



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/2018-2019/1149

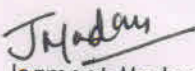
Date: 13.03.2019

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 20th of March, 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

Salient Features of the Proposed Solution. Following are the key aspects of the proposed Management Information System:

1. The implementation of this system should help Sir Vithaldas Thackersey College of Home Science (Autonomous) in creating a centralized information system, accessible to authorized users.
2. The solution shall achieve paperless college premise. i.e. Office workflow automation. The system should provide following features in order to automate the workflow:
 - Custom admission system with merit list generation, 3 rounds of merit lists
 - Accounting and Fees collection
 - Student information system to track student life cycle in college
 - Correspondence solution to manage inward/outward documents
 - Document Management solution
 - Inventory Management solution
 - E-Learning Solution
 - Gather feedback from different stakeholders
3. Proper and accurate report generation for Principal and other stakeholders.
4. Online template applications. E.g.
 - Duplicate mark sheet request
 - Verification forms
 - Transcript request
 - Re-evaluation request
 - ATKT forms
 - Queries regarding results
 - Appointment letters
 - Pay slips
 - Leave Requests

Cont.2

5. Online Payment for collecting fees

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.

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.