



**PONDICHERRY UNIVERSITY**  
**R.V. Nagar, Kalapet, Puducherry – 605 014**

**TENDER NOTIFICATION**

**Date: 12.01.2017**

Sealed tenders are invited from reputed firms / organizations for a project to design, develop and implement a web-based system for an integrated application with a title '**PU Alumni Portal**' which should fulfill the needs of the Alumni Portal and Placement Management System for Pondicherry University according to the pre-requisites given in the scope of the work under Two Bid system (Technical & Price Bid).

Tenderers are asked to submit their bids in separate covers for Technical Bid and Price Bid. The Technical Bid should contain required EMD amount. Both the covers (Technical & Price Bid) should be kept in a main cover, addressed to "**The Assistant Registrar, Purchase & Stores Section, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014**", super scribing as "**Tender for PU Alumni Portal, Pondicherry University**".

Last Date for receipt of Tender is 03.02.2017 by 3:00 PM.

**Registrar (i/c)**

# TECHNICAL SPECIFICATIONS FOR ALUMNI PORTAL AT PONDICHERRY UNIVERSITY

## 1.0 GENERAL

The **PONDICHERRY UNIVERSITY** aims at utilizing Information Technology under the GOI's Digital India campaign for automating its offices to achieve its business objectives and long term goals including attaining higher levels of operational efficiency, transparency and reachability. **PONDICHERRY UNIVERSITY** is seeking a proposal for '**PU Alumni Portal**' from reputed vendors.

The **PONDICHERRY UNIVERSITY** hereinafter 'University', will receive bids for detailed proposal from the reputed vendors for the **PU Alumni Portal**. All bids shall be prepared and submitted in accordance with the specifications given in this document.

## 2.0 SCOPE OF WORK

The scope of the work for the **PU Alumni Portal** at University comprises of following points which will help the interested vendors to understand the deep scenario and the purpose behind the objective. The detailed scope is divided into followings points:

- a) Project Scope
- b) Purpose of the PU Alumni Portal
- c) User Types & Activities
- d) Workflow Diagram (Tentative)
- e) Technology
- f) Project Deliverables
- g) Essential Pre-requisites
- h) General Terms & Conditions

### a) PROJECT SCOPE

The scope of the project is to design, develop and implement a web-based system (portal) named '**PU Alumni Portal** which should fulfils the needs of the Student Information Management System, Placement Management System and Alumni Portal according to the pre-requisites given. The vendor will undertake the project for system design, development, implementation, commissioning and maintenance required to support the web application and the database. The vendor should also provide the back up of web application source code, web application database, technological support such as deployment, hosting training and maintenance.

### b) PURPOSE OF THE PU ALUMNI PORTAL

The purpose / main objective of this portal is to bring all the current students, alumni's (old students), departments, placement activities in a single authorized professional place which provides easy of access with friendly interface for the registered / authorized users. This portal would allow the old students and current students to search / find the peers among themselves, batch mates, juniors or seniors. It further should allow the management of the student information also should support the placement activities with different dashboard and interface to each user which includes themes and multi languages.

The Registered users can connect to their alumni's via this portal, this in turn will strengthen their relationship and also increase the employability chances among the students who are pursuing their respective courses at present. This further will acts as a bridge between the students, faculty and the alumni which would help to build relationships to improve their knowledge and to know the real time facts of the industries and the work places.

Another prime concern is to build the chain among all users of the portal to guarantee the 100 percent placement for the students who are presently undergoing the professional and technical courses in the university. This system will enable the Recruiters / Premium users to filter and search the students as per their needs for the suitable jobs and can interact with them directly for the process of hiring if permission provided by admin. This will support the Training and placement team and enables the recruitment process very easier and effective. Further it also would helpful to raise the funds in the form of donations from the volunteers to develop the university as per the world class standards.

In simple words it should fulfil several needs of the university and should acts as a student management system -cum- alumni portal -cum- placements management system. It also should be integrating with existing and/or upcoming applications such as integrating with Bank, Finance Section and Accounts sections, etc.

