



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

Tender Notification

05.05.2016

Sealed tenders are invited from reputed firms / organizations for a project to design, develop and implement a web-based system for Digitalization of Project Cell, 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**, superscribing as “**Tender for Digitalization of Project Cell, Pondicherry University**”.

Last Date for receipt of Tender is **20.05.2016 by 3.00 p.m.**

Registrar (i/c)

TECHNICAL SPECIFICATIONS FOR DIGITALIZATION OF PROJECT CELL AT PONDICHERRY UNIVERSITY

1.0 GENERAL

The **PONDICHERRY UNIVERSITY** aims at utilizing Information Technology 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 **DIGITALIZATION OF PROJECT CELL (DPC) AT PONDICHERRY UNIVERSITY** from reputed vendors.

The **PONDICHERRY UNIVERSITY** hereinafter will receive bids for detailed proposal from the reputed vendors for the digitization of the Project Cell. 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 **DIGITALIZATION OF PROJECT CELL AT PONDICHERRY 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 DPC
- c) User Types & Activities
- d) Technology
- e) Project Deliverables

a) PROJECT SCOPE

The scope of the project is to design, develop and implement a web-based system for Project Cell 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 will also provide back up of web application database, technological support and training to the Project Investigators, Project Cell officials and other officials involved.

b) PURPOSE OF THE DPC

The web application will act as an interface for complete flow and activities of Project Cell and provides each stage status or update. The system is mainly going to be used by different sections like Finance Office, Registrar Office, Vice-Chancellor Office, Project Cell and Purchase Department to improve the flow of activities involved and to reduce the human error. The user of the application can retrieve any information particular to his project in terms of funds allocation, funds release, funds status, etc.

If they are provided authorization, the web application will also have different dash boards based on their department/ authorization and give access/complete overview. Each user will have their own unique login credentials to access the system.

c) USER TYPE & ACTIVITIES

The various users of the web application are listed below:

1. Dean (Research)
2. Project Investigator
3. Project Cell Staff & Head
4. Purchase Staff & Head
5. Finance Office Staff & Head
6. Registrar Office Staff & Head
7. VC Office Staff & Head
8. Deans & HODs

Functionalities of a Dean (Research)

Dean (Research) is the Head and all the projects go through him. He has certain limit of approvals in terms of finance too. If the limit is above than what is set, then he redirects to either Registrar or Finance Officer or VC based on the request type. He will have his own dashboard where he can monitor all the details of the projects, costs, funding agencies, etc.

Functionalities of a Project Investigator

Project Investigator (PI) who writes his/her project and submits to various funding agencies will get approval from funding agency along with funding details which includes the total cost of the project, breakup details like Equipment, Salary, Consumables, Travel, Contingency, Man Power

etc. Each section involved in the project has specific budget limit which is a part of total project cost.

Functionalities include:

- Funds available
- Funds requests
- Advance Request
- Follow-up of requests, etc.

Functionalities of a Project Cell Head (PCH)

Project Cell Head controls the overall activities of the project and act as common point of contact by different departments. When the PI submits the project along with funding agency project approval, the PCH gives approval to create the project in the system along with all the details. Project Cell Staff will enter all the details pertaining to Project those are:

- Creation of project
- Assign PI to project
- Look at all the projects based on:
 - Funding Agency
 - PI
 - Department wise, etc.

Functionalities of a Purchase Section Head

- View project details
- Funds availability
- Approval of funds status, etc.
- Process for purchase equipments
- Scrutinization of purchase proposal with respect to purchase procedures

Functionalities of a Finance Head

Able to view and control all the finance related details which includes:

- Funds received from various agencies
- Funds allocated to each project
- Funds of each PI allocated
- Funds released, due, etc.
- Sanction, if needed

Functionalities of a Registrar

Able to view and control all purchase and administrative approval which includes:

- View all the projects and control them from dashboard
- All the request received
- Request based on each Head
- Request based on each Project
- Request based on PI
- Status of the requests, etc.

Functionalities of a VC

Able to view and control all the activities of projects and its roles, which includes:

- Dashboard with all the details
- Total no. of projects, funding agencies, PI's, requests, etc.
- Request details along with project details
- Each head details, etc.

Functionalities of a HOD & Dean

Able to view only all the projects getting executed under their Department / School, which includes:

- View of all the details of the project
- PI Details
- Request Details, etc.

d) TECHNOLOGY

Hardware

The system will work in minimum required hard ware like any server which has 4 GB RAM, 100 MB Space with open source tools such as Java8, Tomcat and MySQL.

On-site training

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

- a. Identify and execute training requirements for successful execution of the project

- b. Unit-wise training to users for uploading contents on the website
- c. Preparation of necessary training documents and Manuals
- d. Support Training / Demo on need basis

Standards of the web portal or application:

- Should be responsive in nature – Browser Compatibility
- Able to extend or integrate with other applications
- ISO standard of look and feel
- Easy to maintain and should be secure system

Hosting Environment

- a. Open Source technologies preferably Java technologies with Spring, Hibernate Frameworks
- b. The backend engine must be developed using My SQL Standard Database Server
- c. To be hosted on Windows Server 2008 R 2 with IIS Web
- d. Have standard interface capabilities (standards like ISO, XML, web services)

e)PROJECT DELIVERABLES

Work Execution

Method and Process of Digitalization of Project Cell At Pondicherry University

- Project Initiation
- Preparation of Sample Layouts
- Finalize of Home Page/Color, Template, 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
- Executable Code with Complete Documentation (including System & Operations Manuals)
- A copy of CD containing the backend executable code shall be made available by the agency to The PONDICHERY UNIVERSITY on installation and after every stage affecting the system
- As on date available project data to be uploaded into the developed system

Essential Pre-requisites:

Minimum eligibility criteria prescribed to participate in the tender are:

- (a) The firm should have registered with Registrar of companies and ISO Certification
- (b) They should provide proof for having turnover of more than Rs. 1 crore per year
- (c) They should have experience in this field for more than 5 years
- (d) The firm should have manpower of more than 50 employees

The above information / particulars with proof should be provided in the technical bid.

The price bid of only those firms, who fulfill the above eligibility criteria and the scope of the project work and shortlisted by the Expert Committee, will be considered.

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 Project Cell.
3. If any additional features are required at the time of implementation of the project, the firm should undertake the work without any additional cost.
4. The firm should give proper training to all the end users of the Pondicherry University.
5. Payment will be made to the firm in a phased manner as per the following norms:
 - a) 25% on signing of agreement
 - b) 50% on installation of software and completion of training to the persons involved
 - c) Balance 25% 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 20.05.2016 and it will be opened on the same day by 3.30 p.m.
8. An amount of Rs.5,000/- should be remitted as EMD in the form of Demand Draft from any one of the nationalized banks, drawn in favour of The Finance Officer, Pondicherry University, payable at Puducherry.
9. The Bids without the E.M.D. will be summarily rejected.
10. 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.
11. The selected firm should sign an agreement with the University for execution of the project.