



22<sup>nd</sup> January 2020

## NOTICE

**REF : TENDER ESTATE/SCC/09/2019-20 DATED  
01/12/2019**

It is notified for all that **none** of the vendors who had applied for the above-mentioned tender has been found suitable.



*K. Mukherjee*  
**Principal**

# Scottish Church College

1 & 3 Urquhart Square Kolkata -700 006

## Notice for quotation

**Ref: Tender Estate/SCC /12/2019-20 Dated 22/01/2020**

**Contact: Sibnath Bhattacharyya - 9836272199**

Sealed Tenders are invited from reputed Firms/Agencies/Manufacturer/ Authorized Dealer "FOR IMPLEMENTATION OF CLOUD BASED COLLEGE MANAGEMENT SYSTEM SOFTWARE (ERP-CMS) AT SCOTTISH CHURCH COLLEGE (SCC), KOLKATA" along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft (D.D.) /Pay Order (P.O.) in favour of "The Principal, SCOTTISH CHURCH COLLEGE, Payable at Kolkata. No Interest shall be paid on EMD at the time of return.

This quotation is to be addressed to the **Principal, Scottish Church College** and has to be submitted to the Principal's office in Scottish Church College, at 1 & 3 Urquhart Square, Kolkata - 700 006, on prescribed working days between 11:00 A.M. and 3:00 P.M. The bid / tender may be submitted from 23/01/2020. The Selection /opening will be made at the Principal's office at 3:00 P.M. on 03/02/2020.

Earnest Money Deposit (EMD) (In Rs.)	Last Date/Time of Submission	Date and Time of Opening of Bid
10,000/-	01/02/2020 up to 1.30 p.m.	03/02/2020

1. Tender document is available online for interested and eligible bidders on the website: <http://www.scottishchurch.ac.in/tender-board.php>
2. The earnest money of unsuccessful bidders will be refunded soon after finalization of Tender.
3. Submission of Tender Document: The tender shall be submitted under three different sealed envelopes.

### **Envelope A: Demand Draft of the EMD**

**Envelope B:** Technical Bid and Terms and Conditions containing all certificates, documents as set out in the tender document and the sealed envelope should be superscribed as 'TECHNICAL BID FOR [CMS-ERP] -DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.

**Envelope C:** The rates quoted by the tenderer and the sealed envelope should be superscribed as 'FINANCIALBID FOR [CMS-ERP] -DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE'.

4. The selected firm/vendor shall not be allowed to Sublet any of the CMS-ERP service.
5. **Eligibility of the Bidder: The following documents are to be furnished**
  - (i) Copy of Incorporation and Certificate consequent to change of name, if applicable has to be submitted.
  - (ii) Audited financial Statements for the last five years



- (iii) Self certification regarding sufficient number of technically qualified personnel in the field of ERP implementation in educational institution
- (iv) Bidder must have implemented at least five ERP solution at an educational institute. (copy of purchase order/contract/ detailed scope of the work-list of module and completion/performance certificate by the head of the respective institution)
- (v) Self declaration of ineligibility of corrupt/ fraudulent practices/blacklisted with Government /Public sector unit/ Educational Organization.

6. The College shall start making payments to the firm / vendor as per the following conditions:

- 30% of the total cost from the date of go live acceptance of Phase One Modules.
- 60% of the total cost from the date of go live acceptance of Phase-2 Modules.
- 90% of the total cost from the date of go live acceptance of Phase-3 Modules
- 100% of the total cost from the date of go live acceptance of all phases of ERP-CMS and successful running for 1 month.

7. Bidder should arrange necessary training for use of the software to the SCC personnel.

8. Bidder should also give an overview of support methodology, AMC and future provision.

9. Successful bidder must furnish performance guarantee declaration at the time of signing the contract.

10. The authority of the college reserves the right/discretion for selection based on experience, amount, quality of the bid and bidder.

11. REQUIREMENTS

<b>Student Management</b>	Integrating admitted student data to CMS/ERP (all relevant documents like marksheets, DOB etc.)
	Student Database Department-wise
	Exam Results
	Track of University results
	View of Time Table
	Student Attendance (Software / Embedded System)
	Departmental Class Library (access & requisition)
	View of assignment and teaching materials
	Current data of passed out student
	Identity Card generation and printing



<b>Student Management</b>	Scholarship/fellowship records (user defined)
	Integration of CU registration data with college roll number
	Display of student notice (Departmental and College)
	View of mentor
	Students' Feedback
	Academic Calendar
	Placement cell data
<b>Academic Management</b>	Exam Room allotment & Seating Plan
	Invigilation duty allotment & tracking
	User Defined Lesson Plan template
	User defined assignment creation & analysis
	Exam Attendance of Students
	Entry of departmental routine (template format)
	Mentor mentee assignment
	User defined different types of exam & marks entry setup
Customizable Report Card	
<b>HR Management</b>	Job application and Interview handling
	Staff Information (T + NT) General: all relevant info Teaching Staff: Performance Appraisal and Promotion
	Academic data (i) Publications (ii) Conference and Seminar presentation (iii) Research projects (iv) Awards (v) Memberships (vi) committee members (vii) Assignment records (University and College related) (vii) Participation (Courses/Programmes etc.)
	Staff attendance record (T + NT)
	Leave application and approval procedure (T + NT)
	File tracking: The system should keep track of the movement of files. Automatic alert may be generated for the end users.
<b>Administrative/Official Management</b>	Records of committee formation





<b>Asset (Inventory) &amp; Estate Management</b>	Purchase documents, Tagging of Lab equipment like projectors, laptops, tabs etc, and specifications.(user defined)
	Maintenance of college and departmental resources, like electrical equipment, furniture, etc
	The module should be able to generate dead stock register & number for fixed
	asset items. Its maintenance history is required to be maintained. Auto alerts to be generated once the stock of the consumable items reaches below reorder level. The system should generate the purchase order, up to date stock of items etc
<b>Event Management</b>	Malfunction reports to Senatus and tracking and new purchase.
	Seminars, workshops, conferences, lecture series etc
	Sports Related events, freshers, caledonia
	Activity club details
	NSS activity record keeping
	System should be able to generate participation certificate of different events (User defined template)
<b>Hostel Management</b>	Archiving of photographs and videos for different events.
	College is having number of hostels for boys as well as girls. This module should cover the automation of various hostel related activities viz. allotment of rooms, attendance, leaves, vacation, mess facilities, payment of hostel fees, penalties, guest management, refund of caution money etc.
<b>Alumni Management</b>	Module should help build online student alumni community and quality communication between the college and its alumni. Portal feature should have discussion forum, exchange, donation opportunity etc

Three different web kiosks are to be implemented, viz Student Kiosk, Staff Kiosk and admin kiosk. A mobile application is to be developed in order to operate the system on mobile/tablet platform. Our students plus staff is of the order of roughly 2500. All the applications are to be developed in a very user-friendly manner.



*Handwritten signature* 22.1.2020

**Principal  
Scottish Church College  
Kolkata**