**Note:** The interface and the interface language of the portal may be fully proactive (different & dynamic) for each department and each user according to their preferences. For suppose if the Tamil department admin or department students/alumni opted for the interface language as Tamil and the theme / color schemes as per their interests, the portal would appear in that manner. For example, The University has approx. 40 departments and 15 schools. The department will have a provision to customize their own theme, languages such as Hindi, Tamil, Sanskrit, French, etc. and/or with any other languages as per the desertion for the university during the development phase.

### c) USER TYPES & ACTIVITIES

The various users of the application and their activities/functionality are listed below.

1. SUPER ADMIN
2. SUPER ADMIN HANDLER
3. ADMIN
4. ADMIN HANDLER
5. PLACEMENT CO-ORDINATOR
6. PLACEMENT CO-ORDINATOR HANDLER
7. DEPARTMENT PLACEMENT CONVENOR
8. CURRENT STUDENTS
9. ALUMNI
10. GUEST USERS

## 1. SUPER ADMIN MODULE FUNCTIONALITIES:

The back end of the website will be power packed with an administrative panel. Super Admin can manage the data on the frontend as well as the backend. Super Admin can create, erase and modify data from the site. Super Admin will also be having rights to accept or decline the registered users from access. Super Admin has the privilege to allow or to restrict any kind of activities or any issues from the portal. Admin can manage all the entire web portal activities. The key functionalities of Super Admin are as given below:

- ❖ Admin Management.
- ❖ User Management.
- ❖ User Privilege Management.
- ❖ Event Management.
- ❖ Content Management.
- ❖ Information/Data Export
- ❖ Information/Data Import
- ❖ Newsletter Creation and Posting
- ❖ Media Files Posting / Sharing
- ❖ Email Management
- ❖ Blog
- ❖ Blog Moderation
- ❖ Donations

### Super Admin Self-Management:

- The Super admin should be able to manage the self-details in the portal.
- He should be able to modify the first name, last name, profile picture/Image for their profile.
- The email id of the admin can be changed, also can able to recover password if forget.
- The Super admin also should able to change any of his details with read / write permissions.

### User Management:

- The Super admin should be able to manage the registered users.
- Super admin should be able to create his subordinate, admins and placement coordinator by assigning corresponding privileges and can also able to manage.
- He should be able to Approve/Reject the registered users from access.
- Should able to black-list the users who are abusing the portal.
- Will be in touch with all the users to assist them.

- The Super admin will be able to limit the privileges of the users.
- The Super admin will be able to assign the new privileges to the users.
- Also can switch the privileges of a particular user.
- Can delete the user preeminently if necessary.
- Can create the user if necessary.
- He will be able to view the list of all users of the site.
- He will also be able to download the list of all users of the site.

#### **User Privilege Management:**

- The Super admin will be able to manage the privileges of any users.
- Can restrict any users from accessing the portal.
- Can assign new privileges.
- Can remove existing privileges.
- Can switch/Re-assign the privileges.
- Can make the eligible users as privileged or premium members.

#### **Event management**

- The Super admin will be able to manage all the events such as Alumni Meets, Annual Meets, Convocation, etc. in the portal.
- Super Admin will be able to add new upcoming events to the site, by mentioning some mandatory details like Event Title, Description and Invitations etc.
- Scheduling events, Rescheduling / Postponement also would be possible.
- He can manage the Upcoming Event, and could update.
- Similarly, He can manage the Past event details / older completed Events too.

#### **Content Management:**

- Super Admin will be able to add/ delete text/ images from the site.
- He will be provided a rich interface editor which will enable him to create as many pages as required.
- He will be able to add text, images, links etc. to the pages and those pages can be linked to any other pages on the same site.

**Information / Data export:**

- Super Admin will be allowed to export the whole registrants information into a single file / document.
- Super Admin can apply the filter to download particular registrants/user's information. For example if Super Admin decided to export particular batch or class or particular department, by applying the filters that could be possible.
- Super Admin can specify the data export format such as PDF, Excel or any other format as per the desertion of the university.

