

**SRI GURU NANAK DEV KHALSA COLLEGE**  
(University of Delhi, Dev Nagar, New Delhi-110005)

**Tender Notice for Information Management System (ERP Software)**

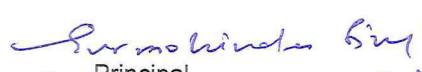
Sealed Item rate tenders in two bid system (Technical Bid and Financial Bid) are invited by the Principal, Sri Guru Nanak Dev Khalsa College for Information Management System (ERP Software) at Sri Guru Nanak Dev Khalsa College for the year 2017-18 from reputed Organisations who have executed similar Projects.

Tenderers shall furnish proof of satisfactory completion of such work issued by the client along with their full company profile, PAN No. and TIN No. Technical bid shall be opened first and after evaluation and finalization of technical bid, the list of eligible bidders shall be prepared and financial bid of the short-listed bidders shall be opened.

Tender documents can be obtained from the office of Principal Sri Guru Nanak Dev Khalsa College University of Delhi, Dev Nagar, New Delhi-110005 from 10.03.2017 to 20.03.2017 during working hours on payment of Rs. 1000/- by DD in favour of Principal Sri Guru Nanak Dev Khalsa College.

Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty Five Thousand) in a separate envelope
Last Date of Sale of Tender	20.03.2017 upto 01:00 pm
Last Date of Submission of Tenders	20.03.2017 upto 03:00 pm
Date of Opening of Technical Bid	20.03.2017 at 05:00 pm
Technical Presentation Date and Time for Bidders	Will be communicated later after security of bids submitted
Financial Bid Opening date and Time	Will be communicated to Technically Qualified Bidders

**Note:** Tender Document can also be downloaded from the college website <http://www.sgndkc.org> and Delhi University Website [www.du.ac.in](http://www.du.ac.in) Downloaded tender shall accompany a DD of Rs. 1000/- drawn in favour of Principal Sri Guru Nanak Dev Khalsa College, as cost of tender (Non-refundable). Downloaded tender documents shall be spiral bound before submission. Loose, Stapled or incomplete bid documents will be rejected.

  
for Principal  
Sri Guru Nanak Dev Khalsa  
College,  
Dev Nagar, New Delhi-  
110005



## **Sri Guru Nanak Dev Khalsa College** **( University Of Delhi )**

TENDER NOTICE No.SGNDKC/2016-17/  
Information Management Systems

### **Tender Document**

Rs. 1000/- (Rs. One Thousand Only)

Request for Proposal for Supply, Installation, Configuration, Testing and Maintenance of Webbased Software Solution for Computerization of Academic & Administrative System for Sri Guru Nanak Dev Khalsa College, New Delhi.

### **Contact**

**To The Principal**  
Sri Guru Nanak Dev Khalsa College,  
Dev Nagar, New Delhi-110005

# REQUEST FOR PROPOSAL

## 1. Objective

Sri Guru Nanak Dev Khalsa College plans to achieve operational efficiency by enabling its institute's activities using information technology. It plans to implement Information Management Systems (IMS) to manage academic, administrative, human resource, financial, classroom, learning management, external connect (e.g. alumni and placement), and all other related activities.

Through this RFP process, Sri Guru Nanak Dev Khalsa College plans to gain a better understanding of the current market for the services required. In addition, Sri Guru Nanak Dev Khalsa College is interested in identifying vendors who have demonstrable history of successfully executing similar projects in higher education space and has the competence to provide resources for the full project lifecycle starting from requirements gathering onwards to post-implementation support.

This document outlines to the vendor selection process, the requirements of Sri Guru Nanak Dev Khalsa College and responses required from interested vendors

## 2. S.G.N.D. Khalsa College Background

Initially named after Sri Guru Tegh Bahadur, ninth Guru of the Sikhs, this institution started out as Sri Guru Tegh Bahadur Khalsa (Evening) College in 1973. After securing the approval to start M. Com. Course in academic year 1988-89, it was called Sri Guru Tegh Bahadur Khalsa Post-Graduate (Evening) College. In the academic year 2005-06, the college was converted into a full-fledged day college and renamed Sri Guru Nanak Dev Khalsa College after the first Sikh Guru. A constituent college of the University of Delhi, the college is now registered under Section 2f and 12B of the UGC Act 1956, and is managed by the Delhi Sikh Gurudwara Management Committee – the parent body, that takes pride in managing quality educational institutions. The institution has completed more than 40 years of exemplary service in the field of education.

