



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, प.ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K TAN No. PTL10692D

• Phone : +91-172-2240086 & 2240121 • Fax : +91-172-2240124, 2240266 • <http://www.iisermohali.ac.in> • Email: stores@iisermohali.ac.in

E- tender Notice

Tender Ref.- IISERM(782)17/18Pur-Services	Dated :- 28 th June 2017
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Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	28 th June 2017	6:00pm
2.	Tender Document download start Date & Time	28 th June 2017	6:00pm
3.	Bid Submission start Date & Time	28 th June 2017	6:00pm
4.	Bid Submission End date and Time	18 th July 2017	Upto 11:00am
5.	Tender opening Date and Time	19 th July 2017	At 11:30am

Online tenders invited on behalf of Director, IISER Mohali in **TWO BID SYSTEM** {Technical and Commercial separately} for following item(s) from the original manufacturer/supplier at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.iisermohali.ac.in. Tender fee in shape of DD/Banker Cheque of Rs 500/- (Non-refundable) and EMD of Rs 50,000/- should be submitted by DD /Banker Cheque/FDR/ Bank Guarantee in favour of the Registrar, IISER Mohali payable at Mohali. However, scanned copy of the both tender fee and EMD should be upload on website along with technical bid part. The hard copy of the same in original to be send to the address mentioned below duly superscribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid and if not received within due date the bid will be rejected sumerly.

The Original EMD and tender fee should be sent to:

Assistant Registrar (S&P)
Indian Institute of Science Education and Research Mohali
Sector-81, Knowledge City, SAS Nagar, Mohali, Punjab,
India, Pin: 140306

Non-receipt of original EMD and tender fee will lead to rejection of tender.

Item Details: -**ERP AUTOMATION TENDER****Summarized Requirements****General Requirements**

- The vendor must have set up ERP services for at least three educational/academic institutions of a similar or larger size. Name, designation and contact details of the person in charge in each of these institutes must be provided along with a copy of the purchase order.
- The payments will be made in the following manner: Initial payment, payment on completion of transition for all modules that are in use at the time of purchase order, payments on completion of modules that are not in use at present, maintenance of modules (per quarter), and, work on fresh requirements that come up at a later stage. The vendor must quote for rates for each of these separately. In case of fresh requirements, the rate in terms of man days must be quoted. All amounts must specify applicable taxes as on the date of submission of the bid.
- There will be no payment for minor changes in modules resulting from changes in our requirements or rules. Any costs for this and regular training sessions must be included in the maintenance charges.
- It is the responsibility of the vendor to ensure security of data in the ERP system.
- Final specifications for modules will be frozen at the time of purchase order.

General Requirements for all modules

- Mobile interface for the existing ERP system.
- Ability to save complete or partial database to a xls/csv file.
- Ability to upload records via xls/csv file.
- Ability to sort records using any field.
- Provider must arrange for training at the start of the contract as well as refresher training for each module, each year.
- Provider must arrange to station a liason person at IISER Mohali for a period of four months after the start of the contract.
- Possibility of requesting a liason person to be stationed at IISER Mohali to help out during critical periods.
- Possibility of adding fresh modules or major requirements and rates to be worked out based on estimate of man days needed for completion of the work.
- Porting of all data from existing system.

- The testing and transition to the new system for modules that are in use in the existing system should be prepared within three month period after release of Purchase Order.
- There should be an app for Android and IOS that provides the ERP functionality on mobile devices.

Admission Module

Module Users: Dean Academics Office Staff

Module Status: Gone live and in use

BS-MS Admission Module

- This module shall serve the purpose of managing admission records of BS-MS students in the institute.
- It shall enable the following modes to capture student data for admission process:

File Upload: It shall enable user to upload student data from excel/csv file.

Manual Entry: It shall enable user to enter/modify the data fields manually.

- It shall activate the admission once the fees is paid using the fee module and integrate with the student database.
- It shall enable creation of roll numbers for all the students who have paid their fees.

PhD/Int-PhD Admission Module

- This module shall serve the purpose of managing admission of PhD and Integrated PhD students in the institute.
- It shall enable the following modes to capture student data for admission process:

Online Form Submission: It shall enable students to fill online application form and integrate to the student database post verification/authentication.

File Upload: It shall enable user to capture relevant fields of student data from excel/csv file

Manual Entry: It shall enable user to enter/modify the data fields manually.

- It shall enable applicant to create user-id and password on the admission portal.
- It shall enable applicant to fill the online application form with unique application number through this admission portal and apply in one or many departments. Each application shall be treated separate from the applicant.