**Information / Data import:**

- Super Admin will be allowed to import the bulk information / data into the portal. For example if Super Admin decided to import particular batch or class or particular department, that could be possible.
- Super Admin can import from some specified formats such as Excel, CSV, MS-Access Files, etc. which will be as per the desertion of the University.

**News Letter Creation and Posting:**

- Super Admin will be allowed to create the newsletter to keep in touch base with the users of the portal.
- Super Admin can able to send the news letter to the users.
- Super Admin can also select the users to be send the newsletter by batch wise, class wise, privilege wise etc.

**Media Files Posting / Sharing:**

- Super Admin will be allowed to post the Media Files such as Photos, Videos of past events.
- Super Admin will be allowed to post the Media Files such as digital promos, invitations of upcoming events.
- Can manage the users to access the posted materials with certain restrictions.
- Can also enables the users to share / post in social media directly from the portal.

**Email Management:**

- Super Admin can manage the emails settings.
- Super Admin will be allowed to post / send emails to all the users.
- Super Admin will be allowed to post / send emails to some particular section of the users.
- Super Admin will be allowed to receive the emails from the Users.

**Blog:**

- This user should be allowed to post their testimonials and any professional content in the blog provided.
- Can also be allowed to comment on the others posts.

**Note:** Each post and comments may be moderated from the Admin account.

**Blog Moderation:**

- This user should be allowed to moderate the posts or comments that are to be made by the general users.

**Donations:**

- Should be allowed to access the donation history and details by applying the filters such as User's wise, School / Department wise, Year wise, Financial Year wise, Certain Period wise or Batch wise, according to the need.
- The Donation history also should be saved in the data base and should appear in the login whenever the user wish to access.

**Note:** Application should be integrated with the existing or upcoming application of the Finance Section for their financial & Accounting activity purposes.

**2. SUPER ADMIN HANDLER MODULE:**

Super admin handler is the user who will be the subordinate to the Super admin. He will acts as the handler of the super admin and will do on behalf of the Super Admin. For this user, the privileges and the operations will be similar to the super admin but except delete / overwrite etc which chosen by super admin. Accordingly all the features of the system should work or perform.

**3. ADMIN MODULE:**

Admin may be the user who would be the Dean of a School or Head of a Department. These users will play a key role in the entire portal. They are the one who will have the entire control over their school or department students / alumni's. Admin have privileges to assign the roles and modules to the users created, based on that each user will get such privileges to act in the system and system should work with all the possibilities with all the options.

**4. ADMIN HANDLER MODULE:**

Admin handler is the user who will be the subordinate to the admin. He will acts as the handler of the admin and will do on behalf of the Admin. For this user, the privileges and the operations will be similar to the admin but except delete / overwrite options. Admin handler will have privileges given by admin and will have access to those are assigned.

## **5. PLACEMENT COORDINATOR MODULE:**

Placement coordinator may be the user who would be appointed officially by the University and would look after placement activities. These users will play a key role in the process of the training and placement.

The key functionalities of Placement Coordinator Handler are as given below:

- ❖ Placement Coordinator Self-Management

### **Placement Coordinator Self-Management:**

- The Placement Coordinator will be able to manage the self-details in the portal.
- He will be able to modify the first name, last name, profile picture/Image for their profile.
- The email id of the placement coordinator can be changed, also can able to recover password if forget.

Along with this placement co-ordinate will have the following features:

- ❖ User Management, Event Management, Content Management, Information/Data Export, Newsletter Creation and Posting, Media Files Posting / Sharing, Email Management and Blog.

## **6. PLACEMENT COORDINATOR HANDLER MODULE:**

Placement coordinator handler may be the subordinate of the placement coordinator and will be the user who would have to be worked under the placement coordinator and look after placement activities. This users also will play a key role in the process of the training and placement. Placement coordinator handler will have privileges given by Placement coordinator and will have access to those are assigned.

## **7. DEPARTMENT PLACEMENT CONVENOR MODULE:**

Department Placement convenor may be the user who would be appointed by the University/Department head and would look after placement activities of the particular department which he is related. These users will play a key role in the process of the training and placement in the department level.

