NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

Quotations for MIS modules

(Management Information System modules for e-Governance of the institute)

This Tender Document Set contains the following:

Part	Particulars	Page No.	Remarks
A	General Description	2 to 5	To be retained by the bidder
B	Technical/Qualifying Bid	6 to 7	To be submitted by the bidder in Envelope-1
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D	System requirements of the proposed MIS	10 to 17	To be retained by the bidder
E	Terms and Conditions	18	To be submitted by the bidder in Envelope-1

Important dates:

Pre-Bid Meeting   :   17th Feb 2007 10:30 a.m. CSG Conference Room, NIT, Trichy

Last Date for Submission :   28th Feb 2007 2.00 p.m. Registrar's Office, NIT, Trichy

Tender Opening   :   28th Feb 2007 3.00 p.m. CSG Conference Room, NIT, Trichy

Short Tender Notice No. NITT/3/2007 Dated 03-02-2007

Convener, Smart Campus Committee,

Computer Support Group,

National Institute of Technology,

Tiruchirappalli – 620015, Tamil Nadu, India

PART-A
(To be retained by the bidder)

Preamble:

National Institute of Technology, TRICHY (NITT) intends to do total computerization of its campus with objective of running the administration with minimum use of papers and cash transactions in all activities – Academic, Administrative, accounts, establishments, stores, planning & development, inventory control, students' affairs, health, etc.

Software companies dealing with such software packages and which had installed similar software in at least one similar institutions such as IIT/NIT/Deemed University/University in India are invited to quote for the same. Please refer to Instructions/Guidelines to Bidders & Qualifying criteria for bidders in this document.

Sealed quotations are invited from competent bidder (2 bid system). The details regarding specification of the requirement are mentioned PART – D.

Quotations form duly filled in all respect in exact prescribed format given in this document, duly super scribed, should reach The Convener, Smart Campus Committee, Computer Support Group, National Institute of Technology, Tiruchirappalli – 620015, on or before 28th Feb 2007 up to 2:00 PM.

PART-A
(To be retained by the bidder)

Instructions/ Guidelines to Bidders

- Total estimated manpower required for development, installation & training, service support during warranty from the similar experienced bidder is around 80 to 120 man month. The project (System Analysis, Designing, coding, testing, installation & training) is to be completed within ten month. There shall be on site warranty of minimum **Three years** after these ten months.

- **Training our staff on the MIS supplied is responsibility of the bidder. Bidder shall provide two separate trainers who will train & assist our administrative staff for one year on this MIS. Your price bid shall mention training cost also.**

- The bidders are requested to enclose the copy of the Income tax PAN card & latest IT return, CST / BST Nos etc.

- Selected bidder will have to sign service level agreement for functioning of software, training the NIT, TRICHY staff and updating the software for initial period of Three years.

- The bidders, if required, will have to give demonstration of the software to NIT, TRICHY.

- The bidder should enclose relevant documents wherever necessary.

- **The bidder should enclose client list with contact address for reference. Attach photocopies of work orders.**

- **The bidder should be able to provide local support.**

- The successful vendor will have to successfully complete the software development & installation maximum within ten months from the date of agreement.

- NIT, TRICHY will make all necessary hardware, networking, system software, manpower (system administrator, office automation coordinator, etc.,) arrangements in consultation with successful vendor within one month. As already mentioned, two exclusive trainers for one year & necessary data entry operators are to be provided by bidder for one year.

- A agreement will be signed between NIT, TRICHY & the successful bidder regarding Pre requisite/ site preparation (Hardware / system software / networking / manpower requirements), warranty, License agreement, source code, Installation & Training, time schedule, payment terms, penalty clause, facilities required for vendor, AMC charges etc.

- The warranty period will be **Three years** after successful completion of the project. During the warranty period local support shall be provided.

- Most of the staff who is going to use this system is well familiar with the computers & some of them are using in house developed modules. If required, NIT, will give additional general computer training to user staff.

- There is no scope for negotiations on price.

- The product selection is based on NIT, TRICHY rules.

PART-A
(To be retained by the bidder)

- Maximum downtime should be specified. During implementation / warranty / post warranty AMC phase, at least one resident software professional must be deployed on the NIT TRICHY campus solely for NIT, TRICHY campus for software maintenance.
- Post warranty AMC / ATS charges are to be specified clearly.
- As far as possible, the MIS should be based on commercially available open market software packages (for example ERP software, transaction software, DBMS etc). Custom-built software requiring expert involvement by the supplier at every stage of trouble-shooting and up-gradation will not be encouraged.