## 3. Outcome of Process

S.G.N.D. KHALSA COLLEGE requests the information from vendors regarding their capabilities and experience to implement IMS. Based on this information, vendors will be shortlisted for the next stage.

## 4. Detailed overall and RFP process

The overall process will have the following steps:

- Conduct RFP process
- Check reference
- Pilot (s) (Expected mid 2017)
- Full scale rollout(Expected mid to end of -2017)
- Post implementation support

The outcome of the bidding process is to select vendors. Subsequently, additional software and hardware vendors may be added based on suggestions from the selected vendor. Once the vendors are finalized, the pilots will begin.

Post the face-to-face presentations, references will be checked and vendors shortlisted for the further process will be informed.

While the above process is indicative, S.G.N.D. KHALSA COLLEGE reserves the right to make any changes deemed suitable.

## **5. Scope of Work**

S.G.N.D. KHALSA COLLEGE has classified systems for enabling their institute's activities under following pillars:

- Administrative such as HR, payroll.
- Academic such as student information systems, library automation.
- External connect systems that provide links outside the institute including alumni.

**The proposed IMS is expected to have the following features:**

- All Software modules are to be interlinked and must have the flexibility to select certain modules of interest with high priority.
- The system should be user-friendly with appropriate Graphical User Interface.
- Flexible and customized report generation facilities should be provided.
- Facility has to be provided to have Smart Phone Integration with mobile apps.
- The complete system should be developed using latest technology that has life for another five years from the date of installation with total security and stability.
- For certain applications it is mandatory to have IP address authentication for User login with an optional One Time Password (OTP) mechanism.
- Role based access to various Users.
- Automatic monitoring of all user transactions with proper logging mechanism.
- The system should support proper backup and recovery techniques.
- Provisions for further enhancement and customization should be available with ease of maintenance.

The required IMS should not be restricted to the above features and other technical enhancements will always be appreciated and the same will provide added advantage to the bidder.

The following IMS modules are required to automate the activities that are part of Campus Management.

## **1. Admission and Fee Collection**

This module should take care of all the admission and fee collection related activities for each student every semester. The activities involved are:

- a. Student Fee collection entry for each semester/Yearly
- b. Fee receipt / Challan / Online Payment generation
- c. Caution money receipt
- d. Reminders to the Parent / Guardian about the Fee payment through Email / SMS alert
- e. Fees Collection through Payment Gateway
- f. Internal Revenue Generation report for each semester and academic year.
- g. Generation of Outstanding report Class wise / Semester wise / Student wise/ College wise
- h. Class wise / Semester wise / Student wise fee collection report.
- i. Collection of Penalty amount due to late registration and report generation regarding the penalty amount collected per student / per semester / per class
- j. Admission Cancellation / Receipt Cancellation.
- k. Fees Refund & Fees Write-off authority
- l. Data Linking- Admitted student data linking/transfer to general/admission register, Attendance, Examination, Library, Alumni.
- m. Fees Transfer to accounts modules day to day basis.
- n. Flexibility to add new fee heads and to define different fee structure based on criteria like student category and admission batch etc...

## **2. Student Administration**

- a. Enrolment and Registration of courses for each student
- b. Student personal data entry, semester / Year promotion
- c. Fees Refund Register
- d. Bank wise collection register, Prospectus Sale Register, Date wise Register.

- e. Data Import & Export
- f. Printing of ID Card/Smart Card
- g. User defined Reports /Selected Filed Reports.
- h. Assigning Faculty Advisor and Class Advisor
- i. Certificates: - Transfer/Leaving, Bonafide, Character, DOB, Passing, NOC, Attempt, Attendance etc....
- j. MIS Reports: - According to faculty, cashbook, medium, gender, cast, fees category.
- k. Confidential entry for any grievances from the Students which shall be notified to the Administrator
- l. Confidential Student Feedback system which shall be notified to Administrator and to the Principal

### **3. Attendance Management & Time Table Preparation**

The academic module should cater to the needs of all the activities in the Academic section as listed below

- a. Topic covered
- b. Absentees in the class
- c. Mass bunk (if any)
- d. Extra classes taken (if any)
- e. Date wise attendance
- f. Attendance reports of single student
- g. Analysis of classes taken by faculty
- h. Defaulter list
- i. Poor Attendance reports
- j. Communication to parents (SMS/Letter/Email)
- k. Attendance report of class/single subject/all subject/Lecture/practical.