- It shall not allow applicant to re-submit application for the same program in the same department from the same user-id log-in.
- It shall enable applicant to save and later continue with the application process and modify the information as many times as required, before finally submitting the application form. Once submitted, no changes shall be permitted.
- It shall enable applicant to preview the form before submission and print the form after successful submission.
- It should not allow students to revisit data entry if they have submitted the form.
- The module should have the provision for inviting reference letters from referees nominated by the applicant. The applicant will provide the name and contact details of the referees. The module should send an e-mail to referees as soon as the form is submitted providing them with a secure mode for filling up the recommendation form and uploading the recommendation letter.
- It shall push data of all the applicants to respective departments and enable them to create filters using comparisons (<, <=, >, >=, =, !=) on the set parameters using any of the fields or a combination of the fields (e.g. GATE discipline, qualifying degree marks, preferences, etc.) and an option to retrieve complete data in excel/csv formats from the submitted applications. E.g., The department shall create filters in the data with mathematical parameters such as all applicants where “Degree = BSMS” AND “Age” > = 28”, etc. to shortlist applications before interview and in the final selection.
- It shall generate call letter (in the specified format) for the applicant, once it is selected by the department for interview/written test and trigger email to the applicant with required details, links and attachments as defined by user.
- It shall generate offer letter (in the specified format) for the applicant, once he/she is selected by the department and trigger email to the applicant with attachments as defined by user.
- It shall activate the admission once the fees is paid using the fee module and integrate with the student database.
- It shall enable to create roll numbers for all the students who have paid their fees.

Academics Module

Module Users: Dean Academics Office Staff

Module Status: Gone live and in use

This Module includes the maintenance of all records with reference to academics, viz. student management, course structure, teaching assignments, student registration, and exam valuation and new term.

Student Management:

It includes assignment of mentors to mentees after the admission. Mentors are allowed to see all details including grades pertaining to their mentees.

Course Structure:

- The course structure is defined. More courses can be added after approval by the academic senate.
- Each department provides the list of courses to be offered in a given semester.
- This module provides the rules for automatic registration of students for core and mandatory courses.
- This module is also used for managing student applications for assignment of major subject.

Teaching Assignments:

- Teaching assignments, i.e., assignment of faculty members as instructors of courses is done in this module before the start of each term.

Student Registration:

Pre-Registration:

- This module shall serve the purpose of managing Pre-registration of students. In this process, elective Courses are offered to the students. Preregistration for a semester shall happen in the preceding semester.
- On the basis of Pre-registration by students in the ERP System, Dean Academics office prepares the timetable for the coming semester in consultation with the Heads of Departments. Pre-registration data is used to ensure that there are no time table clashes for students.
- Pre-Registration process is time-bound and the Dean Academics office defines start and end date for the entire process in each semester.
- The module allows students to participate by indicating their options for electives in the Pre-Registration process. Students should be able to pre-register through their user interface.
- The module should permit the Dean Academics office to manually tag students as non-eligible for special reasons, if required.
- It shall enable students to view the options and their choices.

Registration:

- On the basis of data of Pre-Registration, Time Table is prepared by the Dean office. Following this, students can register for courses according to the timetable.
- Students register for courses using their user interface.
- Students cannot register in case their chosen courses have a time table clash.

- Students are automatically registered for core and mandatory courses that they are expected to take in the semester.
- Academic registration is a time bound process hence it shall enable dean academics office to define start date and end date of the process.
- It shall enable students to view courses on offer. This list contains courses being offered in the coming semester.
- Students can view elective courses. They can also view courses in which they have failed if these are on offer, enabling them to complete backlogs. Further, they should be able to see mandatory courses from earlier semesters in case they have not taken these.
- Requests to register in an elective course must be approved by the instructor/HOD/mentor. An instructor has the freedom to reject a request.
- The instructor can do these tasks with their user interface on ERP.
- There should be facility of online approval of HOD/Mentor/Instructor for the registration form.
- There should be date printed on the form when its printed/submitted.
- The registration process is incomplete without instructor's approval.
- ERP presents the list of registered students for any course on the user interface of the instructor of the course.
- It shall generate the registration form of students in the specified format and allow them to save and print the same after approval of courses from the Instructor.
- It shall enable Dean Academics office to validate this physical form with online request form of the student and make changes, if required.
- It shall auto-update the status of students whose forms are validated by Dean Academics office as "Registered".
- Students should complete online registration prior to the last date announced in the ERP System. The registration form must be printed after authentication by instructors and mentor/HOD and submitted to the office of Dean Academics.
- It shall not allow the students to take print out of registration form after the last date for late registration.
- It shall allow taking print out of registration form to students after the faculty course approval for each course.
- It shall not allow the student to take overload of a course automatically in the ERP system. Student needs to take permission from Dean Academics office to clear these backlogs as an overload of course.

- It shall allow student to apply for limited number of courses as per following guidelines. These guidelines are dynamic and the module enables Dean Academics office to modify these rules if required. Different rule sets are to be defined for different programs (BS-MS dual degree, Integrated PhD program, PhD program).

1. Course work requirement (BS-MS Dual Degree):

- A) 36 core courses.
- B) 16 major courses (mandatory+elective).
- C) 7 open elective courses of which two are humanities courses.
- D) 4 seminar courses.