Qualifying criteria for bidders
- The bidder should have installed the office automation software at the minimum a total of 10 institutions including both educational and other types of institutions.
- A bidder must have supplied and successfully commissioned similar MIS software modules to at least one NIT / IIT / similar Deemed University / University in India or abroad.
- The bidder shall be in a position to give the complete source code with documentation to NIT, TRICHY for study & further use by NIT, TRICHY for NIT, TRICHY premises. The source code shall be available on our server without any lock for NIT TRICHY Administration and at no extra cost.
- The successful bidder has to appoint at least one software professional in NIT, TRICHY full time available to NIT TRICHY for the implementation/monitoring & trouble shooting of proposed MIS.
- The successful bidder may be required to train NIT, TRICHY staff on the source code so that in case of unforeseen circumstance, these staff of NIT, TRICHY can take care of the proposed MIS.
- The software should be able to provide various access to users at different level.

PART-A
(To be retained by the bidder)

Procedure for preparing Quotation documents

It is a two-bid (Envelope-1 and Envelop-2) system. Both the envelopes will be sealed separately and will be enclosed in one main envelope subscribing on it as below. :

MAIN ENVELOPE

Quotations for Management Information System (MIS) modules for e-governance of the institute
 	
      To
 	
         Convener, Smart Campus Committee,
         Computer Support Group,
         National Institute of Technology,
         Tiruchirappalli – 620015, Tamil Nadu, India

Envelope – 1

Envelope 1 will contain Part – B (Technical / Qualifying bid documents) documents & shall super-scribe on it Technical / Qualifying bid. This envelope will include

- ❑ Declaration by the bidder (Format given)
- ❑ Checklist for Technical / Qualifying Bid
- ❑ Supporting documents such as registration certificates (Income tax PAN no, Sales tax certificate etc.), EMD DD, Client list, bidders profile, proof of experience in NIT/IIT/University system etc.
- ❑ Any other relevant paper which bidders feels necessary
- ❑ Terms and Conditions duly signed by the Bidder

Envelope – 2

Envelope 2 will contain Part – C (COST / PRICE bid documents) documents & shall super scribe on it COST / PRICE BID. This envelope will include

- ❑ Duly signed Cost / Price bid in the exact prescribed format
- ❑ Any other relevant documents which bidder feels it necessary

PART-B
(To be submitted by the bidder in Envelope-1)

DECLARATION BY THE BIDDER

1	Name of the Firm		
2	No. of Technical Qualified Staff / Engineers		
3	EMD Details for Rs.25,000.00 (Twenty Five thousand) in the name of 'The Director, NITT, Trichy-15.	DD No. / Pay Order No.	
		Date	
4	Sales Tax Registration No.		
5	Income Tax PAN		

Declaration to be invariably signed by the bidder

This declaration is signed by the undersigned after having duly understood the detailed specifications given in the document, along the terms and condition of supply and qualifying conditions for bidder. The quotes are offered after carefully studying the specifications and hence submit on solemn affirmation that, in case of dispute or arbitration of any of clause/condition, the decision of the Director, NIT, TRICHY shall be final.

Date:

Seal   Signature of the Bidder

                                                                              Name:

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI-620015

PART-B
(To be submitted by the bidder in Envelope-1)

CHECK LIST FOR TECHNICAL / QUALIFYING BID
(Please enclose Supporting documents wherever necessary)

(Please tick the appropriate box)

Sl.No.	CRITERIA	YES	NO	REMARK IF ANY
1.	Whether the bidder has installed the office automation software at the minimum a total of 10 institutions including both educational and other types of institutions. Enclose photocopies of necessary Work orders.			
2.	Has the bidder supplied and successfully commissioned similar MIS software modules to at least one NIT / IIT / similar Deemed University / University in India/Abroad? Enclose photocopies of necessary Work orders.			
2.	Whether the bidder has enclosed the Demand Draft of Rs. 25,000/- against EMD in the name of The Director, NIT, TRICHY			
3.	Whether the bidder has enclosed the cliental list along with the contact addresses?			
4.	Will the bidder be able to provide local support?			
5.	Whether copy of Income tax PAN card / IT return is enclosed by the bidder?			
6.	Does the bidder agree to give source code with full documentation to NIT, TRICHY for further modification by NIT TRICHY for NIT TRICHY? This handover of source code shall be totally unconditional, (Of course NIT, TRICHY will confirm that same will be used only for NIT, TRICHY).			