This module shall be integrated with the Examination and Results Processing module.

## 4. Library Management

### Acquisition & Cataloguing

- a) Requisition
- b) Vendor Quotation & Comparative Statement
- c) Supply order
- d) Purchase Order & follow-up
- e) Invoicing & Accessioning
- f) Payment requisition & Payment record updations
- g) Binding books
- h) Withdrawal / Write off Books
- i) Loss of Book / Missing / Display
- j) Stock Verification
- k) Budget utilization analysis
- l) Book Indexing
- m) Dissertation and belonging type entry
- n) Department wise transfer books
- o) Accession Register
- p) Catalogue as per AACR2 norms (Subject wise, Author wise, Title wise)
- q) Documents / Titles purchase analysis according to subject, vendor & publisher
- r) Bar Code and spine labels
- s) Invoice / Bill register
- t) List of Book various option wise
- u) Reference & Circulation Book
- v) New Arrivals of Book
- w) Selected field reports
- x) Vendor/Publisher mailing list

## **Circulation**

- a) B.T. records
- b) Documents circulation - issue, return & renewals
- c) Reference book issue return
- d) Reservation / claims
- e) Overdue / Recall notices
- f) Holidays
- g) Book Binding
- h) Library clearance
- i) Notices and Reminder
- j) Book bank
- k) Fine management
- l) Student searching
- m) BT history
- n) Document utilization history
- o) Circulation register
- p) Documents utilization analysis
- q) Borrower Information Searching
- r) Email, SMS, Notices to Borrower
- s) Available Claim of Book
- t) Borrower Late fees reports
- u) Issue book reports

## **OPAC - On-Line Public Access Catalogue**

Information about documents can be searched using powerful search engine according to:

- a) Title
- b) Accession No.
- c) Author, Co-Author wise search
- d) Subject, Publisher
- e) Class No, ISBN No
- f) Publication Year



- g) Publication Place
- h) Word in a title search
- i) Combinational search
- j) Editor
- k) Translated Books
- l) Type of Document
- m) Dissertation Search
- n) Claim & Reservation to book
- o) Belonging Search
- p) Keywords Search

### **Serial Controls**

- a) New / Renewal subscription order
- b) Reminders for un-received subscription
- c) Binding of serial
- d) Accession of serials
- e) Serial OPAC
- f) Daily News paper entry
- g) Paper cutting storage
- h) Payment notices
- i) Indexing
- j) Bound Volume Creation
- k) Journal Binding
- l) Journal Issue Return
- m) Single Journal Issue Return
- n) Serial OPAC
- o) Serial OPAC for News Paper
- p) Binder orders
- q) Accessioning Register
- r) Current Arrivals
- s) Budget Analysis
- t) Expected periodicals list
- u) Bound volume records
- v) Monthly bill of news paper

### **MIS Reports**

- a) Utilization of documents, Most Utilized documents, Least utilized documents
- b) Budget Analysis
- c) Reservation / Claims analysis
- d) Lost / Missing / Withdrawal documents analysis
- e) Yearly statistical report & Graphical reports
- f) Yearwise all purchase title copy in department
- g) Yearly Investment
- h) Summary of documents – in binding, present, issued, lost & written off
- i) Statistical with various Graphical MIS reports

## **5. Payroll Management**

The Payroll module shall include the following

- a. Salary structure fixation for various cadres of employees such as Professor, Associate Professor, Assistant Professor, Administrative Staff, Technical Staff, Adjunct Faculty, Visiting Professor, Guest Lecturer, Contractual Employees and Daily wages
- b. Calculation of Net Taxable Income for each employee depending on the slab rates fixed by Government of India. As per the Taxable income, distributing the Income tax across all the months in the Financial year
- c. Generation of Pay slips by considering all the deductions like Professional Tax, Income Tax, Loss of Pay (No. Of days) if applicable etc.
- d. Salary Register & Abstract
- e. Annual Salary Reports
- f. Bank Statement
- g. Arrears inclusion from time to time if any
- h. Leave Management of the Employees in the Institute
- i. Generation of Salary Statement for every month
- j. Graphical & Statistical MIS reports according to Pay scale, designation, department, caste category etc.

