

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

**GOREGAON (EAST), MUMBAI**

EOI No. IGIDR/EOI/ERP/2020/01 Date: **January 15**, 2021

**EXPRESSION OF INTEREST (EoI) for**

**WEB BASED ERP SOFTWARE for IGIDR**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH**

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**Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.  
TELEPHONE: 022 2841 6200/9967635444. FAX: 022 28416399.**

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI**

**Notice Inviting Expression of Interest (EoI)**

IGIDR invites Expression of Interest (EoI) for “Web Based ERP from leading, professionally & financially sound Reputed Companies who have required experience in relevant and similar execution for Development, Supply, Implementation, and Maintenance of complete ERP solutions in the University/Higher Educational Institute.

<b>Name of work</b>	<b>EMD (INR)</b>
<b>(1)</b>	<b>(2)</b>
<b>Expression of interest (EoI) for Web Based ERP Software for IGIDR</b>	<b>INR 1,00,000/-</b>

1. Bidder has to submit Earnest Money Deposit **Rs. 1, 00,000/-** (Rupees One lac only) along with the bid.
2. The scan copy of EOI to be submitted through Email to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) with subject of email should be mentioned as- **“Expression of Interest for Web Based ERP Software for IGIDR”**. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the Email.
3. Last date of submission of Expression of Interest shall be up to **02:00 PM on 5<sup>th</sup> February 2021.**
4. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION - A\***  
**LETTER OF OFFER**

**Date** \_\_\_\_\_

To,  
The Registrar,  
Indira Gandhi Institute of Development & Research,  
Gen. A.K. Vaidya Marg, Film city Road,  
Goregaon (East), Mumbai 400065.

**Subject: Expression of interest (EoI) for Web Based ERP Software for IGIDR, Mumbai.**

**Reference: NIT No. IGIDR/EOI/ERP/2020/01 Date: January 15, 2021**

Dear Sir,

With respect to your above mentioned EOI, we hereby submit our EoI document in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

We have deposited Rs. 1, 00,000/- through NEFT/RTGS transfer to the IGIDR bank account through UTR No. \_\_\_\_\_ dated \_\_\_\_\_ as an earnest money to the IGIDR, which will not bear any interest.

Should we fail to execute the contract when called upon to do so. We do hereby agree that this sum shall be forfeited by us to the IGIDR.

We have carefully gone through the terms and conditions prescribed and we accept the same in to without any alterations / modifications.

Yours faithfully,

**Signature**

Name & seal of Bidder

*\* The bidder should submit the Letter of Offer on their company letterhead.*

## SECTION - B

### GENERAL INSTRUCTIONS TO BIDDERS

1. Expression of Interest (EOI) should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. Bidder has to submit Earnest Money Deposit **Rs.1 00,000/-** through NEFT to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH”, Account No: 010220100010001, IFS Code: BKID0000102, BRANCH NAME: I G I D R, BANK NAME: BANK OF INDIA and UTR NO. with screen shot of transaction should be included in the part of tender document towards Earnest Money.
3. The scan copy of EOI to be submitted through Email to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) with subject of email should be mentioned as- **“Expression of interest (EoI) for Web Based ERP Software for IGIDR”**. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the Email. **The EoI document should be attached as a PDF document/zip file.**
4. The EOI will be received up to **02:00 PM on February 5, 2021**. Each copy of the EOI document under their stamp and signature. No bid will be accepted after due date under any circumstances whatsoever.
5. The Email with subject **“Expression of interest (EoI) for Web Based ERP Software for IGIDR”** shall be opened by REGISTRAR or his authorized representative in his office on the same day at **03:00 PM**. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
6. Any amendment/ updates to the EoI or its Terms & Conditions will be uploaded on tender section of official website of the IGIDR (<http://www.igidr.ac.in/igidr-tendors>). The EoI be submitted in the prescribed format along with all supporting documents in compliance with the requirements of EoI.
7. The bidders who are qualified based on the prequalification criteria will be short listed and only they will be,
  - a) Invited to visit IGIDR and get updated about the already existing system.
  - b) The bidders will be asked to make a technical presentation, including demonstration of their product before the designated Committee.
8. RFP shall only be issued to those bidders who are found to be qualified based on the prequalification criteria and technical presentation of their product.