2. CPI requirement:

- A) If a student has a $CPI < 4$ then a warning is issued to them.
- B) If a student continues to have a $CPI < 4$ for two consecutive semesters then their program is terminated.
- C) CPI of a graduating student must be at least 5.0 with not more than 2 'F' grades in the entire program. Neither of these F grades can be in a course with more than 4 credits.
- D) CPI of the student should be properly rounded off to the first significant digit.

3. Credit Requirements (BS-MS dual degree):

- A) During the BS-MS Program in Core Semesters, students need to take 19 credits in each of the first, second and fourth semester, and 18 credits in the third semester. Thus the total credit requirements for core are 75.
- B) During the BS-MS Program in Majors, students need to take 21 credits in each of fifth, sixth and eighth semester, 25 credits in the seventh semester, and 20 credits in each of the ninth and tenth semester.

4. Credit requirements of Int PhD Programme:-

5. Thesis research requirement (BS-MS Dual Degree):

- A) 2 project courses in the final year.
- B) Submission of a MS Thesis in the prescribed format reporting the work undertaken in the final year project courses.
- C) Grades in neither of the project courses can be 'F' if the student is to graduate.

In each the first two semesters, all departments. require 21 credits. In the third and fourth, there are combinations of 22 and 24 credits in different order. Total requirement is 88 credits.

6. Course work requirements of Int PhD Programme:-

A) After completion of course work worth 88 credits with a CPI of ≥ 6.0 , an Int. PhD student is eligible to take comprehensive examination. A comprehensive examination committee formed by the department conducts comprehensive examination of an Int. PhD student and based on the performance of the student, the committee recommends the student either for a PhD programme or for submitting an MS thesis in lieu of a PhD thesis.

B) The Int. PhD students recommended for MS thesis option will come to get the same amount of fellowship during the Int PhD course work.

C) An Int. PhD student recommended for MS thesis option has to choose an MS thesis supervisor. A three member committee with MS thesis supervisor as its convener is to be formed for the evaluation of the MS thesis submitted by such Int. PhD students.

D) The MS thesis should be submitted for evaluation by the student at least two weeks prior to the End-Semester examination. The evaluation committee examines MS thesis in the manner similar to the MS thesis submitted by BS-MS students. A public presentation of the thesis work should be made by the student and it should be followed by a viva-voce examination conducted by the same evaluation committee. The evaluation committee limits its recommendation to ACCEPTANCE or NON-ACCEPTANCE of the thesis (Letter grades should not be accorded). In case the MS thesis is not accepted by the evaluation committee, student should resubmit the thesis after suitably modifying the thesis incorporating all the changes suggested by the evaluation committee.

E) The Int. PhD student can directly request for the MS-Thesis option without need for comprehensive exam.

F) If Students has $CPI < 5$, a warning is issued to them.

G) If the student continues to have a low CPI ($CPI < 5.0$) after one more semester, their program is terminated.

7. Credit requirements of PhD Program: -

A) During the PhD Program, students need to take total 24 credits include Semester One and Semester two.

8. Course work and thesis submission requirements of PhD Program: -

A) After completion of course work worth 24 credits with a CPI of ≥ 7.0 , A PhD student is eligible to take comprehensive examination. After successful completion of the Comprehensive Examination, a PhD thesis supervisor is allotted. The PhD candidate then pursues research work under the guidance of this supervisor.

B) The PhD supervisor proposes the names of two other colleagues who will serve on a monitoring committee. The Monitoring Committee is then appointed by the Chairman Academic Senate to provide periodic reports (with a gap not exceeding one year between reports) on the progress of the research of the candidate towards a PhD thesis. The module should enable

uploading of reports from the committee. It should be possible to check the date of the last review report for each student.

C) Once the monitoring committee reports that the candidate is ready to write a thesis, this committee indicates its approval of a Title and Synopsis for the thesis.

D) Two bound copies of the PhD thesis in the prescribed format must be submitted by the PhD candidate of which one will be maintained for the Institute records and the other given to the project guide. An electronic copy of the thesis in PDF format must also be submitted. This submission must be made no later than three months after the acceptance of the title and synopsis of the thesis. The module must allow for uploading of synopsis and thesis.

E) The Thesis Evaluation Committee is appointed by the Chairman Academic Senate. The committee should consist of the thesis supervisor(s) and three external examiners, of which at least one should be from within India and atleast one from the outside. The module must have provision for uploading of reviewer reports.

F) The candidate must present the research work in a public seminar. This will be followed by a viva-voce conducted by members of the thesis committee which should consist of the thesis supervisor(s), the external examiner from within India and the rest of the members of the monitoring committee. The thesis committee must submit its consolidated report and its recommendation for the award of the PhD degree to the candidate. The module must have provision for uploading the recommendation of the evaluation committee.

