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M/S

**Ref No: IIT/ED/BV/05.04.2018**

Sealed Quotations (**Technical & Price Bid Separately**) are invited as per the specifications given below for the following items from the authorized suppliers. The envelope must be inscribed with "**Quotation for Platform with Custom Development Ref No: IIT/ED/BV/05.04.2018**"

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SI. No.	Product name & Specifications:	Qty.
1.	<p>Platform with Custom development with following requirements</p> <p>Features:</p> <ol style="list-style-type: none"> <li>1. Dashboard:                             <ol style="list-style-type: none"> <li>a. Providing Summary based on the Endowment details.</li> <li>b. Quick-view options – To get an overview of the new and past endowments history and donors details.</li> <li>c. Total endowment, showcasing receipt, expenditure and interest for the previous financial year.</li> </ol> </li> <li>2. Platform to have the following modules                             <ul style="list-style-type: none"> <li>• Donor Management</li> <li>• Endowment management</li> <li>• Transaction management</li> <li>• Interest management</li> </ul> </li> </ol> <p>Workflow and Functionality</p> <ol style="list-style-type: none"> <li>a. Login based on hierarchy.</li> <li>b. Maker/Checker concept in the workflow.</li> <li>c. Tracking of retrieval of data and updates.</li> <li>d. Tracking of time taken for approval/feedback at various stages.</li> <li>e. Ability to enter one interest rate that is applicable for all endowment except those marked as special.</li> <li>f. Holistic Endowment Work-flow.</li> <li>g. Finance office having a bird-eye view of all the endowment.</li> <li>h. TDS management.</li> </ol> <ol style="list-style-type: none"> <li>3. Reporting:                             <ol style="list-style-type: none"> <li>a. Report of Endowment received.</li> <li>b. Report of Expenditure.</li> <li>c. Department-wise endowment.</li> <li>d. Monthly projections of interest receivable.</li> <li>e. Monthly projection of net cash inflow.</li> </ol> </li> </ol>	1



	<p>4. Configuration:</p> <ol style="list-style-type: none"> <li>a. Notifications – Messages, Activities, Pending tasks.</li> <li>b. User Management.</li> <li>c. Forgot password, Change password, Edit profile, Manage user.</li> </ol> <p>5. Utilities:</p> <ol style="list-style-type: none"> <li>a. Widget to calculate interest.</li> <li>b. Documents be uploaded as required.</li> <li>c. Option to provide feedback, with email alert.</li> <li>d. Entity filter options.</li> <li>e. Option to update attributes of an Investment.</li> <li>f. Log of each activity to be saved, hierarchy wise.</li> <li>g. Net sum to be shown against all investment types.</li> <li>h. Reports to be exported in csv format and manipulated using excel.</li> </ol> <p>6. Help:</p> <ol style="list-style-type: none"> <li>a. Detailed Guideline of the software.</li> </ol> <p><b><u>Additional Notes:</u></b>                  The software shall be based on open source components only in line with GOI directives.                  It is expected to be implemented at IITK within 30 days of closure of tender  <u>Please quote the costs separately for:</u></p> <ol style="list-style-type: none"> <li>a. 24x7 support for 6 months (onsite support), no remote access shall be provided.</li> <li>b. Included warranty support and at least 2 years AMC post warranty</li> <li>c. The source code of the software shall be shared with IITK.</li> </ol>	
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## **Terms and Conditions:**

All quotation must reach undersigned on or before **26<sup>th</sup> April 2018, 1:00 PM**.  
 IITK shall not be responsible for late postal / courier delivery.

### **Terms & Conditions**

1. All quotations must contain complete technical details of the product inside Technical Bid Envelope in case of a two-bid system.
2. The quotation must be valid for 60 days, in case of import this should be valid for 90 days
3. All prices are to be FOR IIT Kanpur.
4. Please provide official e-mail id for conversation post quotation opening.
5. The delivery period must be within 7 working days from purchase order date.
6. The institute is exempted for payment of Excise duty under notification No. 10/97 & partially custom duty (@5.15%), under notification 51/96 and a road permit will be provided, if applicable. The Concessional Form 'C/D' has been abolished w. e. f. Apr 01, 2007.
7. Our standard payment terms and conditions are 90% on installation and 10% after inspection and approval.



8. The Penalty @1% per week or part thereof subject to max 10% of the delivery price will be deducted from the balance payment if supply is not completed within delivery mentioned above period.
9. Preference will be given to only those vendors who have Service/ Repairing center stationed

at Kanpur (Single point of contact in Kanpur for any service related issues)

10. No Call Locking will be entertained (in/out stationed). If at all it is required then it will be Performed by local Maintenance Engineer.
11. Testing of the product onsite is mandatory
12. In no case, the suppliers shall be provided with remote access of the servers.
13. It is mandatory to quote for above given optional, else the quotation may be rejected.
14. Reporting time should not be more than 2 hours
15. Resolving time should not be more than 2 days
16. At any time prior to the deadline for submission of bid, the Institute may, for any reason, at its own initiative, modify the bid document by amendments. Such amendments shall be Uploaded on the website through corrigendum and shall form an integral part of the bid document. The relevant clauses of the bid document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective bidders to check the website from time to time for any Amendment in the tender document. In case of failure to get the amendments, if any, the Institute shall not be responsible for it.
17. A vendor is expected to submit only one best bid per tender specifications.
18. A higher warranty may be given preference.
19. The Institute reserves the right for accepting and rejecting any quotation without assigning any reason thereof. Also, The Institute reserves the right to reject or accept all or any of the offer made above.
20. IIT Kanpur has the right to accept the whole or any part of the tender or portion of the quantity offered or reject it in full without assigning any reason.
21. In Case of a two-bid system:
  - o Sealed quotations are invited Technical bid & Financial bid from reputed, eligible & resourceful bidders for supply, installation of Server, etc. complete in all respect. The sealed envelopes with the quotes should be superscribed mentioning whether it is a technical or financial bid.
  - o If the financial Bid is included in the Technical Bid, then the quotation will be rejected.
22. Vendors are requested to quote only in Indian currency (Rupees). If the vendor wants to quote in an alternate currency, the vendor should seek explicit permission from the department before sending the bid.
23. The maximum educational discount should be offered wherever applicable.
24. Institute is partially exempted from GST, and the same should be offered in your bid as well.
25. The vendor must provide an official email address for communication and should notify that clearly in the quotation description, just referring to letterhead will not be accepted as sufficient proof of official email of communication.
26. Every communication must be received at IIT Kanpur within two business days from the date stamped on the letter if posted via conventional postal email.
27. Any communication letter if posted via conventional postal mail must also be sent on the following email [bvphani@iitk.ac.in](mailto:bvphani@iitk.ac.in)

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