9. EoI shall remain valid for acceptance by the Institute for a period of six months from the date of opening of the bid and the bidder shall not cancel or withdraw the quotation during this period.
10. Each Page of the EOI document should be signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down.
11. An EoI which is not accompanied by EMD (if applicable) will not be considered. The EMD will be returned to the bidder if their EoI is not accepted by the Institute but without Interest. The EMD paid by the qualified bidders shall be held-by the IGIDR as security till the completion of RFP process and declaration of successful bidder. No interest shall be paid on this EMD deposit. **The firm who are exempted from submission of EMD, bidders should submit the copy of certificate issued by Micro and Small Enterprises (MSEs).**
12. The intending bidder can obtain any clarifications regarding the EOI document, scope of work etc. if any by contacting to Mr. Lingaraj Panda (Systems Analyst) on his mobile - 9967635444 or through email [lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in).

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder with seal

Date:

## SECTION - C

### GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. The successful Bidder shall provide the services strictly in accordance with scope of work, technical specifications and as per detailed instructions of the Institute's.
3. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
4. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the mutual decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
5. **Performance Security Deposit:** The successful Bidder will have to deposit a Performance Security Deposit of 5% of order value, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft, FDR or Bank Guarantee from a commercial bank drawn in favour of "The Registrar, Indira Gandhi Institute of Development Research, Mumbai" payable at Mumbai. The performance security should remain valid for warranty/contract period specified in tender. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely. No interest will be paid on Security Deposit withheld by the Institute.

**6. Penalty Clause:**

The completion period mentioned in work order shall be strictly observed by the successful bidder and it shall be reckoned within one week of issue of work order. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the successful bidder fails to complete the work within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 5% of the contract amount. The successful bidder shall before commencing work prepare a detailed work program which shall be approved by the Institute.

**7. Termination Clause:**

- a. Without prejudice to any other remedy available to the Institute, in case of default on the part of the contractor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 30 (thirty) days written notice of intended termination to the contractor.
- b. In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Contractor subject to clause 7.e. hereunder.
- c. Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The Contractor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.
- d. Forthwith on the expiry or earlier termination of this Contract, the Contractor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the Contractor a time when it can collect its equipment stored in the Institute and the Contractor shall collect the same. In the event that the Contractor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

- e. Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.
  
- f. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:



## SECTION - D

### PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with EoI:**
  - a) The Bidder should be OEM having own ERP product or be an Authorized OEM implementation partner of OEM for their product.
  - b) The bidder should be registered with the appropriate registration authorities. Copy of company Registration or Certificate of Incorporation to be submitted.
  - c) Copy of Registration of Goods & Service Tax and PAN
  - d) In case the bidder is OEM authorized partner then should submit the valid OEM authorization letter/certificate.
  - e) The bidder should submit the declaration about non blacklisted company as per Annexure-A.
  - f) The bidder should submit the audited balance sheet and P & L account statement of last three financial years and should have positive net worth in each year.
  - g) The bidder should have an average annual turnover of **Rs. 10 Crores** for similar services only in the last three financial years.
  - h) The bidder should have experience of having developed/implemented ERP system for higher educational institutes/universities as per the Indian customer's requirement. The bidder should have executed at least two implementations on the proposed ERP in a University of repute in the last five years. The bidder must submit copies of work orders and completion certificates for these two implementations.
  - i) The bidder having SEI CMMI Level 3 or equivalent/higher certification is preferable.
  - j) The bidder should have ISO 9001 certification.
  - k) List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
  - l) The ERP Product OEM should also have 24 X 7 X 365 days support center located in India.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company wherever applicable, with duly stamped and signed by the authorized person of the bidder and scan copy to be submitted along with the EOI.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence:  Mobile Number:  E-Mail address:	
4.	Details of Registration (number & date):	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2016-17:  FY 2017-18:  FY 2018-19:
9.	NEFT BANK Details	

**SECTION - E**  
**TECHNICAL BID**

• **INFORMATION ABOUT THE INSTITUTE:**

Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view.

IGIDR was registered as an autonomous society on November 14, 1986 and as a public trust in January 1987. On December 28, 1987 the campus was inaugurated by Late. Shri Rajiv Gandhi, the then Prime Minister of India.