- Dean Academics office should be able to override the normal clauses or the rules DIRECTLY, under the directive of, say, Chairman, Senate, and need not forward request to ERP management, to be able to override. This will save time and make the operation smooth. There can be an explanatory clause, which the Dean Office has to fill online, explaining the nature/reason for the deviation or change.
- Grade F should be replaced and reflected in the transcript/ Grade Card and CPI should be calculated according to the Grade Replacement.

Summer Semester: In Summer Semester only core courses are offered. If any student has F grade then only he/she can register for the summer semester. A minimum of two students should have registered for a course to be offered. For this, Dean Academics office prepares the list of courses as per the requirement of students and availability of instructors. These courses are then offered in the ERP System. Students can login through their user interface and register themselves for the summer semester.

Exam Evaluation:

- This module shall serve the purpose of managing grades of the students.
- It shall be run in standalone environment with access only to instructors of courses.
- It shall retrieve the list of approved courses offered in the semester from the timetable, for the faculty member in his/her user interface.
- The module should accept only letter grades and there should be no reference to marks in

the system.

- It shall allow the faculty member to enter the grades in the system and save it.
- It should be possible for a faculty member to enter grades using a csv/xls file.
- It shall enable faculty members to freeze the grades, after the Grade Finalization Meeting.
- It shall not allow the faculty member to change any grade once the grades are frozen in the system.
- It shall allow the faculty member to take printout of grades from the system and submit it to the Dean Academics office.
- Once all grades have been entered and frozen, the module should compute the SPI and CPI for students. This calculation should be done using rules prescribed by the Dean office.
- The module should allow the dean academics office staff to generate final grade card, interim grade card and postal grade card in the prescribed formats.
- It should allow generation of grade card for any specific student with particular semester.

New Term:

- This includes the promotion of students to the new semester.

Resignation:

- Any student who resigns from the program is to be listed as an alumnus.
- A student who has resigned from the program should not have an active login in ERP.

Progress Reports for PhD students:

- There should be a provision for submission of progress reports by each PhD student. At least one such report should be submitted each year.
- This report should be visible to members of the doctoral monitoring committee.
- The supervisor must upload the recommendations of the doctoral monitoring committee at least once each year.

Submission of thesis:

- This applies to MS thesis by BS-MS and Int.PhD students, as well as to PhD thesis.
- Students should be able to upload a soft copy of their thesis on ERP.
- The supervisor should be able to authenticate the thesis to ensure that this matches with the hard copy submitted in the office.
- The thesis should be made available to the relevant committee for evaluation.

- The Dean Academics office should be able to add login credentials of external referees so that they can download the thesis and upload their report within the ERP system.

Summary Report:

- It should be possible to generate a report to be presented to the academic senate from with the ERP. This consists of:
 - Result from a given semester.
 - List of students eligible for graduation.
 - List of students eligible for comprehensive exam.
 - List of students on warning.
 - List of students whose program is to be terminated.
 - List of students who stand to loose fellowship.
 - List of students who stand to regain fellowship.
 - List of students who are eligible for awards/certificates.

Graduation:

- Students when they fulfill graduation requirements for any course should be marked so for presentation to the academic senate.
- Following senate approval, these students should be moved to the list of alumni and students who have graduated. This action can be taken by the administrator.
- Students who have graduated should not have an active login unless they enroll for another program.

Fees Module

Module Users: Registrar Office Staff

Module Status: Gone live and in use

- This module serves the purpose of generating student's fee and dues for the semester including both new and existing students.
- It shall enable user to create fee master under defined headers for every program in each semester for all categories and batches.
- Fee structure released by Dean Academics is a combination of various parameters attributable to institute and students.
- It allows the user to collect fee from students as cheque, draft and cash.
- It enables the user to make fee pattern for each academic year and also user can make fee period for the complete course.
- It allows the user to create fee schedule of all semesters.

- It allows the user to collect fee from students as instalment wise. (Not clear)
- It shall generate pre-defined fine if students pay late fee.
- It shall enable to user to take print out of the fee receipt.
- It shall enable users, based on role level access and authentication , to access this database for collection of fee reports year wise, date wise, fee dues, batch wise fee.

Leave Module

Module Users: Dean Faculty and Registrar Office Staff

Module Status: Gone live and in use

- This module shall serve the purpose of applying, approving and tracking all categories of leaves as applicable for faculty and staff through their user interfaces and workflow.
- It shall enable requester to apply for leave by filling an online form through his/her user interfaces
- It shall create Leave policies at the year end.
- It shall enable the user to create leave policies for different category to match our institute rules
- Earned leave shall be auto calculated at the year end with the carry forward leaves.
- For the Earned and Vacation leave, prefixed/suffixed weekends/holidays should be considered as Station Leave and not deducted from employee's Earned leave (EL)/Vacation Leave (VL) account.
- It shall enable entire approval process through the workflow.
- It shall allow requester to submit back-dated leave application.
- It shall enable requester to modify or cancel the approved leave till a day before the leave starting date.
- It shall trigger email intimations to the approving authorities and the leave applicant.
- It shall enable user to en-cash leaves, as required.