Date:

Seal   Signature of the Bidder

                                                              Name:

PART-C
(To be submitted by the bidder in Envelope-2)

Subject: Supply of Management Information System (MIS) modules for e-governance of the institute.

Price Bid
(TO BE RETURNED DULY FILLED IN AND SIGNED ALONG WITH OFFER)
(OFFER IN INDIAN RUPEES FOR INDIGENOUS MATERIAL)

Bill of Material for Sl. No. 1 to 14

Modules: (Please refer **Form-D** for detailed specification)

Sl. No.	Modules	Cost (Rs.)
1	Students Admissions, Fees, Scholarship & Administration	
2	Academic department management	
3	Director's office Administration	
4	Human resources management, pay roll and pension	
5	Financial Accounting and Budget.	
6	Teaching & Learning Management	
7	Estate works & Maintenance	
8	Health Center Management	
9	Hostel Management	
10	Training & Placement Office Management	
11	Alumni Association Management	
12	Central Purchase, Stores & Distribution Management	
13	Access right control for Management Information System	

Price of the individual MIS modules should be specified

Date:

Seal   Signature of the Bidder

                                                        Name:

PART-C
(To be submitted by the bidder in Envelope-2)

Particulars	Percentage	
Sales Tax †		Inclusive / Exclusive
Any other Charges/Duties †		Inclusive / Exclusive
AMC Charges after Three Year Warranty †		
MIS Trainer cost per person per month †		Inclusive / Exclusive

†   Indicate these charges as a percentage of the total order value

Date:

Seal   Signature of the Bidder

                                                 Name:

PART-D
(To be retained by the bidder)

SYSTEM REQUIREMENTS OF THE PROPOSED MIS

NIT, Trichy intends to do total office automation, wherein Academic, Accounts, Hostel, Establishment, Purchase & stores, Health, Teaching department office, Central Office administration, Engineering department etc., will be computerized & will function as an integrated system.

NIT, Trichy may decide to carry out the office automation in a phased manner and may choose a mix of MIS modules procured from reputed software firms and those developed in house. The MIS modules to be supplied should be independent and should have sufficient interfaces so that it is interworking with software developed by other software developers including us.

MIS modules should support multi-user, multi counter network with 100% protection against unauthorized access. Every user shall have login name & password for every module he wants to work. System administrator shall be in a position to give access to limited menus – sub menus to a user. Powerful backup & recovery procedures must be available & must ensure 100% security of data and smooth functioning of the system. This shall is a time tested MIS & must support smart card / bar code. The smart cards may be purchased from other agency at later date. Smart card vendor will provide SDK (System Development Kit) for the interface. The successful bidder will be required to interface the smart card system with the MIS developed.

The bidder shall ensure to give a MIS as per our requirements. The modules described below give general idea about our requirements. The successful bidder, after detailed on site system studies, will submit the final specifications to NIT Trichy. NIT Trichy, after necessary modifications, will approve the same.

The source code shall be given to NIT, Trichy. NIT, Trichy agrees that the same will not be divulged to outside agency & will not be used outside NIT, Trichy. The necessary agreement will be signed. The total Automation work is divided into the following modules.

> - Students Admissions, Fees, Scholarship & Administration
> - Academic department management
> - Director's office Administration
> - Human resources, pay roll and pension
> - Financial accounting & budgets
> - Interactive Teaching & Learning
> - Estate works & maintenance
> - Health Center
> - Training & Placement
> - Alumni Association Management
> - Hostel management
> - Central Purchase, Stores & Distribution
> - Access right control for Management Information System

PART-D

(To be retained by the bidder)

Technology proposed & Software Platforms

Considering the complexity & volume of the application, we plan any **one** of the following options for NIT, Tiruchirappalli Office Automation.

SL. No.	Server	Front-End	Back-End
1	Windows 2003	ASP	MS-SQL
2	Windows 2003	VB	Oracle
3	Linux	PHP	MYSQL
4	Windows 2003	PHP	MYSQL
5	Windows 2003	ASP	Oracle

The bidder shall be confident to work in any technology decided by us.

Integration, Security & Backup

- It should be possible to build the MIS modules into a fully integrated system and various modules shall be totally interlinked. As far as possible, system shall remove duplication of work.

- Every module shall be provided with user login & password security. No unauthorized access to modules.

- Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user.

- All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible.