## **6. Establishment Section Management**

All the activities of the Establishment section shall be automated in this module

- a. Maintenance of Service Book and Sanction of Increments
- b. Appointment details / Nomination Details
- c. Employee Qualification
- d. Promotion & Transfer
- e. Scanning & storage of HR documents
- f. Biometric attendance & Leave Management
- g. Monthly Pay bill of employees & Payment of Pension to Pensioners
- h. Supplementary bills
- i. Income Tax calculation - Form 16,24Q...
- j. Sanction of Pension and Gratuity
- k. Disciplinary action
- l. LTC
- m. PF accounts (GPF/CPF/NPS) - Advances & recovery. Interest, PF Yearly Slip, PF Register...
- n. DA Arrears
- a. Incumbent Register, Sanction of all kinds of leave, entry of Winter and Summer Vacation

## **7. Inventory Management**

- a) Purchase requisition
- b) Quotations Calling/ Tender publishing
- c) Vendor Quotations / Tender received data entry
- d) Preparation of Comparative statement
- e) Recommendation of Vendor
- f) Purchase/Work order printing
- g) Receipt, verification & acceptance of goods
- h) Stock entry & Pass-order
- i) Issue of goods to section / departments
- j) Invoice entry transfer to accounts
- k) Old stock register computerization
- l) Dead Stock Register

## 8. Website and Alumni Management

- a) A full dynamic – CMS web site
- b) Administration, infrastructure, courses offered, Admission procedure  
100% Dynamic site
- c) User defined links
- d) Departments
- e) People – faculty, Officers & staff, students & alumni
- f) Central facilities – Library, Computer Center, Health unit, Hostel, Sports,  
Bank & post office, Canteen
- g) Achievements, awards, international collaborations, endowments &  
donations
- h) Events – Students event, conference, seminars, sports meet, convocation,  
cultural activities
- i) Photo Gallery / Video Gallery
- j) Examination Time table & Results
- k) Training & placement
- l) R & D
- m) News room, Tenders, E- magazine & Forum,
- n) Contact us, Administrator, Feed back
- o) Alumni registration, search, events, notices

### Selection criteria

- The bidder should be a company registered under the companies Act, 1956 / Partnership Firm
- Bidder may have ISO 9001:2000 and ISO -27001:2013 or such certification.
- The bidder should have positive net worth and an annual turnover of more than INR 30 lakh or above for the last three financial years.
- Having minimum manpower strength of 30.
- Having at least 3 years' experience of handling big project of software development & implementation.
- The bidder should be solely responsible for upgrades. Offered by the OEM etc...
- The bidder must have successfully implemented at least 20 similar colleges,

affiliated colleges in India.

- The bidder needs to provide reference of existing client.
- The college reserves the right to reject any or all the tenders without assigning any reason whatsoever and is not bound to accept the lowest price.
- The data in the software should be accessible only to the authorized users.
- Taxes should be quoted separately.
- First installation of software will be done and then one week training.
- Only bidders qualifying in technical evaluation will be eligible for financial bid evaluation.
- Consortium bidding is not allowed, single party bidding is allowed.
- Bid should be valid for minimum period of 60 days.
- All legal disputes shall be subject to jurisdiction of Delhi High Court.
- Tender will not be accepted if received after due date and time.
- Only the tender properly and duly signed will be accepted.
- Documentary evidence regarding sales tax/VAT registration is necessary.
  - VAT registration with TIN number.
  - PAN card number with copy
  - Latest Income Tax Returns
  - Service Tax Registration

While the above criteria are indicative, S.G.N.D. KHALSA COLLEGE may choose to change criteria as need based on additional information obtained from the vendors or otherwise. S.G.N.D. KHALSA COLLEGE also reserves the right to restrict the short-listing of firms to any number deemed suitable by it.

## **INSTRUCTIONS TO BIDDER**

Tender should be submitted in two covers, Cover-I (Technical Bid) and Cover-II (Financial Bid). Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference no. and due date of submission.