HR Module

Module Users: Dean Faculty and Registrar Office Staff

Module Status: Gone Live and in use

- This module shall serve the purpose of managing the employee details.

- It shall enable the user to capture the complete details of the employee which includes Personal details, Academic details, Qualifications, Employment details, Work experience, Family information.
- The Employee register should hold all the details about the employee including his/her designation and additional positions.
- All the information should be made visible to the employee through his/her user interface.
- It shall enable to generate a complete report of any employee.
- It should be possible to list employees by their status: current, former, retired, etc.

Health Center Module

Module Users: Health Center Staff

Module Status: Gone live and in use

- This module serves the purpose of managing all the health center items and maintaining the patient records
- It shall enable to the user to register eligible patients for consultation with doctors of institute hospital. The patients who are eligible to receive treatment are Students and Employees and their dependents.
- It shall communicate with the database to retrieve specified patients information.
- It shall enable user to make registrations for first aid cases (ones who are not eligible patients), all patient related data shall be captured for such cases.
- It shall enable user to capture prescription details after patient consults doctor against the registration number.
- It shall create patients treatment history by collating all prescription slips
- It shall push the history on the user's interface and doctor's interface.
- It shall enable the user to enter the medicine stock with all the respective details.
- The medicine stock values shall be updated automatically as the patients receive their medicines from the institute hospital based on the prescription.

Accounts & Payroll Module

Module Users: Accounts Section

Module Status: Gone live and in use

- This module shall serve as an illustration for generic functionalities expected out of Accounts module. It shall be a fund based double entry accounting system.
- It shall enable user to carry out standard accrual accounting practices for all bank accounts / ledgers / bank or cash books.
- It shall auto-create entries in the trial balances, ledgers, bank books, department heads and budget heads as and when cheques are issued against the payment voucher. Between cheque issuance and Payment Voucher approval, all entries shall stand as payable in books to create liability.
- In case of payments issued to the supplier i.e. payments made before final settlement (including charges), it shall show these payments as “Advances” in trial balance/balance sheet and remaining amount as liability for that year, until the settlement payment is made. Once the payment is settled, it shall reverse the advance payment entry into expense entry for the year in which advance was issued and pass the expense entry of the remaining amount for the year in which settlement is made.
- It shall enable navigation for searching entries or vouchers in system in layers format with inter-connected fields i.e. user clicks on one link in the layer to reach the sub-layers and then clicks on link in sub-layers to reach the sub-sub layers and so on till the hierarchy exists. For practical reference to the requirement, the search option should be versatile to handle searches on heads and sub- heads (expandable/compressible).
- It shall minimize situations to open a new screen or tab as far as possible.
- It shall enable user to create bank/cash books for every bank account and ledgers thereafter for day-to-day transactions.
- It shall enable user to create vendor wise ledgers for purchases.
- It shall enable user to generate consolidate reports of ledgers and bank/cash books for a specified period.
- It shall generate a consolidate statement of earnings and expenses for all accounts.
- It shall generate account wise and consolidated trial balance and PnL balance sheet.

Payroll module

- This module shall serve the purpose of managing payroll process for employees of the institute.
- It shall enable user to manually initiate the payroll script, which would run the payroll for all employees including all deductions and earnings

- It shall enable user to create/modify rules for earnings and deductions for the employees in the payroll.
- It shall exclude cases whose term is going to end in this month by automatically marking them for “Stop Salary” if not marked by user already.
- It shall communicate with Income Tax module to push and pull income details and tax deductions respectively.
- It shall enable user to capture installment based deductions from the salary based on reducing amount.
- It shall communicate with database to retrieve details of new recruitments.
- It shall enable user to generate supplementary salary of the employee, if required.
- It shall auto-create summary sheet, head wise detailed report, bank list, cheque list, cash list, deduction wise detailed report and individual JV for refundable and non-refundable receipts.
- It shall generate separate list for modes of payment of salary.
- It shall generate salary slips in the specified format.
- It shall allow salary roll-back before vouchers are approved. It shall allow both options of roll back i.e. individual employee roll-back and roll-back for all by adding or deducting a common amount under the allowance or deduction code for all employees.
- It shall enable user to apply increments for all employees grade wise, whenever applicable.
- It shall reflect payroll details in the user interfaces of employees.
- It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search option on PF no. / F.Y. etc.
- It shall trigger intimations in form of email as applicable in the process.

Hostel Module

Module Users: Hostel Caretakers and Wardens

Module Status: Gone live and in use

- This module shall serve the purpose of managing the hostel record of each students and the hostel stock.
- It shall enable the students to register hostel related complaints, apply gate pass, apply academic leave and hostel leave, book guest rooms through his/her user interface

- It shall enable the user to handle the hostel complaints and update the same.
- It shall enable the user to forward the booking requests to wardens for approval.
- It shall enable the user to allocate rooms to students and guests post approval.
- It shall allow the user to allocate rooms in bulk as part of the admission process.
- It shall enable the wardens to approve gate pass and hostel leave of the students.
- It shall enable the user to generate a day- wise report of the approved gate pass and the approved hostel leaves
- The caretakers would generate the mess bill every month which shall be available for each student.
- It shall enable the students(BS-MS, IntPhD and PhD) to apply for academic leave, hostel leave or both through the student portal.
- The mess-off is calculated from the hostel leave and the mess bill is generated accordingly.
- Any type of leave would be forwarded/approved/rejected based on the set workflow.
- It shall allow the students to pay the mess bill via payment gateway.
- The item allocations like bed, table, chair in each room need to be recorded and maintained as room specific items.
- It shall trigger intimations in form of email as applicable in the process.

Attendance and Time Table Management Module

Module Users: Dean Academics Office Staff

Module Status: Ready to Go Live

Time Table Management Module:

- This Module shall serve the purpose of creating and managing core course and department time table for students of the Institute.
- Dean Academics office will assign lecture halls for courses.
- Dean Academics office should be able to designate slots for different categories of courses and assign lecture halls.
- Classes will be scheduled in these lecture halls.
- For first year students, all courses shall be core courses and their timetable shall be

decided by Dean Academics office

- It shall enable Dean Academics office to divide these students into multiple batches of approximately equal strength by allocating sections in each batch.
- It should use automatic registration data (for core and major mandatory courses) and pre-registration data (for electives) to detect and flag any clashes in the proposed time table.
- It should be able to record time table with lecture halls/venues in the system.
- It should enable the faculty (and students) to see the timetable once the time table is prepared in the system.

Attendance Module:

- This Module serves the purpose of recording attendance of students in the ERP System.
- It shall enable to faculty members to record attendance of students either during the class or later in the day.
- Dean Academics office staff must create sections and scheduling before faculty members can take attendance.
- It should provide the information regarding scheduled classes, and if applicable, sections. This information should be visible to the instructors and teaching assistants associated with each course.
- It enables the faculty member to select or de-select students who are absent or vice versa.
- It should be possible for the faculty member to upload attendance using a csv/xls file.
- It allows the faculty member to save the attendance data.
- It should display the student information to faculty member while taking the attendance in the system.
- It should allow the faculty member to take printout of the attendance.
- It should enable users, based on role level access & authentication, to access this data bases for reference or reporting or updation purposes.

Projects Module

Module Users: Dean R&D Office Staff

Module Status: Ready to go live

- This module shall serve the purpose of managing the information of research projects of the Institute.

- It shall manage the complete project details which are ongoing.
- It shall handle both project mode and fellowships.
- It shall enable the user to capture the project proposal details, funding agency, proposal amount and the grant allocation.
- It shall handle the approvals of the respective authorities as defined in the workflow.
- The PI/faculty would use the project money for Equipment, Consumables, Manpower, Travel, Contingency and Overhead.
- It shall allow the PIs to check the current balance in each head, and also see an itemized list of transactions in each head.
- PI has to make a request for using money for travel from their project and get an approval before they proceed on the journey. The PI can log the request, an approval can be granted depending on availability of funds, and after completion of the journey a reimbursement form will need to be filled.
- It shall enable the PIs to submit an Annual Report to Dean R&D for Academic use. This should be done before April 15 of each year for the previous financial year.
- It shall enable the accounts section to submit a Utilization Certificate for the same period.
- It shall be integrated with the Accounts and Purchase module to deal with the maintenance of project fund and purchase from the project money.

Fellowships:

- **MS Fellowship** – KVPY, INSPIRE
The Students having CPI < 6.0, these fellowships get canceled. It restarts once they gain CPI > 6.0
- The Institute gets Rs. 20,000 as Contingency Grant for each MS student studying here, of which Rs.10,000 is given for the students to spend on buying books, computer accessories, laptops, etc..
- **PhD Fellowship**
The PhD/Research Scholars get fellowship in one of the foll. ways :
 - From the Institute – Dean Acad Office deals with it
 - From UGC/CSIR/DBT/ICMR/INSPIRE – Dean R & D deals with it
 - Junior Research Fellow (JRF) – first two years of PhD
 - Senior Research Fellow (SRF) – 3rd, 4th, 5th years of PhD
- The PhD students who got the fellowship from the funding agency would send a demand letter to UGC/CSIR/DBT with their supervisors name after which the money is released for students.

- The accounts dealing with the fellowship, project funding will be approved by Dean R&D.
- **All other fellowships:** These fellowships comprise of a grant for travel, participation in conferences, purchase of books, computer, etc. These may also include some monthly fellowship for the concerned RA/faculty member. The fellowship may be exclusive, i.e., if the fellowship is being given then the salary is not paid (e.g., Ramanujan fellowship), or, there may be some fellowship over and above the salary (e.g., J C Bose fellowship).

Purchase Module

Module Users: Purchase & Stores Section

Module Status: Ready to go live

- This module serves the purpose of managing purchase made by departments of the institute or PI of R&D projects through the Stores section.

- It shall enable departments to place PO via two modes:

Quotations through Department/PI: In this scenario, departments/PI shall call quotations by themselves and intimate Store for purchase through the selected vendor.

Quotations through Store: In this scenario, Store shall call quotations on behalf of departments/PI and submit a comparative to the department/PI for selecting the vendor.

- It shall enable departments/PI to fill an online application form for requesting a purchase through Store.
- It shall generate a unique reference number on successful submission of the request.
- It shall enable the entire approval process of the application form to flow online through the workflow.
- It shall enable user to seek quotations if department/PI has requested store for same and capture details of all quotations received.
- It shall enable user to generate comparative statement for both technical and financial bid in the specified format.
- It shall enable user to update the vendor selected by the department/PI from the comparative statement.
- It shall enable user to generate indent and sanction sheet (in the specified format) based on the request submitted by the department.
- It shall enable entire approval process of sanction sheet to flow online in the workflow.
- It shall enable user to generate PO in the specified format once sanction sheet is approved.

- It shall trigger auto-email to the vendor along with signed PO and push it internally to the accounts module.
- It shall enable user to amend or modify the PO once it is issued. In case of amendment, PO number shall be assigned suffix “A1” or “A2” based on number of amendments while in case of modifications, PO number shall remain same as that of original.
- It shall enable user to extend the delivery period for the PO, if required and generated delivery extension letter in the specified format. This module shall auto-trigger email to the vendor with delivery extension letter attached to it once it is approved by Stores through the workflow.
- It shall reflect all changes in the original PO to all concerned departments to whom original PO was sent including amendments, modifications and delivery extensions.
- It shall enable user to repeat order which means that same details as that of original order shall get replicated in this new order.
- It shall also manage the receipt of items purchased by departments/PI through documents provided by Stores.
- It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search option on request reference no. / indent no. / SS no. / PO no. / project no. etc.
- It shall trigger intimations in form of email as applicable in the process.

Faculty Recruitment Module

Module Users: Dean Faculty Office staff

Module Status: Under Process

- This module shall serve the purpose of receiving applications for faculty positions by potential candidates and executing the recruitment process.
- It shall enable the Dean Faculty staff to set the recruitment masters in the system.
- It shall enable candidates to log-in on an Internet based interface and fill an online application form.
- For Creation of candidate’s account only email ID and name information should be required.
- It shall generate unique registration number for each application. The registration number is a combination of the date when the application is completed, the department applied for, the position applied for, and a serial number.
- It shall enable tracking of candidate’s application on the basis of registration number and show the status of his/her application within the recruitment process.

- It shall push all such applications directly to concerned Dean Faculty office for initiating the recruitment process.
- It shall enable entire approval/selection process through the workflow.
- It shall enable user to skip levels in approval hierarchy, if required, based on role level access and authentication.
- It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search options.
- It shall enable candidate to save and later continue with the application process and edit the information as many times as required, before finally submitting the application form. Once submitted, no changes will be permitted.
- It shall enable candidate to preview the form before submission and print the form after successful submission.
- Once the application form is submitted, applicants cannot change anything in the data. Only Dean Faculty office will administrate this module.
- There should be an option to upload the CV, List of Publications, Research statement, A statement about teaching and No objection certificate etc.
- Dean Faculty office should be able to add any file (new versions of CV, List of Publications etc.)
- There should be provision for uploading the three versions of documents like CV, list of publications, research proposal, etc. All versions of the document should be stored in the system and should be available to dean faculty office and other authorised users.
- The module should be able to produce a summary of all applications selected using a filter based on department, position applied for, etc.
- It should be possible for a defined subset of faculty members to access the full application once it is authenticated by the Dean Faculty office. This access may be withdrawn by the Dean office after the consultation process is completed.
- It should be possible to mark the status of applications as shortlisted, etc.

Electronic Payment Gateway Module

Module Users: Accounts Section

Module Status: New requirements

- This module shall serve the purpose of enabling users to make online payments for various facilities and services, including fee and dues.

- It shall be flexible to link to any interface with a “Make Payment” action button.
- It shall allow multiple payment options to the user i.e. Net Banking, Credit Card, and Debit Card etc.
- It shall generate receipt for the payment made by the user with a unique transaction id.
- It shall provide a return string for all payments with status e.g. successful, failure, reversed etc.
- It shall identify the interface with which it has been linked to and distinctly show the differentiation in reports.
- It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search option on transaction id and / or receipt number.
- It shall trigger intimations in form of email and/or sms as applicable in the process.
- This module should allow collation of different fees to be paid so that a student can make full payment for a semester in a single transaction.

Feedback Collection Module

Module Users: Dean Academics Office Staff

Module Status: New requirements

- This module shall serve as a customizable feedback collection tool.
- It shall enable user to create customized feedback forms for Lab/Theory/Seminar courses with multiple varieties of questionnaire formats e.g. rating scales, text boxes, radio buttons etc.
- It shall enable user to modify the existing form created by the user.
- It shall enable user to customize look and feel with custom themes, colors/background, logos, pictures and font’s type/size/color.
- It shall enable user to assign/modify time range within which, the feedback form shall remain active for the students.
- It shall enable user to release the feedback form to intended recipients.
- It shall enable user to predefined groups of common recipients to send feedback, if required
- It shall enable user to create feedback, which maintain anonymity of the recipients.
- It shall provide instant reports to user such as display of survey response rate.

- It shall enable user to send reminders in the form of email and/or sms to intended recipients who have not responded.
- For special feedback like Faculty Course feedback, it shall restrict generation and the downloading of reports till the date defined by user.
- It shall create visual analytic in form of bar-graphs, pie charts, etc. to help user/faculty to understand responses of the feedback.
- It shall store year wise evaluation forms along with ratings in the user interface of the faculty member.
- It shall enable users, based on role level access & authentication, to access this database for reference or reporting or updation purposes with a search option on unique reference number of the survey.

Progress Report Module

Module Users: Dean R&D Office, Director Office

Module Status: New Requirements

- This module should allow academic members of the institute to enter information about new research publications, awards and honours, outreach work, organisation of conferences, etc.
- Users can enter this data at any time.
- Administrator for this module should be able to generate a summary report from this data at any time.
- It should be possible to specify different formats for summary reports.
- The report may include information from academic background of students and faculty members.

Visitor Hostel Module

Module Users: Assistant Registrar in charge of Visitor Hostel, Visitor Hostel staff

Module Status: New Requirements

- Faculty members should be able to make a request for booking rooms in the visitor hostel. Such requests can be made up to one year in advance.
- Each request must be accompanied by a scanned approval for the booking from the competent authority.
- Each request must specify the category of visitor, and corresponding charges to be paid, and the source of payment.
- The Assistant Registrar can record the requests and assign rooms.
- The module can be used by the visitor hostel staff to verify bookings, to record arrival, departure and payments made.

- The module should provide for bulk bookings for conferences and workshops. Such bookings require uploading of an approval of the event from competent authorities.

SUBMISSION OF Tender

- I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> only and in the designated cover/ part on the website against tender ID. Technical bid and financial bid shall be submitted in the designated online cover/part Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee and EMD. Late tenders will not be accepted.
- II. The online bids shall be opened at the office of the Assistant Registrar (P&S), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.
- III. The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.
- IV. The bidder shall upload scanned copy of the TIN number, PAN Card, VAT registration certificate/VAT return, Service tax registration number duly signed and stamped.
- V. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

INSTRUCTIONS

1. The Online bids should be submitted directly by the original manufacturer/supplier, If quotation is submitted/filled by any representative/agent/dealer then they must upload a authority certificate from the principal company for quoting the price otherwise such quotation will be rejected.
2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the online bid, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID
3. The rates offered should be FOR Chandigarh/Mohali in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Supplier from outside India should mention the Ex-works/FOB/FCA/CIF/CIP price clearly. Conditional tenders will be summarily rejected.
4. In case of Ex-godown terms the amount of packaging forwarding freight etc should

clearly be indicated by percentage or lump sum amount. Institute has policy not to make any advance payments towards any purchase, Letter of credit can be opened if required.

5. THE INSTITUTE IS EXEMPTED FROM EXCISE AND CUSTOM DUTY under notification no- 51/96 –CUSTOM DATED 23/7/1996 AND DSIR REGISTRATION NO TU/V/RG/-CDE(1062)/2011 DT. 02/09/2011 / EXCISE NOTIFICATION NO. 10/97- CENTRAL EXCISE DT. 01.03.1997.
6. Tax: This Institute is not exempted from the payment of Sales Tax/Service Tax/VAT. The current rate (i.e. percentage of Sales Tax should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card, TIN number, Service tax number, Sales tax number dulyself-attested.
7. The delivery period should be specifically stated. Earlier delivery will be preferred
8. The firms are requested to provide/upload detailed description and specifications together with the detailed drawings, printed leaflets and literature of the article quoted. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars, the quotation is liable for rejection.
9. Validity of offer: 90 days. The warranty period after satisfactory installation should be mentioned and firm should replace all manufacturing defect parts/ whole item under warranty without any extra cost including clearance, freight, taxes. Security deposit/ Bank Performance Guarantee @ 10 % of the value of supply order as per norms may be sought from the firms.
10. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website <https://eprocure.gov.in/eprocure/app> and <http://www.iisermohali.ac.in>
11. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

FOR ANY QUERY, CLARIFICATION AND PRE-BID MEETING, PLEASE

E-MAIL - headcc@iisermohali.ac.in

-sd-

(Mukeshkumar)

Assistant Registrar (S&P)