- IP address based protection shall be given for more critical applications. Normally administrative activities such as payroll processing, service record entries, fees collection, etc are to be performed from specific computers. To such users, IP address based protections may be provided. So such crucial transactions can be entered through specific nodes only.

- Well-established backup & security procedures shall be defined. Backup MUST be automatic. Practically there shall be no chance of data loss.

The exact data security & backup arrangements shall be worked out after System studies and total network study by the successful bidder.

Following sections define software requirements of various modules.

PART-D

Students Admissions & Fees, Scholarship & Administration

PG (M. Tech, MCA, Ph. D.) & UG (NRI) Admissions processing:

Application submission – scrutiny - Filtering - Preparation of merit list - Interviews and selection process.

Registration of admitted (UG & PG) students:

Recording their full personal & academic details including photographs

Verification report of documents submitted by candidates

Payment of Tuition, Examination, Hostel, Miscellaneous fees & other fees by cash / DD / cheque / Bank chalan / ATM

Scholarships & PG/ Ph. D. stipends processing

Exam forms & related details

Student data compilation for various governmental and other agencies

Student data searching

Traveling concessions

Branch Change

Disciplinary action / Temporary discontinuation

Fees Reports:

Fees Receipt - Daily Fees/Cash Collection Register - Fees Abstract - Students Fees Ledger - Outstanding fees - Bank statement - Receipt Cancellation record

General Reports:

Merit List - Roll list - Admission Register - Caution money Register, Form A & B - Attendance sheet - TC, Bonafide, clearance & other certificates - Students ID cards

Strength Reports:

According to - Branch & year - Sex - Caste Category - Religion - Fee type etc

Academic departments' management

Students Course registration:

Course availability, Pre registration by students, Finalization of Registration by faculty adviser, Instructors and students, subject wise Roll List preparation

Academic Calendar:

Preparation of academic calendar & time table for UG and PG courses, Uploading of course plan & evaluation plan & associated activities

Evaluation:

Credit loading – course wise, Report of continuous evaluation components, Mid semester and End semester evaluation, performance evaluation, letter grades & grade points to students, Announcement of results (generation of grade cards – semester wise, consolidated transcript)

PART-D

(To be retained by the bidder)

Academic Department Office activities

- ❑ Student attendance & Leave recording, analysis, monitoring & communication with parents, Analysis of classes taken by faculty
- ❑ Examination - End semester examination, Make up examination, Grade calculation, Tabulation & grade card issue
- ❑ Students performance analysis
- ❑ Result Publishing, Maintenance of Academic Records
- ❑ Award of degree
- ❑ Attendance & Leave Recording of Staff, M. Tech and Ph. D students
- ❑ Grant Utilization management
- ❑ Budget preparation tool
- ❑ Department store management
- ❑ Office file system management

Director's Office Administration

- ➢ Board/Statutory committee meeting – Agenda, Schedule, Minutes and Notes suggestions
- ➢ Judicial Matters – proceedings each court case, current status,
- ➢ Office File System Management - Recording of incoming and outgoing messages, Classification of messages, Prioritizing the messages, Status monitoring for each outgoing message, Management of Director's reply , Facility to view the important files, urgent files, Easy search by providing more keywords to the files on different subjects, different racks, different stages etc
- ➢ Director's Tour Management
- ➢ Director's visitor management
- ➢ On-line Director-P.A. chat facility
- ➢ Notices and Circulars from Director's Office
- ➢ Dispatch and distribution management

Human resources management, pay roll and pensions

Monthly salary processing of all employees including temporary, adhoc - Pay bill of Pensioners - Supplementary bills - Arrears Calculation - Automatic Income Tax calculation - employee saving details & Form 16 - Loans management - Leave record - Disciplinary actions

Service Book entries:

Appointment, medical report, increments, promotions, leave, training, LTC etc.,   - Storage & retrieval of Employee's important documents such as first appointment, degree certificate, medical certificate - PF Loan sanctions & yearly PF slips, employee wise PF register - Pension Management – calculation, qualifying service, commuted pension, consolidated pension file, family pension, claims

PART-D

(To be retained by the bidder)

Reports:

Salary Slip - Salary Register - Supplementary Bills - Arrears - Abstract of salary - Bank statement - Schedules of PF, LIC, PT, Income tax, Loans etc - MIS (Strength) report according to designation, department, sex, scale, caste category, etc. - Customized employee list - User selected income / deduction column report

Annual Report:

Annual salary reports - Income Tax Form 16 - Salary Certificate - MIS Reports

Financial Accounting & Budgets

This module computerizes any number of schemes and cashbooks for any number of financial years. The package is linked with Fees collection, stores, hostels, and payroll modules so that financial entries from these modules will be transferred to accounts module directly and manage following type of accounts.