**Cover-I: Technical Bid (Cover-I should be super scribed as Technical Bid and indicating the Tender Reference No.)**

1. The bidder shall be required to deposit the Earnest Money (EMD) for an amount Rs. 25,000/- (Rupees Twenty Five Thousand only), which is refundable and a Tender Document Fee for an amount of Rs. 1,000/- (Rupees One Thousand only), which is non-refundable by way of Demand Draft only. The Demand Draft shall be drawn in the favor of "The Registrar, Sri Guru Nanak Dev Khalsa College, Dev Nagar, New Delhi" payable at Delhi. **The Demand Draft for Earnest Money Deposit & Original Receipt for the Tender Document fee must be enclosed in the envelope containing the Technical Bid.**
2. Any technical bid without the Demand Draft for Earnest Money Deposit and original receipt of tender document fee is liable to be rejected. The Institute is not responsible to pay any interest on such amount.
3. Earnest Money (EMD) of Rs.25000/- (Rupees Twenty Five Thousand only) should accompany the Techno-Commercial Bid document. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a nationalized bank/Scheduled commercial bank in favour of "The Principal, Sri Guru Nanak Dev Khalsa College' Dev Nagar, New Delhi, payable at Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by SRI GURU NANAK DEV KHALSA COLLEGE.
4. The EMD shall be forfeited:
  - a. if the bidder withdraws his bid during the period of bid validity.
  - b. In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
5. The organization should furnish Income Tax PAN Number and TIN Number.
6. Bid must be quoted with **One year service support** and it shall be inclusive of 1 required months of the deployment of Customized Software for Institute Management with satisfactory completion and User Acceptance.
7. The rate quoted should be valid for a minimum period of 60 days. No claim for escalation of the rate will be considered after opening the tender.
8. The Institute reserves the right to accept in part or in full any quotation(s) or reject any or more quotation(s) without assigning any reason or to cancel the tendering process and reject all quotation(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).

9. The Software should be implemented as per the requirements and deployed within **3 months of stipulated** time from the date of issue of the purchase order.
10. The deployment & maintenance of the software in the proposed private cloud existing Application / Web server shall be the sole responsibility of the bidder.
11. A prospective bidder requiring any clarification of the tender document may do so during the pre-bid meeting.
12. At any time prior to the last date of receipt of bids, Institute may for any reason, at its own initiative, modify the tender document by an amendment.
13. The Software to be deployed and used is strictly adhering to the specification and subject to user acceptance test by the Institute / concerned authorities. It must be implemented and deployed in a user friendly manner.
14. Training for operation and maintenance of the software for Institute Management System for persons on the following topics should be provided:
  - a. Configuration, Installation and testing of deliverables
  - b. Usage of all the Software modules
  - c. Report Generation
  - d. Backup, Recovery and Security

## **SUMMARY SHEET I**

**Sealed Technical Bid (Cover-I) should contain the following enclosures in serial order:**

- a. Original Receipt of the Tender Document Fee of Rs.1,000/-issued by Sri Guru Nanak Dev Khalsa College, Dev Nagar New Delhi
- b. Earnest Money Deposit of Rs. 25,000/- in the form of Demand Draft.
- c. Project write up with details of the solution being proposed by the Bidder and how they plan to implement the total project with detailed schedule and solution write up for each module deployment to be submitted.
- d. Project plan with timelines & work schedules.
- e. Certificates of the resource persons to be employed for this project implementation should be enclosed.
- f. Technical Specification sheet of the proposed software modules should be clearly specified. Software Datasheet for each of the module offered must be

enclosed in the Technical BID.

- g. Compliance statement for each of the software module offered against the Technical BOQ along with cross reference is to be submitted. Compliance statement as enclosed in the Annexure II (Technical Specification documents) should be filled-in and submitted
- h. Valid copy of Trade License
- i. Sales Tax and Income Tax Registration Certificates
- j. Company PAN No. and TIN No.
- k. Audited statement of accounts for the last 3 financial years.
- l. Copy of at least five (5) work orders for similar work, Institutes of repute to be enclosed as a proof of credential by the Bidder.

**Cover-II: Financial Bid (Cover-II should be super scribed as Financial Bid and indicating the Tender Reference No. And shall contain Price only)**

1. Financial bid should be enclosed in a separate sealed cover. Failure to provide price bid in a separate sealed cover will result in invalidation of the offer.
2. The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The rate should be quoted both in words and figures. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed, otherwise the tender shall be invalidated.
3. The rates should be quoted in Indian Rupee and all taxes and Freight charges at FOR destination at Sri Guru Nanak Dev Khalsa College, on Door Delivery Basis.
4. The rate quoted should be inclusive of development, deployment and training.
5. Bid must be quoted with one **year warrantee & support.**
6. Certificate of Undertaking (Annexure III).

