory server is required. The database schema and software has be designed keeping in mind the fact that modules for HR, Administration, Finance, Accounts, Purchase, Stores, Library and Engineering and Maintenance Unit shall be added at a later point of time. The software is intended for comprehensive academic record keeping and reporting for the various courses offered at IISER Thiruvananthapuram including BS-MS, int-Ph.D., and Ph.D.

The Computerized Academic Records (CAR) module shall record and maintain data related to the functioning of the Academic Section of the Institute. Information on personal data of students, courses, faculty members, courses offered by each faculty, credits attached with each course, pre-requisites for each course, curriculum, time-course-faculty combinations, online registration, faculty-course evaluation, online grading, transcript and grade card generation and printing etc. are expected to be handled by this module. The application shall provide for searching personal data or course data by various search combinations. It shall also have the capability to generate, show and print various pre-defined reports and provide an interface to generate custom reports.

The vendor must have installed and commissioned similar software that specifically does academic record keeping/campus management at comparable government educational and/or research institutions in India (at least one prior installation that is being successfully used). The vendor must furnish documentary proof with customer/end-user testimonials on successfully developing and installing similar software that includes academic record keeping functions for a comparable national institute or university.

FEATURES AND REQUIREMENTS

General features

A) Integration with existing standard LDAP Server/Active Directory for user authentication and login
B) The software design should support highly granular and customizable assignment of viewing, editing, deleting and modifying privileges for different levels of users ranging from administrator with all access and modification privileges to guests with limited viewing only rights (Role based access to the application).
C) Integration with hardware lock/biometric data for providing additional layers of security for users playing critical roles like administrators, deans, academic office staff etc.
D) The Application must be based on an industry standard work-flow platform (preferably .NET)
E) The application must allow detailed user activity and event logging
F) User/I P based logging for database updates

G) The software should run securely and reliably on server(s) provided by the institute (server specifications may be suggested by the vendor) and should have a secure database back end.

H) An automated and efficient data/database backup mechanism must be integrated with the software

I) The software must have a fully customizable, functional and aesthetically pleasing web browser based front end for users at all levels. Changes in browsers and html standards must be addressable in a timely manner by periodic updates. The front end should work seamlessly across Windows, Mac and Linux.

J) Modular design allowing transparent addition of new modules

K) Reporting on Text, PDF, MS Word and MS Excel formats. Data export or output in standard formats like MS Excel, CSV, SQL dumps etc must be possible in a manner that is amenable for integration with other administrative and academic software modules that the institute may be using.

L) Email, SMS and Fax integration: Automatic triggers and reminders for alerting users at various levels for approvals, updates, registration etc. must be built into the product. Triggers may be in the form of emails, reminders in the user home page, SMS alerts etc. as per the needs of the institute.

M) The vendor must do a detailed process study to understand the registration. course creation, grade reporting and other cycles established at IISER Thiruvananthapuram and develop the software.

N) Prototype of the application showing different tasks with workflow/approval system support shall be presented to software selection committee for evaluation upon invitation for facilitating the technical evaluation of the offers received.

O) Once the coding and testing phases are over, the source code of the developed application must be transferred to IISER Thiruvananthapuram. The firm should impart training on the source, installation and maintenance of the software to designated persons of the Institute.

Functional features and requirements

A) The following administrative functions are to be done using the CAR Module

1. Student record creation from admission data

2. Student record creation by data entry

3. Roll number generation

4. Hostel allocation

5. List of students eligible to write each exam and printing of roll numbers for the exam halls

6. Updating of student medical leave records (by the institute doctors)

B) The following are the functions to be done by the office of the dean (academics) using the CAR software:

1. Registration for each student at the beginning of each term/semester

2. Mass registration for common courses/semesters

3. Automatic checking of all prerequisites and requirements for registering for courses for each student.

4. Class room scheduling for courses

5. Time-course-faculty information (time tabling)

6. Automatic checking of timetable and scheduling conflicts prior to registration for each student.

7. Faculty advisor allocation

8. Batch allotment

9. Repeat of courses: registration, prerequisite checking etc for each student who is repeating

10. Student promotion

11. Major/minor stream allotment

12. Falling of courses, Semester repeat. withdrawals, and removal from the rolls

13. Student extracurricular data

14. Course data capture including school, title, credits, pre-requisites etc.

15. Keeping master records of semester wise curriculum, course syllabus etc

16. Faculty data capture relevant to each course offering

17. On screen enrollment checklist and enrollment lists for each course.

18. Attendance data capture for each course

19. Batch wise allotment for faculty-course evaluation

20. Data capture for faculty-course evaluation

21. Generation of faculty-course evaluation report

22. Automatic collation and tabulation of grades and marks entered by faculty

23. Mid semester and end semester examination reports for each course, batch or student with graphical representation of the grade distribution for each course.

24. Automatic checking of grade data entered by faculty for each course and generating statistics like mean GPA of the course etc.

25. Automatic generation of semester wise, year wise and complete grade cards and transcripts for each student.

26. Entry as well as automatic computation of median grade, cutoff for fail grades etc for each course.

27. Grade changes and validation of grade changes

28. Authentication of final grades by instructor as well as by the class committee

29. Checking of student progress against graduation requirements for each student

30. Interfacing with email/SMS for automatic alerts to students, faculty and other departments regarding student issues, progress, other academic events etc.

31. Generation of user defined reports on students, batches, courses, sets of courses etc

32. A comprehensive search and find facility

33. Reports on total credits registered for and completed by each student for each semester, multiple semesters etc.

34. List of students in each major

35. List of students taking each minor

36. Verification of minimum credit requirements for each major and minor for each student

37. Listing of students without minimum attendance requirements in each course
38. Generation and dissemination of low attendance warnings for each students
39. Examination scheduling
40. Course wise failed students list
41. Generating lists of students with SGPA, AGPA, CGPA etc below various thresholds
42. Generating lists of students who are liable to be removed from the rolls due to academic non-performance
43. Compiling of data regarding number of A+ grades, A grades etc in each course, for each batch etc.
44. Generating scholarship eligibility reports automatically
45. Generation, printing and logging of end of semester grade cards and final transcripts in standard formats
46. Degree certificate printing
47. Graduation requirements completion verification report
48. Generate list of underperforming students.
49. Course wise F-grade list
50. Convocation report
51. Student report including disciplinary action taken and F grades
52. List of left student stating the reason
53. Registration and grade reporting for PhD and integrated PhD students
54. Data capture related to doctoral committee reports for PhD students
55. Data capture related to thesis submission and thesis defence for PhD students
56. Alumni transcript generation

C) The following are the functions to be done by finance and accounts departments using the CAR software:

1. Fee payment data capture during admission and promotion

2. Late registration charges

3. Dues and Fines

4. Fees for transcripts, grade cards etc.

5. Scholarship disbursement data

D) The following are the functions to be done by the institute library using the CAR software:

1. Library dues and fines

2. Generation of no objection certificate from library at the time of graduation/departure from the institute.

E) The following functionality must be available to each of the faculty members via the CAR software:

1. Approve/Disapprove student registration in their role as faculty adviser with backlog information, CGPA data and curriculum

2. Viewing of transcripts, grade cards etc of all students for whom the faculty is the assigned adviser

3. Approval of add/drop for student advisees including PhD students

4. Viewing enrollment in each course offered

5. Viewing and requesting schedule and room changes for each course offered

6. Reporting of attendance data for each course

7. Reporting of interim marks for each student for each course

8. Reporting of final grades for each student in each course with automated assistance in generating the final grade report

9. Reporting of grade changes etc after re-evaluation, repeat final exam etc.

10. Viewing of course evaluation data for courses taught

11. Consolidated viewing of institutional policies, strategies and guidelines regarding course grading etc.

12. Entry of doctoral committee reports for PhD students working with each faculty member.

13. Approval of student leave requests etc.

F) The students of the institute must be able to use the CAR module to do the following tasks:

1. Update address/phone details
2. Masking certain fields from public view.
3. Applying for scholarship with eligibility checking
4. Course registration with pre-requisites, backlogs, core courses and time clash checking
5. Registration records and grades view
6. Add/Drop courses
7. Submission of leave requests, absence reports etc.

The above list is not exhaustive but it capture almost all the activities related to academic record keeping at the institute.

Deputy Registrar
[Purchase & Stores]

IISERTVM
INSTRUCTIONS TO TENDERERS [INDIGENOUS].

1. Tenders should be sent in sealed envelopes superscribing the relevant tender no. and the due date of opening. Only one tender should be sent in each envelope.

2. Late tender and Delayed Tenders will not be considered under any circumstances.

3. Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.

4. (a). Your quotation should be valid for a minimum period of 60 days from the date of opening of the Tender. Quotation with firm prices will be preferred.
(b). Prices are required to be quoted according to the units indicated in the Invitation to Tender. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.

5. (a) Preference will be given to those tenders offering supplies from ready stocks and on the basis of delivery at IISER site.
(b) Preference will also be given to those who agree our payment terms of within 30 days of receipt and acceptance of the item at our site.

6. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.
(b) Samples, if called for, should be submitted free of all charges by the tenderer and the IISER shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to take back the samples at his own expense.
(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.
(d) **Specifications:** Stores offered should strictly conform to our specifications. Deviations, if any should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary along with the quotations. Test Certificates wherever necessary should be forwarded along with supplies. Whenever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate reasons for the same.

7. IISER shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted.

8. Corrections, if any, in the Quotation must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Quotation must have price for each line item and totaling of the price including taxes and duties should be clearly mentioned.

9. The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.

10. The authority of the person signing the tender, if called for, should be produced.

11. The purchaser reserve the right to accept or reject the lowest or any other offer in whole or in part without assigning any reason.

12. IISER being a Govt of India Educational and Research Institute, is exempted from payment of Excise Duty under Notification No. 10/97 and Customs Duty under Notification No. 51/96- Customs dated 23rd July 2009. Also, we can issue Form16 as per VAT Rules.

13. The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.

14. There is no EMD or Tender Cost.

DEPUTY REGISTRAR
[PURCHASE & STORES]