The key functionalities of Department Placement Coordinator Handler are as given below:

- ❖ Department Placement Convener Self-Management

## **8. CURRENT STUDENT'S MODULE:**

These are the users who are currently pursuing their courses. They are allowed to be register with the personal and professional details such as academic details and other details including additional qualifications, certifications, etc. The currents students can interact with the alumni for career guidance and suggestions. It can also be helpful for the employment opportunities.



The Current Student's user will automatically convert as Alumni once their course period is over. The key functionalities of Premium users are as given below:

- ❖ Current Student's Self-Management
- ❖ User and Event Management
- ❖ Content Management
- ❖ Information/Data Export
- ❖ Email Management
- ❖ Blog
- ❖ Request Assistance
- ❖ Donations

**Current Student's Self-Management:**

- The Currents Student's will be able to manage self-details in the portal.
- He will be able to modify the first name, last name, profile picture/Image for their profile.
- The email id of the Currents Students can be changed, also can able to recover password if forget.

**User Management:**

- The Current student will be able to view their peers.
- He will be able to filter and search any past student or present student as per his wish.

**Event management:**

- This user can access the events created by the Super Admin, Admin, and Placement Coordinators.

**Content Management:**

- This user will be able to access the content posted by the admins including the posts and multimedia files such as Photos, Images, Videos or any other files.
- He will be able access and also allowed to express his opinions and comments and also can share.

**Information / Data export:**

- Currents Students can generate their filled information into a Resumes in the common and specified format if they wish.

**Email Management:**

- Currents Students will be allowed to post / send emails to the individual users.
- Currents Students will be allowed to receive the emails from the Users.

**Blog:**

- Currents Students will be allowed to post their testimonials and any professional content in the blog provided.
- Currents Students can also be allowed to comment on the others posts.

**Note:** Each post and comments may be moderated from the Admin account.

**Request Assistance:**

- If this user needs any assistance regarding the portal he should be able to raise requests to any appropriate user.

**Donations:**

- Should be allowed to donate for the University by specifying the amount from any of the payment methods such as Debit card, Credit Card, Internet Banking, ATM Cards, and/or Popular wallets which will be specified during the development.
- The Donation history also should be saved in the data base and should appear in the login whenever the user wishes to access.
- This section also should be integrated with the social networks as discussed in the section 'f' to share the receipt of the donation without private details, if the user wishes.

**Note:** Application should be integrated with the banks payment gateway to process the Donations automatically into the University account and to generate the receipt of Donations with the information such required for tax exemption claim as per the provisions of the Income Tax Act. Further this should be integrated with the existing or upcoming application of the Finance Section for their financial & accounting activity purposes.

**9. ALUMNI'S MODULE:**

The users in the portal who completed their education would be automatically treated as the Alumni. They have enormous access when compared to the guest users but not more than the admin. The registered users can post comments, create testimonials and even more in this alumni portal. The key functionalities of Premium users are as given below:

- ❖ Alumni's Self-Management
- ❖ Blog
- ❖ Request Assistance

❖ Donations

**Alumni's Self-Management:**

- The Alumni's will be able to manage the self-details in the portal.
- He will be able to modify the first name, last name, profile picture/Image for their profile.
- The email id of Alumni's can be changed, also can able to recover password if forget.

**Blog:**

- Alumni's will be allowed to post their testimonials and any professional content in the blog provided.
- Alumni's can also be allowed to comment on the others posts.

**Note:** Each post and comments may be moderated from the Admin account.

**Request Assistance:**

- If this user needs any assistance regarding the portal he should be able to raise requests to any appropriate user.

**Donations:**

- Should be allowed to donate for the University by specifying the amount from any of the payment methods such as Debit card, Credit Card, Internet Banking, ATM Cards, and/or Popular wallets which will be specified during the development.
- The Donation history also should be saved in the data base and should appear in the login whenever the user wish to access.
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**Note:** Application should be integrated with the banks payment gateway to process the Donations automatically into the University account and to generate the receipt of Donations with the information such required for tax exemption claim as per the provisions of the Income Tax Act. Further this should be integrated with the existing or upcoming application of the Finance Section for their financial & Accounting activity purposes.

**10. GUEST USER'S MODULE:**

Visitors/ Guest users are the person who just visits the website for some general purposes like to know more about events section and news section or any information from alumni portal. If those visitors/guest users sign up, then they will become as registered users.

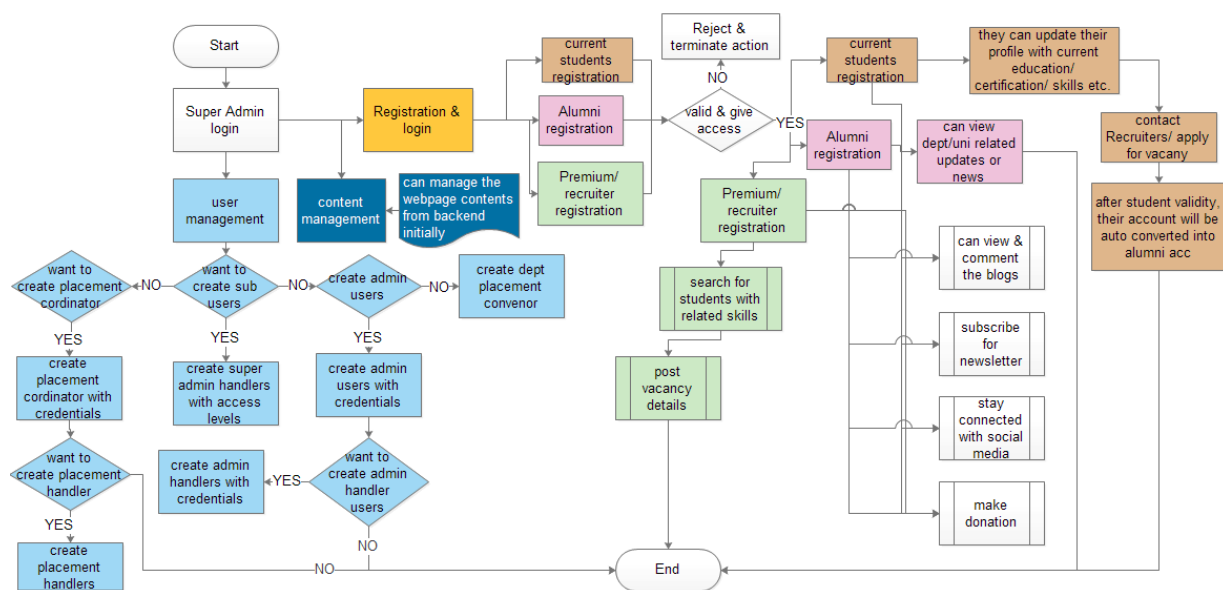
❖ Blog

## Blog:

- Guest's will be allowed to see the other's testimonials and any professional content shared in the blog provided.
- Guest users can't be allowed to comment or post until they registered in the portal.

**Note:** Each post and comments may be moderated from the Admin account.

## d) WORK FLOW DIAGRAM:



**Note:** The workflow and the requirements mentioned herein are purely tentative and these may get change during the Analysis or development phase of the application.

## e) TECHNOLOGY:

### Hardware:

The system should work in minimum required hard ware like any server which has 4 GB RAM, 1 GB Space with open source tools.

### On-site training:

The vendor has to provide onsite training to the officials in the overall workflow of the developed solution and backend administration module. The training shall include, but not limited to the following:

- ✓ Identify and execute training requirements for successful execution of the project
- ✓ Unit-wise training to users for uploading contents on the website
- ✓ Preparation of necessary training documents and Manuals
- ✓ Support Training / Demo on need basis

**Standards of the web portal or application:**

- ✓ Should be responsive in nature – Browser Compatibility
- ✓ Able to scale or integrate with other applications
- ✓ Industry standard of look and feel (Rich Look)
- ✓ Easy to maintain and should be secure system

**Technologies to be used for development:**

- ✓ Open Source technologies – Angular js, Spring, Hibernate MVC Frameworks
- ✓ My SQL Database Server
- ✓ To be hosted on Apache Server
- ✓ Have standard interface capabilities (standards like ISO, XML, web services)

**f) PROJECT DELIVERABLES****Work Execution:****Method and Process of PU Alumni portal at Pondicherry University**

- Project Initiation
- Preparation of Sample Layouts
- Finalize of Home Page / Color Schemes, Template, and Languages etc.
- Development of various Functionality modules
- Approval of Functionality
- Testing
- Demonstration to Client / User Acceptance
- Go- Live Training
- Documentation and support

**Deliverables:**

- ✓ Work Plan Schedule
- ✓ Source Code, Executable Code with Complete Documentation (including System & Operations Manuals)

- ✓ A copy of backend executable code shall be made available by the agency to The PONDICHERRY UNIVERSITY on installation and after every stage affecting the system.
- ✓ Current & Past data of all the aforesaid Schools and Departments to be uploaded into the developed system.

**g) ESSENTIAL PRE-REQUISITES**

Minimum eligibility criteria prescribed to participate in the tender:

- ✓ The bidding firm should have registered with Registrar of Companies (ROC) under the Companies Act 1956.
- ✓ Bidder should have an ISO 9001:2015 Certification of Quality Management Systems.
- ✓ Average annual financial turnover of the bidder during the last three consecutive financial years should be at least Rs.100.00 Lakhs. The bidder must also have positive net-worth of the last three financial years.
  - Bidder should submit audited annual financial reports for the last three consecutive financial years in support of the above.
- ✓ The bidders should have successfully completed at least one project involving software development and implementation to any University during the last 12 months.
- ✓ Consortium bidding is strictly not allowed.
- ✓ The bidder should have experience of having design, development and implementation of CMS based applications / websites in open source technologies during the last six years prior to the last date of the bid submission.
- ✓ Bidder has not been blacklisted by any department / ministry / organizations of the government of India or any state government.

**Note:** The price bid of only those bidders, who qualified all the above eligibility criteria and the scope of the project work, proposed solution which would be shortlisted by the Expert Committee, will be considered.

**h) GENERAL TERMS & CONDITIONS**

1. The firm should complete the tasks - installation, training, etc., within 3 months on receipt of confirmed order or as per the time frame fixed by the University. After that the firm should give online support to the end users of the software as and when required.
2. For the successful implementation of the project, the firm should always remain in touch with the Computer Centre and / or other authorized by the University for the monitoring of the status and quality.

3. The firm should give proper training to all the end users of the Pondicherry University.
4. If any additional features are required at the time of implementation of the project, the firm should undertake the work without any additional cost.
5. Payment will be made to the firm in a phased manner as per the following norms:
  - a. 25% on signing of agreement
  - b. 65% on installation of software and completion of training to the persons involved
  - c. Balance 10% on completion of contract period
6. After receipt of the part payment, if University feels that the project work is not satisfactory, the part payment already paid to the firm should be returned/to be forfeited.
7. Tender documents complete in all respect must be delivered in a sealed envelope to **The Asst. Registrar, Purchase & Stores, Pondicherry University, Puducherry 605 014** on or before 3.00 p.m. on 03.02.2017 and it will be opened on the same day by 3:30 PM.
8. An amount of Rs. 50,000/- should be remitted as EMD in the form of Demand Draft from any one of the nationalized banks, drawn in favor of **The Finance Officer, Pondicherry University, payable at Puducherry.**
9. The Bids without the E.M.D. will be summarily rejected.
10. Non-compliance of any of the pre-requisites specified in the section 'h' may lead to rejection of the bid without any notice / communication. No communication in this regard will be entertained.
11. The University reserves the right to accept / reject any or all tenders received in response to this advertisement without assigning any reasons, whatsoever. University also reserves the right to raise the eligibility criteria for short listing the vendors.
12. The University also reserve the right to initiate legal proceeding as per the relevant provisions of the Indian laws against the firms for suppressing the facts or for providing false / misleading information or for attaching any kind of fabricated material as proof.
13. The finalized firm should sign an agreement with the University for Execution of the project.