



S.N.D.T. Women's University
Sir Vithaldas Thackersey College of Home Science
(Autonomous)

NAAC Re-accredited 'A' Grade
UGC Honor - College with Potential for Excellence



SVT/Quotation/2019-20/317

Date: 25/06/2019

SUB: Quotation for Implementation of MIS (Management Information System) at Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai.

Madam /Sir,

Sealed quotations are invited for Implementation of MIS (Management Information System) under College Fund at Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai. Interested vendors are requested to submit their quote in the format given in Annexure A on company letter head. Quotation should be submitted to The Principal, Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai on or before 03rd July, 2019 (before 1.00 p.m.)

Sir Vithaldas Thackersey College of Home Science (Autonomous), SNDT Women's University, Santacruz (West), Mumbai reserves the right to reject any or all quotations without assigning any reasons thereof.

Dr. Jagmeet Madan
(Principal)

(Offer should filled on letter head)
Annexure A

To,
The Principal,
Sir Vithaldas Thackersey College of Home Science (Autonomous),
SNDT Women's University,
Juhu, Santacruz (West),
Mumbai - 400 049.

SUB: Quotation for Implementation of MIS (Management Information System) at Sir Vithaldas Thackersey College of Home Science (Autonomous) SNDT Women's University, Sir Vithaldas Vidyavihar Campus, Juhu Tara Road, Santacruz (West), Mumbai.

Respected Sir / Madam,

With reference to subject cited above we would like to furnish our quote with best rate possible as below :

a) Request for Proposal for Implementation of Management Information System

Following are the key aspects of the proposed Management Information System:

Admission System

- Custom admission system with merit list generation, 3 rounds of merit lists based on latest government rules for reservation
- Admission system for self finance courses
- Admission forms for Junior college students
- Reporting in all the systems

Document Management System

- Allow stakeholders to upload the relevant documents
- Reporting & download feature for all the documents (individually as well as bulk download)

Accounting and Fees Collection

- Online Payment for collecting fees through payment gateway
- Feature to collect the fees through cheque/cash/DD along with support for online payments
- Daily/Monthly/Yearly reporting

Student Information

- Online fee payment
- Upload and view the documents
- View attendance records
- Give feedback
- Template based applications

Attendance and Leave Management

- Bio-metric device integration with information system
- Reporting of teacher/student attendance
- Notifications of absent (leave without approval)
- Leave management/leave application for staff members

Cont.2

Template based application forms

System should support online template based applications & reporting:

- Duplicate mark sheet request
- Verification forms
- Transcript request
- Re-evaluation request
- ATKT forms
- Queries regarding results
- Appointment letters
- Pay slips
- Leave Requests
- Leaving certificate
- Duplicate ID Card
- Bonafide Certificates
- Railway concession

The implementation of this system should help SVT College in creating a centralized information system, accessible to authorized users. System should support multiple roles such as Students, Parents, Teachers, Office Administrators, Principal etc.

Objective of the Proposed System

1. Providing automation of other work flow related activities.
2. Introduction of transparency and accountability in operations
3. Elimination of Redundancy
4. Electronic security and control of confidential data
5. Fast disposal of stakeholder grievances
6. Timely Dissemination of information as per public requirements

Timeline

Delivery period of entire project: **2 months** from the date of issue of work order.

Note

1. SVT College shall not be responsible for any postal delay about non-receipt or non delivery of the proposal.
2. The Principal of SVT College reserves the right not to accept a proposal or reject all proposal without assigning any reason

All the terms and conditions given in notifications are studied thoroughly and accepted fully.

Thanking you,

Yours truly,

Name of the Company

Signature of the Proprietor

Date :

- Note : Please enclose
1. Self attested GST number copy ,
 2. Self attested PAN number copy,
 3. Declaration on the company letter head if GST is not applicable.