## **Summary Sheet II**

### **List of documents to be attached with the Financial Bid:**

- Financial Bid document, duly filled in, stamped and signed by the bidders in a separate sealed cover.
- Certificate of Undertaking (Annexure III)

**Vendors shall submit the Summary Sheet I appended to the tender, duly filled in and shall be put in the technical bid cover and the Summary Sheet II duly filled in shall be put in the commercial bid cover.**



## **Payment Terms & Conditions**

1. The payment shall be in Indian Rupees and shall be paid on financial terms and condition finally negotiated with successful agency, without error and delays.
2. The EMD of successful bidder will be kept as security towards performance warranty during contract period and not interested is payable thereon.
3. 10% with purchase order & 20% installation of software, 20% after 7days of training, 20% after 30days, 30% after 60 days.
4. An agreement may be executed by both the party for successful implementation of the project/contract.

## **Training & Implementation:**

1. The vendor will provide sufficient training to the staff to operate the software for 7 days initially.
2. The bidder shall provide training on appropriate aspects of the software per module at appropriate location of the concerned users.
3. During warranty period removal of all types bugs from the application software shall be undertaken by the bidder.
4. For additional module development charges may be indicated separately.

## **Technology**

1. For carrying out the entire activities one web based secured integrated application has to be developed on Windows Platform using Dot Net as front-end interface and MS SQL Database at back end.
2. College may go for cloud also.

## **Contacts from S.G.N.D. KHALSA COLLEGE**

The following will be the contacts for vendors for this RFP

**For RFP Submission**

**For questions and clarifications:**

**Dr. Man Mohan Kaur, Principal  
SRI GURU NANAK DEV KHALSA  
COLLEGE  
University of Delhi,  
Dev Nagar, New Delhi-110005,  
Telephone: 011-28729399**

**Ms. Meera Dhiri,  
Section Officer  
SRI GURU NANAK DEV KHALSA  
COLLEGE  
University of Delhi,  
Dev Nagar, New Delhi-110005  
Telephone: 011-28729399**

**TECHNICAL SPECIFICATION FOR CUSTOMIZED INSTITUTE MANAGEMENT SYSTEM  
SOFTWARE**

Sl. No.	Specifications / Requirements	Compliance (Yes/No)	Deviation / Remarks
1	Development of Software with latest technology		
2	User friendly with appropriate Graphical User Interface		
3	Flexible and customized report generation facilities		
4	Integration with Smart Phones		
5	Security and Stability		
6	Support of all standard Browsers		
7	IP Address Authentication with optional One Time Password		
8	Role Based Access to various users		
9	Proper Backup and Recovery mechanism		
10	Provisions for further enhancement and customization		
11	Ease of Maintenance		
12	Other technical related features		
a.	SMS and Email Integration		
b.	Payment Gateway Integration		
	<b>Modules</b>		
1	Admission and Fee Collection		
2	Student Administration		
3	Attendance Management & Time Table Preparation		

Sl. No.	Specifications / Requirements	Compliance (Yes/No)	Deviation / Remarks
4	Library Management		
5	Payroll Management		
6	Establishment Section Management		
7	Inventory Management		
8	Website Development		
	<b>Other Modules</b>		
a.			
b.			
c.			
d.			
e.			

## Annexure II

## Financial Bid for INSTITUTE MANAGEMENT SYSTEM SOFTWARE

Sl. No.	Item Name	Cost (A)	Tax (B)	Total (A+B)
1	Admission and Fee Collection			
2	Student Administration			
3	Attendance Management & Time Table Preparation			
4	Library Management			
5	Payroll Management			
6	Establishment Section Management			
7	Inventory Management			
8	Website Development			
9	Implementation, Training, Service and Support			
	Total			

**CERTIFICATE OF UNDERTAKING**

(This certificate should be placed along with Summary Sheet II in the Commercial Bid Cover)

1. Having gone through the bid document, we do hereby agree to undertake the work for the total cost of Rs. \_\_\_\_\_ (in words ..... ) towards completion of the total project as per the terms and conditions stated.
  
2. This is to state and affirm that M/s ..... shall not stake any claim in case Sri Guru Nanak Dev Khalsa College, Delhi changes / orders for subsequent change in the requirement of Software for providing services based on this contract. I (undersigned) am authorized to make this undertaking.

**Authorized Signatory**

On behalf of:

.....  
.....(In Block capital letters)

Place:

Date:

**Seal of the Bidder's Firm**