Subsequently, the Institute was recognized as a Deemed University under Section 3 of the UGC Act.

Starting as a purely research institution, it rapidly developed into a full-fledged teaching cum research organisation when it launched a Ph.D. program in the field of development studies in 1990. The objective of the Ph.D. programme is to produce researchers with diverse disciplinary backgrounds who can address issues of economics, energy and environment policies. In 1995, the institute initiated the M. Phil programme. The M.Sc. programme commenced in 2003 to introduce students to the world of research at an earlier stage.

At present the Institute has about 150 employees and students that include about 26 full time faculty members, 24 non-academic staff and about 100 M.Sc./M.Phil./Ph.D. students. Account, Estate-maintenance, Admin & HR, Library and IT department will have maximum five users.

IGIDR is embarking on the installation of a comprehensive, integrated ERP software system, to address the needs of all its major functions. Institute needs a common database which can be shared by all departments so as to bring down any redundancy of work as well as ensure better coordination and workflow. Some of the prerequisites expected from the integrated software are:

- (a) Reduce paperwork and manual filing and record keeping.
- (b) Web-based application hosted on cloud Onsite with the capacity for future improvement and upgradation.
- (c) Faster and automatic customized report generation.
- (d) Availability of Real- time information at all levels.
- (e) Provides an effective Decision support system so that timely decisions can be taken.
- (f) Data consistency and highly secured system with flawless backup and restoration system.

- **Broad Scope of Work**
- FINANCE, ACCOUNTING AND AUDITING MANAGEMENT SYSTEM
- GRANT MANAGEMENT
- BUDGET MANAGEMENT
- ASSET MANAGEMENT, STORES & INVENTORY MANAGEMENT
- HUMAN RESOURCES (HR) & PAYROLL MANAGEMENT (as per Central Govt.)
- PROJECTS MANAGEMENT
- ACADEMIC ACTIVITY & CONSULTANCY, RESEARCH, PUBLICATION MANAGEMENT
- PROCUREMENT LIFE CYCLE MANAGEMENT WITH E-PROCUREMENT PORTAL
- CONTRACT & INSURANCE MANAGEMENT
- EVENT MANAGEMENT
- ACCREDITATION DATA MANAGEMENT (NAC, IQAC ETC) (Quality control)
- DOCUMENT MANAGEMENT SYSTEM WITH WORKFLOW
- LEGAL CASES AND RTI MANAGEMENT
- FUNCTIONING OF VARIOUS CELL/COMMITTEES
- PAYMENT GATEWAY & SMS INTEGRATION
- HELP DESK TICKETING FOR ALL DEPARTMENTS
- IDENTITY MANAGEMENT WITH ROLE BASED ACCESS
- STUDENT LIFE CYCLE MANAGEMENT (process from Admission to obtaining Degree)
- ALUMNI MANAGEMENT
- PLACEMENT MANAGEMENT
- THESIS MANAGEMENT
- LMS (Learning Management Systems)
- HOSTEL MANAGEMENT
- GUEST HOUSE MANAGEMENT
- TRANSPORT MANAGEMENT
- LIBRARY MANAGEMENT SYSTEMS / INTEGRATION WITH KOHA SOFTWARE (preferably)
- STUDENT, FACULTY, EMPLOYEE SELF SERVICE POTRAL to access the various functionalities of ERP Systems.
- Institute WEBSITE DEVELOPMENT with links to ERP database to generate Dynamic content for various section of the website.
- MOBILE APPLICATION FOR THE USERS TO ACCESS /INTERACT WITH THE VARIOUS MODULES OF THE ERP SYSTEMS.
- MIS REPORT & DYNAMIC REPORT GENERATION

- Any other function of the University not covered above

### **Guiding Principles**

The Firm should adopt best practice related to various function of ERP solution while developing/implementation the ERP solution. The best practices may be more than what are specified below:

- > The proposed solution must be based on Micro Services Architecture (MSA) principles and must adhere to a SOA based integration model across various applications of the IT portfolio.
- > The proposed solution should be an Integrated, Scalable, Modular User-friendly and Highly Available.
- > The proposed solution can be **cloud based model or onsite** and should have load balancing and distributed deployment capabilities.
- > The proposed solution must implement role-based access for authentication and authorization to various modules and applications.
- > The proposed solution must implement latest technology and support future technologies like Internet of things (IOT), Artificial Intelligence (AI).
- > The proposed solution should implement dashboards and KPIs, Analytics which help in quick decision making.
- > The proposed solution must implement BIRT reports for taking export as MS Excel, Word and PDF formats.
- > The proposed solution must implement a multi-level security across various tiers and software layers of the IT platform.
- > Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development life cycle.

## **Software Support and Maintenance Practices**

Software support and maintenance for a period of **five years post go-live** of the software platform is mandatory and part of the scope of work of the proposed program. The selected bidder must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (where applicable) and made available at no extra cost to the University. **TASKS:**

## **SYSTEMS REQUIREMENTS SPECIFICATION (SRS) By the Successful Bidder (after work order issued).**

Preparation of a Systems Requirements Specification (SRS), document based on a study of the processes of the Institute. The SRS should be prepared using industry standard practices based on models such as Use Cases. The actual methodology to be used is to be given in detail. It is to be understood that the SRS is not for a bespoke implementation, but as a first step to understand the existing processes and to provide specific inputs to the gap analysis. Since the SRS will be based on end-user inputs, its preparation will help speed up the implementation:

**Acceptance of the SRS:** This document shall form the basis of the creation of the gap analysis document and so its completeness will be important to ensure that there are no misunderstandings at the end of the implementation.

Acceptance of the Gap Analysis Document after mutual discussion will identify the implementation goals and will form the basis for issuing completion certificates and concomitant payments.

Migration of Data available in current systems as per the department needs wherever required.

**Training** – The following set of training modules will have to be imparted: -

(i) Pre-implementation training is to be given for all concerned so that the SRS preparation takes into account the ERP package to be used.

(ii) Separate training sessions for users will have to be conducted for different software modules for the concerned set of users in each case.

(iii) Administrators' Training if any will include IT department.

## **Setup and Commissioning**

Installation, Setup and Commissioning and Training of the ERP will be part of the scope of work. Ensure that all nonfunctional requirements are catered to and will be part of the design and the proposed solution. In case of Onsite model the recommended Server and related hardware configuration for the proposed ERP solution must be included in the proposal.

## **Documentation**

Providing all design, documents, user and operational manual

## **DETAILS OF THE PROPOSED ERP**

**Bidders are required to upload/attach following details. For Additional/More details bidder can upload Separate Sheet/Brochure/Documents in the Technical Bid with Authorized sign and stamp.**

**Name of the ERP:**

Sr. No	Name of Modules	Available Features
--------	-----------------	--------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Date:

Signature of Bidder with seal

**Platform/Other Technical Details related to “ERP Software”  
(On company letter head)**

1) Software Development Platform/Front-end/Programming Languages etc.:

\_\_\_\_\_

2) Back-end Database Software/Platform:

\_\_\_\_\_

3) Compatibility with Operating System:

\_\_\_\_\_

4) Browser Compatibility:

\_\_\_\_\_

5) Software Licenses requirements to use/run ERP Software (if any):

\_\_\_\_\_

6) Deployment Architecture:

(A) Onsite: \_\_\_\_\_

(B) **Cloud Based:** \_\_\_\_\_

7) Security Parameters/Measures in ERP Software:

\_\_\_\_\_

8) Any Other Application/System Related Technical Details:

\_\_\_\_\_

9) ISO Certification:

\_\_\_\_\_

10) Dependency List, if any:

\_\_\_\_\_

11) Whether all modules are integrated under a single framework?

\_\_\_\_\_

**NAME OF THE UNIVERSITY/Higher Education Institute where ERP is implemented with NAME OF ERP solution and list of modules implemented by the Bidder INSTITUTE /UNIVERSITY NAME:**

**NAME OF ERP SOLUTION:**

**LIST of MODULES**

1.

2.



**Annexure – A\***

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**UNDERTAKING**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_  
Authorized Signatory

Date:

*\*To be submitted on company letter head duly signed and stamped on it.*

## **ANNEXURE - B**

The brief outlines of activities of the departments are given below for the reference for the bidders to design the solution and costing. The details of the process will be obtained through SRS by the successful bidder.

### **I. ADMINISTRATION & HR MANAGEMENT**

#### **LIKELY MODULES**

1. HUMAN RESOURCES (HR)
2. ADMINISTRATION (ADMIN)
3. PROJECTS
4. IQAC
5. UGC
6. ACADEMIC ACTIVITY
7. PLACEMENT
8. ALUMNI
9. EVENT MANAGEMENT
10. INSURANCE MANAGEMENT  
**Sub-Division of Likely MODULES**

#### **1. HUMAN RESOURCES (HR)**

1. Bye-Laws
2. Memorandum of Association
3. Manpower Planning
4. Recruitment Procedure
5. On Board Procedure
6. Performance Appraisal
7. Increment Procedure
8. Exit Procedure
9. Probation Period Procedure
10. Compensation Policy
11. Attendance and Leave Records Process
12. Retiral Benefit
13. Court Cases

#### **2. ADMINISTRATION (ADMIN)**

1. Printing
2. Stationery
3. Courier Service
4. Residence Telephone Recovery / Electricity Recovery

5. Guest House Management
  6. Laundry Services in Guest House
  7. Television Connection at Guest House
  8. Management of Outsourced Services
  9. Travel Management
  10. Sports
  11. Catering Services
  12. Annual Report
3. **PROJECTS**
    1. Project Management
    2. Stationery
4. **IQAC**
    1. IQAC
    2. AQAR Report
    3. SSR Report
    4. NAAC
5. **UGC**
    1. Renewal process of accreditation of UGC
    2. JRF
    3. Updating with the notifications/guidelines of UGC
6. **ACADEMIC ACTIVITY**
    1. Ph.D. Colloquium
    2. Visiting Student's Program (VSP)
    3. Faculty Refresher Course (FRC)
    4. FLAIR
    5. Post-Doctoral Fellowship & Post-Doctoral Contract
    6. Summer Internship Projects & Project Development Scheme
7. **PLACEMENT**
    1. **Placement (Final Placement and Summer Placement)**
8. **ALUMNI**
    1. ALUMNI MANAGEMENT
9. **EVENT MANAGEMENT**
    1. MANAGEMENT OF VARIOUS EVENTS IN IGIDR
10. **INSURANCE MANAGEMENT**
    1. Medical Insurance for Staff, Dependents, Retired Employees & Students
    2. Term Insurance for Staff
    3. Personal Accident Insurance
    4. Property Insurance of IGIDR

## **II. ACCOUNTS DEPARTMENT:**

### **General**

Accounts Receivable, Accounts Payable, Student Fees and Billing, Asset Accounting, Cash / Bank Management, Funds/Grants Management, Income accounting, General Ledger, Seminar, Student Accounts, cash flow, etc.

### **Budgeting**

Sending budget request for budget estimates to all section heads/Receiving inputs of budget requirement from sections heads/preparation and consolidation of budget estimates/ analysis of budget and actual data, reporting facility, updating the Purchase Order against the budgeted amount for budget control.

### **Payroll Accounting**

Drawing salary as per central govt. pay structure including allowances, bonuses, deductions etc. of employees of all categories –regular, contract, temporary / various advances and settlements / reimbursement of various allowances / retirements and final payments/issue of annual Form 16 / payments to external guests / examiners, etc. / pay fixation and arrear payments, honorarium/ Professional Development Scheme account faculty wise.

### **Contributory Provident Fund**

Employee & employers' subscriptions& interest calculation, advances, withdrawals and payments Bank reconciliation / preparation of final accounts / investment funds/analysis of different schemes of investment(FDR/govt. securities).

### **Retirement Benefits**

Gratuity & Leave encashment and payment of arrears due to revision in pay.

### **Student Accounts**

Scholarship/stipend payments, contingency payments for research scholars / student fee collection/refund of fees / student TA-DA advances and settlements, student sports & cultural activities related expenditure etc., Student Deposit maintenance, Reports for Student Activities.

### **Accounting for Purchase of goods & Services:**

Receipt of purchase order/Bills/processing bills/payment through NEFT/bank transfer/Foreign remittances.

Security deposits, earnest money deposits, advances, etc. / monthly remittances of income tax, GST, professional tax etc. /issue of TDS certificate, etc., Vendor Master with Bank Details

### **Accounting for Grant/Export/FCRA/Service Project/Sponsorship**

Funds/Grants Management, Income accounting/Seminar Fees Receipt etc.,

### **Accounting for Fixed Assets**

Classification of Fixed Asset, Capitalization of the cost of acquisition of assets, Capturing of tagging of assets, accounting of depreciation, Transfers, disposals and discarding of assets, physical verification of assets& reconciliation with books of accounts, Preparation of fixed asset schedules for balance sheet.

### **Statutory & Other Compliance**

Income tax remittances & issue of TDS certificate, Remittance of profession tax, remittance & filling of GST, generating GST compliant reports, NAAC, Income Tax

### **Final Accounts Preparation of final account**

- i. Cash and bank reconciliation, revenue & expense reconciliation, sending letters for balance confirmation to all major vendors, reconcile cash book, bank and cash balance as on 31st March every year, Incorporate from sundry creditor registers of each unit of account section towards provision as on 31st March/ Create Sundry Debtors Register, Create Journal Entry Register,
- ii. Preparation of schedule for Sponsored Research Project.
- iii. Reconciliation of GST returns with books of accounts.
- iv. The necessary accounting entries for outstanding expenses, prepaid expenses, accrued interest in the books of accounts.
- v. Provide for depreciation.
- vi. Consolidate various statements of accounts
- vii. preparation of Final Accounts at the yearend i.e. Income & Expenditure account, Balance sheet and its schedules as per Bombay Trust Act & MHRF format for higher education Institute and different schedule as per requirement of UGC

## **III. ESTATE DEPARTMENT**

1. **Complaint Tracking System:** Helpdesk ticketing system for maintenance complaints (Current system: Kamdhenu)  
  
Maintenance: Maintenance of Office buildings, Residential buildings, Hostel, Guest house and campus etc.
2. **Budgeting:** Preparation and allocation of annual Budget provisions for each budget head
3. **Indenting:** Preparation of requisition or indent for service, works or materials requirement
4. **Approval:** Approvals of various proposals with estimated costs
5. **Procurement Management:** (Work contracts, Service contracts and Materials purchase etc.)
  - Vendor management
  - In built E-procurement module or integration of E-procurement system if any
  - Preparation of work orders
6. **Contract/Project Management:**

- Execution, Measurement books, Goods receipt, service reports, quality reports, warranty records etc.
7. **Materials/Store and Inventory management:** (Assets, consumables, maintenance spares etc.)
    - Goods Receipt, Goods issuing and stock records
  8. **Bill Processing:**
    - Vendor billing, approvals and forwarding to accounts department for processing
    - Integration with Finance management module
    - Payment advice from accounts department
    - Actual expenses records
  9. **Security Management:**
    - Gate passes
    - Duty shift, Wages & Levy of Security guard board
  10. **Transport system:**
    - Vehicle trips schedule, Transport coupon and any other recovery of community members
  11. **Document management system:**
  12. **MIS Reports:**
    - Generation of reports from system (As per standard formats).
    - Actual expenditure Vs Budget provision report
    - Expenditure of capital items and revenue

#### **IV. IT DEPARTMENT**

Please find the function of the computer Centre which will be covered under ERP. Some of the function is for the entire institute which may be required by other departments.

##### **1. IT Asset Management**

Hardware and Software (Asset management will be also required for other departments like estate and admin etc.)

Capturing asset specification and sub-component, Category of Asset, allotment, transfer, damage, depreciation, clearance report etc., the complete asset lifecycle

##### **2. Inventory control**

For consumables and peripherals (will be required by other departments) issue/receipt, return, reordering, damage, stock status, reports etc.

3. **Document Management system with workflow** in related to other functional modules

(Will be required by everyone in institute)

Application, approval process, storing of documents, access control, tagging, indexing, searching etc.

4. **Procurement of Goods and services** (module will be required by other department ,)

Indent from users, bids from vendors, comparison, PO, receiving, payment etc. the complete procurement life cycle

5. **Contract management** (will be required by other department)

Managing AMC contract, SLA with vendors, partners, collaborating institute, templates, review/performance, dashboard etc.

6. **IT service desk management**

Tickets and call resolution, reports, user portal, software license management, remote assistance etc.

7. **Identity Management** (will be required by everybody to have role based access all the facility provided by institute on boarding and leaving).

## V. **STUDENT OFFICE AUTOMATION**

### 1. **Admissions (New)**

#### **a. Enrolment (M.Sc.)**

Uploading of all online application form as per the data provided by IBPS.

#### **Payment of Deposits and other fees.**

After registration process ID number should be generated for each student year/programme wise

Requisite documents such as caste, EWS, OBL (NCL) to be uploaded in the database.

Records of Education such as marksheet, degree certificate etc.

Academic Calendar and setting of Time-Table for different semesters,

allocation of classrooms.

### **Semester & Course Data**

- Assign faculty semester-wise & course-wise
- Final Registration of Courses for each semester - Course Registration page – Course name, code, faculty name with course, student can select master thesis with faculty name. There should be option for dropping or changing course for students.
- Selection of course as per fields of specialization in the 3<sup>rd</sup> and 4<sup>th</sup> semesters
- Student names should be as per course registered
- Dropping of course/slow tract for the first year M.Sc. Only
- Retake or Re-exam grades entering option. Should be seen in final grade sheet.
- Creation of Exam Time Table, allocation of classrooms
- Grades for each semester to be given by course teachers
- Creation and printing of Grade sheet after each semester
- Final Consolidated Grade Sheet
- Clearance

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### **b. Enrolment (Ph.D.)**

Uploading of all online application form as per the data provided by IBPS.

### **Payment of Deposits and other fees.**

After registration process ID number should be generated for each student year/programme wise

Requisite documents such as caste, EWS, OBL(NCL) to be uploaded in the database.

Records of Education such as marksheet, degree certificate etc.

Academic Calendar and setting of Time-Table for different semesters, allocation of classrooms.

### **Semester & Course Data**

- Assign faculty semester-wise & course-wise
- Final Registration of Courses for each semester - Course



Registration page – Course name, code, faculty name with course, student can select master thesis with faculty name. There should be option for dropping or changing course for students.

- Selection of course as per fields of specialization in the 3<sup>rd</sup> and 4<sup>th</sup> semesters
- Student names should be as per course registered
- Dropping of course/slow tract for the first year M.Sc. Only
- Retake or Re-exam grades entering option. Should be seen in final grade sheet.
- Creation of Exam Time Table, allocation of classrooms
- Grades for each semester to be given by course teachers
- Creation and printing of Grade sheet after each semester
- Final Consolidated Grade Sheet
- Online Ph.D. registration form with a Provision for students to enter the name of Thesis committee members
- Leave record official – pertaining to seminars, conference etc
- Personal leave record
- Seminar Series Attendance record
- Clearance

**c. Enrolment of Returning students (M.Sc. and M. Phil.)**

**Same procedure as Ph.D. enrolment**

Besides the ones listed above, the following is common to both M.Sc. & Ph.D.

- Access to students to fill in the Course teacher evaluation form after every semester.
- Student Record pertaining to International Exchange programmes such as EMLE, University of Bayreuth and Vrije University Amsterdam.
- Allocation of Hostel room in New Hostel Building, G blocks and Guest House for all students is S. office responsibility.
- Alumni – All alumni relating correspondence is done by the S. office, hence this module may remain with S. office

**We also need a 360 degree view of the student ( information about the student data related to all the section of ERP.)**

Hostel Management Module is an important component that needs to be incorporated.

**In addition to the above, the ERP may cover all the procedures and processes to be followed by students as mentioned in the Student Rule which is under process.**

## **VI. RESEARCH AND PUBLICATION**

## **VII. LIBRARY DEPARTMENT**

The library, since a long time has been successfully using integrated library management software (ILMS) to take care of most of its operations/functions such as acquisition, patron management, circulation, cataloguing, serials control, reporting, reminders, etc. The ILMS adhere to international library standards, which is very difficult to find in any ERP software.

However certain functions related to finances, memberships and MIS reports to be integrated with existing library management software KOHA (should continue to adhere to upgrades in Koha) which is an open source software or provided as an independent of ILMS.

The following library functions which are not available in KOHA may be covered under the proposed ERP system.

1. **Library finances – billing and payments**
2. **Enrolment of members – Data (member codes) would come from HR/Students Office.**

Therefore, the library would continue to use rest of the modules in the existing ILMS – Koha.