



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi

## ACADEMIC COORDINATION BRANCH

### Notice Inviting Quotation for Digitization of Student Records

References above subject, quotations are invited from the vendors to maintain the student database, with the facility of digitization of old records.

1. The firm must have at least Three years experience in doing similar works (necessary work order/certificate of work may be enclosed).
2. The firm must have the annual average turnover of Rs. Three Crores during past three years i.e. 2009-10, 2010-11, and 2011-12 (Chartered Accountant verified copies of account may be submitted).
3. The firm must be registered in Delhi and must have Sale Tax Number and PAN/TAN
4. The firm must have their own facilities for the job (**agent who get the work done from other sources need not apply**).
5. The firm has to develop a GUI(Graphical User Interface) based ,Menu driven application for maintaining a student database according to the requirement and needs of the University and also supply one server and two flat bed scanners.(To understand the nature and detailed scope of work, Office of Joint Registrar, Academic(Coordination), Room no. 12, 'B' wing, Administrative block may be visited).
6. For old records, firm has to scan the individual student data which is in the form of hard bound books & papers and transfer it to electronic database.
7. There are about 1.40 lakhs individual student records to be scanned, created and inserted in database(see point 6 above)
8. The data should not be in pdf but it should be in the database (SQL server or some other database) in the form of fields(enrolment no., name, father's name etc.) which can be fetched, appended, modified, deleted etc.
9. For every inserted record as in s.no.6, there are approximately 7-10 papers(marksheets/certificates etc.) which have to be scanned (in pdf) and linked to the related record.

10. There should be user interface to view, search, add and modify the records and view the related documents of particular student.
11. There should be provision to generate & view the reports like student admitted, admission cancelled, student migrated etc. with particular search (like with enrolment no., name, year of admission etc.)
12. The Application Software must be in a position to upgrade the record like status of the student change i.e. detained, readmitted, admission, passed out, dropped, cancelled etc.
13. Application Software should have proper security mechanism, authorization and authentication control, user rights distribution and easy to handle.
14. Application Software should have firmly tested and robust in nature.
15. Application Software should have provision of necessary changes in application as suggested/required by the University from time to time.
16. Necessary training for handling of Application Software should be provided by the firm.
17. The Quotation may be made on the letter head of the firm in the name of the Registrar, Guru Gobind Singh Indraprastha University giving all necessary documents as per this NIQ.
18. The cost of the work must be given in the following format:

Name of Proprietor/ Signatory in full address	
Time to complete the old records job	
Rate for scanning and transferring the data <b>per record</b> (as per point 6,7 & 9 above)	
Cost of the Application Software (one time)	
Annual Maintenance Cost of Application Software	
Cost of Server* for maintaining database	
Cost of two scanners as per requirement to scan the documents at very high speed.	
*Please specify Make, Model and Specification of server and Storage device to be provided.	

19. The hard bound data and files will be provided by the University. It will be the responsibility of the vendor to use the same at the University and then after completion of assigned job, the same may be safely returned to the University.
20. An EMD of Rs. 20,000/- will have to be deposited along with the Quotation in the form of DD or Pay Order in the favour of the "Registrar, Guru Gobind Singh Indraprastha University, Delhi".
21. The firm will be asked to deposit a performance guarantee of Rs. 1,50,000/- (refundable) which can be forfeited in event of any default.
22. The Quotation in sealed cover super scribe "Notice Inviting Quotation for Digitization of Student Records" must be deposited in the office of Joint Registrar, Academic(Coordination), Room no. 12, 'B' wing, Administrative block latest by 1:00 p.m. of 28.6.2013
23. The NIQ will be opened on the same day at 3:00 p.m. in the University.
24. University reserves the right to reject any Quotation without assigning any reason. Mere being the lowest bidder may not be a valid reason to award the job. **Hence all vendors, in their own interest, may visit the office of Joint Registrar, Academic(Coordination) with prior appointment to understand the nature and volume of work so that, while giving quotations, details of methodology, equipment etc. employed for completion of job, be the part of quotation(Contact no. 9818532535 Monday to Friday(10:00 a.m. to 4:00 p.m.)).**
25. Rates Quoted must be valid for a period of two years extendable upto five years on mutual consent and convenience.
26. All disputes subject to Delhi Court Jurisdiction only.

(Registrar)