Stipend/Scholarship - Pension & Payroll - Loan - PF - Income tax/Professional tax, GIS, FBS, GSLI, LIC - Medical reimbursement - LTC & TA bills - Any no. of cash, bank, and general ledger accounts - Advances to faculty, staff & vendors

Entries: Cash receipt/Payment - Automatic entries from Daily Fees receipt, GPF, Pay bill, stores Bills/Invoice - Testing & Consultancy transactions - Accounts of various schemes - Income Tax proformas - College Accounts - Bill passing & appropriation - Cheque printing - Bank reconciliation Part payment - Budget preparation

Reports: Cash Books - Cash Book with bank columns - Bank books - Ledgers - JV Books - Trial Balance - Bank Reconciliation - Receipt & Payments - Day Books - Income & Expenditure - Balance sheet & its schedules - Cheque printing, covering letters & bankwise cheque printed reports - Bill passing voucher, JV & Register - Monthly / quarterly / periodic progress report

Teaching & Learning Management

Uploading of assignments, study material, papers, reports etc (any format) by faculty - online feedback on courses - Discussion forum - On Line Magazine - Personal web page for faculty - online opinion poll-conduct, tabulation, grading - Campus bulletin boards - Electronic complaint/suggestion box - Chat room facility - Alumni database - PTA database

Estate works and Maintenance

Cost Estimation of Construction work - Profile keeping of Contractors - Tender Inviting - Quotation Verification - Periodic material utilization details keeping - Periodic payment calculation - Work status verification - Stage Certificate - Part payment management - Settlement - Income tax/Service Tax deduction

PART-D

(To be retained by the bidder)

Health Centre

Creation of Master Record of students, Employees & their Family - On line OPD Management – Recording of complaints, findings, investigation details & Diagnosis, treatment given   - Medical History of all patients - Pathology Department & other units - Medicine Stores – issue & purchase   - Daily & monthly medicine stock register - Medical Certificates - Medical bill reimbursement - Impress account - Equipment register

Reports: Students needing attention, High Risk patients monitoring, Regular checkup remainders, Blood group list, Diseases wise List of patient, Immunization schedules for children, Drug alert on line, Reorder level of medicines, Full file of each patient & family

Training & Placement Office Management

Company invitation - Interview slot - data base of students bio data - placement status recording - reminders - Company database - history of campus placement - Training program database.

Alumni Association Management

Automatic registration of a student to alumni on successful pass out - Report of faculty wise alumni - Report of alumni entrepreneurs/Employers - Report of alumni Employees with geographic location - Automatic enlistment of alumni to different chapters - Provision for alumni's to inform job opportunities to the ongoing students - Creating–Warehouse for alumni consisting their academic, professional growth and contributions in the field with their photographs - Provisions to upload photographs of alumni family and kids - Provision for uploading obituary note and photographs.

Hostel management

Student Hostel admissions, Accommodation & Financial Accounting:

Hostel admissions & fees collection at the start of semester - Room allotment & Room change - Hostel admission cancellation & Refund of fees - Calculation of electricity, water & other charges including breakages - Issuance of various certificates related to hostel - Students registers - Hostel Accounts – mess bill, contractor, payroll & loans payment & receipts - Monthly dues collection - Caution money record.

Mess management:

Join the mess, Mess cut, Mess change, Mess Dues, Issue of mess-slips - Direct purchase of items like vegetable, milk, eggs, etc. by mess - Prepare Mess bill-Diners' attendance management, Details of provisions and other consumables, Guest/extras - Prepare dues list, Prepare eligible diners list

Hostel staff management:

Establishment (Appointments, increments, Terminations, service record, Leave), salary, Arrears, PF, Loans & advances

PART-D

(To be retained by the bidder)

Hostel central stores Purchase/Distribution:

Purchases of daily & monthly items - Distribution of items - Fuel distribution to mess - Keep up-to-date inventory of provisions, Re-order alerts, Annual stock report, Current stock report

Central Purchase, Stores & Distribution Management

Purchase:

Vendor management - Invite Quotation/Tender - Quotation/Tender calling, data entry - Penalty management - EMD management–Refunding/Canceling - Negotiations & Order placing - Receipt, Cross checking and Installation of equipments - Stock registering - Pass-Order preparation - Contingency Bill preparation - Sanctioned Bill and Invoice to Accounts for payment - Closing/Re-opening of the purchase record - Account wise purchase details - Part-payment management

Inventory management:

Classification and Stocking - Register maintenance–Consumables/Assets - Assets location identification - Repair/Maintenance of assets - Automatic updating of stock on purchase and distribution - Stock verification - Annual Stock Reports - Split reports - Automatic reordering alerts - Utilization analysis - Performance Evaluation of purchase and distribution - Comparison statement

Distribution management:

On-line request facility - Sections should be able to search for availability of items - Indent processing - On-line suggestion system to request the purchasing of items - List of individuals/sections whose request not satisfied - Statement of distribution (for a period) - Statement of distribution of an item (for a period)

Access right control for Management Information System

Director, various Deans, Wardens & chief warden, registrar & other officers, faculty & staff, students requires different information from the MIS modules. This module will give access to an officer only to those subset of information for which he/she has the access rights-Director, Deans, Wardens, Officers, Departmental heads may require:

Instant access to faculty details, students information, Accounts, stores, establishment. - Online opinion poll facility - An appointment fixing tool - Student performance analysis tool - Fund utilization monitoring tool - Work load monitoring tool - Project monitoring tool - Faculty & staff Disciplinary actions - Fund allotment, utilization & monitoring - World bank Projects funding and utilization - Establishment-Leave, promotion, service verification - Monitoring accounts - legal matters - Construction status, bills, payments outstanding, etc. - Monitoring of purchase procedure - Budget preparation & Allocation of funds to departments - Viewing of general store, central store, department store and stationeries etc. - Monitoring tool for evaluation of performance of each departments - Student performance tool - Examination monitoring tool - Curriculum/syllabi monitoring tool - Academic Calendar (showing cultural /sports activities) for monsoon/ winter semesters - Monitoring tool for viewing the progress of construction works - Contractor evaluation tool -

Payment monitoring tool -   Work schedule Teaching/ other work load monitoring tool - Students' Performance, attendance Evaluation facility - Mess dues & defaulters -   Hostel staff information - List of Hostel inmates and   Inmates' parent/guardian information - vacant rooms - Bulletin Boards.

Employees: On-line leave application & Leave status checking facility - Personal Leave account viewing facility -   P.F. Account viewing facility - Details of salary drawn for a period - Income tax calculating tool - On-line Loan application facility & Status monitoring for the loan applications - Details of Loan refunding - Service Book viewing facility.

Students: Online course registration facility - Self assessment facility for student - Attendance/Credit status viewing for student - Due dates for fee remittance - Campus placement's company schedules, its minimum criteria etc - Placement Question paper archives - Sporting Events Registration.

PART-E
(To be submitted by the bidder in Envelope-1)

TERMS AND CONDITIONS FORM

READ ALL THE FOLLOWING TERMS AND CONDITIONS & SIGN IN THE ACCEPTANCE

1. The offers should be addressed to "The Convener, Smart Campus Committee, Computer Support Group, National Institute of Technology, Tiruchirappalli-620015, Tamilnadu, India" and should be sent in a sealed envelope superscribed **"QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: NITT/MIS/2007"** so as to reach us **on or before 2.00 p.m. on 28th February , 2007 .**

2. The offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.

3. The tenders will be opened on 28th **February, 2007** at 3 PM in the presence of the vendors present with authorization letter from the respective companies / firms.

4. No revision of the price bid will be allowed once the price bids are opened.

5. Complete documentation including system and data flow diagram are to be provided at the time of Installation of the Software.

6. The Director reserves the right to modify or alter the specifications after short listing of tenderers.

7. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorised contact with us after the opening of the offers and prior to the notification of the award.

8. **For any delay solely because of the vendor in supply & installation of the software, 0.5% penalty on the basic module cost of unsupplied modules will be charged per fortnight delay for the unsupplied module. However the maximum penalty will not exceed 5% of the unsupplied modules.**

9. The form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the details offered by the bidder against each specification.

10. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.

11. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

12. **The Director reserves the right to order only some of the MIS modules instead of ordering all the modules. The selection of modules to be procured is the discretion of the director.**

13. The Director reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

14. The Director reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

******
ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE BIDDER:

ADDRESS:

Seal   **SIGNATURE**
                                                                                                    Date: