



UNIVERSITY OF SARGODHA SARGODHA Expression of Interest (EOI)

University of Sargodha intends to launch entire solution of University Management Information System (UMIS) / Campus Management System (CMS) partially funded by Higher Education Commission of Pakistan.

EOI is invited from well reputed firms registered with FBR (Income Tax/Sales Tax), PSEB, SECP in relevant category and field etc. and having sound experience in the relevant field preferably in Higher Education Sector.

The interested contractors/firms are required to submit the EOI along with the following information in Purchase Office, University of Sargodha on 12-02-2019 till 01:00 p.m.

The firm will present:

1. The employed I.T expert/s in the relevant field before the competent authority if and when required.
2. Name of the firm with year of establishment, full address, partnership deed and telephone numbers of person/s duly authorized by the firm with whom future correspondence shall be made.
3. A certificate from chartered firm and copy of up-to-date balance sheet of at least last three years. Moreover, representative of the firm will have to substantiate the financial soundness of the firm.
4. Details of similar nature of works in-hand and executed during at least last three years indicating project cost, scope of work with verification certificate from concerned authority regarding satisfactory completion in original time limit and extended time limit (if any) with reason.
5. Details of any arbitration/litigation or similar proceedings against any Government / Semi Government Department or any other organization showing extent and results.
6. Affidavit on Judicial paper that the firm was never blacklisted by any of the Government / Semi Government Department or any other organization.
7. Affidavit on Judicial paper that the firm is not under investigation by any investigation authority.
8. Copy of Partnership deed/articles of association in case of company/limited firm with power of attorney.
9. Any other particulars, the firm wishes to furnish.

Terms of Reference (ToR) document containing all the information required for EOI can be obtained from Purchase Office or can be downloaded from University of Sargodha website (www.uos.edu.pk) and PPRA website (ppra.punjab.gov.pk) and (www.ppra.org.pk). The EOI will be submitted within the due date and time in Purchase Office along with Demand Draft (non-refundable) of Rs.2000/- (Two Thousand Rupees Only) in favour of Treasurer, University of Sargodha.

The pre-discussion will be held with the interested firms on Tuesday 29-01-2019 at 11:00 am in the Committee Room office of the Vice Chancellor, University of Sargodha.

Any other information in this regard may be obtained from Purchase Office on any working day.

The short-listed firms will be invited for presentation on UMIS / CMS and onward procedure as per PPRA (Government of Punjab) rules.

**Chairman
Central Purchase Committee
University of Sargodha, Sargodha**



Request for Proposal

Provision of Solution / Software / Services for University Management Information System (UMIS)/ Campus Management System (CMS)

Discussion Meeting: 29-01-2019 (11:00 AM) (Committee Room, VC Office)

Submission Date: 12-02-2019 (01:00 PM)

Purchase Office,

University of Sargodha, Sargodha

Must fill this document and send back

January 2019

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This document is compiled to provide necessary information to the potential interested firms about the organization that is requesting for proposals, its functions, circumstances that necessitate the assignment and how the whole process of award of work will be handled.

The primary objective is to help the prospective interested firms understand the pertinent needs and enable them to devise solutions that are capable of serving the purpose.

1 Introduction

University of Sargodha (UOS) was established in November 2002, with a mission to provide purposeful education and training, to excel in research reliant to the regional, national and global needs incorporating all the resources available through innovation.

University of Sargodha has its main campus at Sargodha, two Public sector campuses at Bhakkar and Mianwali, five campuses under Public Private Partnership, 09 faculties, 04 constituent colleges, more than 450 affiliated colleges and more than 20000 students at main campus only. UOS intends to utilize technology in its management, teaching and learning processes. UOS intends to encourage, support and foster systematic integration of technology to automate its business processes related to human resource, finance, faculty, student, academics, examinations, admissions, learning and curriculum.

2 Background of the Proposed Assignment

Presently, University has very limited automation with respect to information management system. Most of the work is carried out manually. Manual processing of data makes it hard to enforce standards and improve the quality of the services across various units of the University. Processing data of thousands of students in traditional way is very time consuming and has very poor accuracy. With main campus situated in Sargodha, students from other cities have to travel to Sargodha to obtain prospectus for admission to the university, degrees, result cards, verifications, NOCs and other related matters. It is very difficult to collaborate and communicate between main campus and its campuses and affiliated colleges and private students to utilize the resources efficiently. With these limitations, to provide high quality education services with the help of Technology, University, desires to develop a complete University Management Information System (UMIS) / Campus Management System(CMS) that has the capability to automate its processes in order to improve the quality of its services. Thus, University desires to assign the task of providing a well customized system that caters to the pertinent needs detailed in the Scope of Work or Design & Develop a system to meet these requirements to a qualifying firm interested in and capable of providing such a system. The interested firms are advised to carefully read the Scope of Work and other sections of this document to understand the technical as well procedural requirements in order to submit proposals that are not only complete in all respects but are also compliant with the relevant procedures, Ordinance, Statutes, Rules, Regulations of UOS.

3 Scope of Work

The scope of UMIS / CMS comprises on the following major components:

- i. Subscription of a web based UMIS / CMS, either off-the-shelf or designed & developed from scratch that fulfills the requirements outlined in this document. Software implementation, configuration and customization according to the University requirements.
- ii. Technical consultancy, advisory, training of the staff and necessary troubleshooting to ensure smooth transition from manual to completely MIS/ERP assisted operations.

To explain the requirements further, the above main components are further divided into various modules and sub-modules. The purpose of these details is to lay down the requirements of University in as much detail as possible and to clear any ambiguities; however, in some instances the automation may require creation of new processes or re-engineering of the existing ones to facilitate the transition. The central objective would be to facilitate the University to automate its operations and business processes to increase efficiency, productivity, transparency, ease of reporting and facilitation to the stakeholders that include University administration, campuses, faculty, staff, students and society at large. These services must be capable to provide uninterrupted access to a large number of users especially during the admissions, registration of students and results announcement.

4 Deliverables

In addition to the actual development/deployment/implementation of the desired solution owing deliverables are expected from this project:

- i. Detailed plan for the project execution
- ii. Requirements Specification Document(s) and their Design Document(s) based on Requirements Specification, Implementation details.
- iii. Installation, configuration, customization, and integration covering the scope of the project System's documentation in the form of installation and configuration guides, user and administration manuals, maintenance and support etc.
- iv. Transfer of complete system to the University along-with key, complete source code and software licenses.

5 Proposal Submission Requirements

The objective of this part of the RFP is to provide interested firms with the guidelines to enable them to submit their proposal according to the specifications, format, order and manner compliant with the relevant regulations. Therefore, all the interested firms must follow the below requirements while preparing and submitting their proposals.

6 Details of Job/Contract/Services

- v. Detailed plan for the project execution
- vi. Requirements Specification Document(s) and their Design Document(s) based on Requirements Specification, Implementation details.
- vii. Installation, configuration, customization, and integration covering the scope of the project System's documentation in the form of installation and configuration guides, user and administration manuals, maintenance and support etc.
- viii. Transfer of complete system to the University along-with key, complete source code and software licenses.
 - i. Interested firms shall submit Three (03) copies (both hard and soft) of Technical Proposal along with tentative / estimated cost (module wise) inclusive of requisite hardware and software
 - ii. Interested firms shall submit a signed letter bearing their Official Stamp as per the format given in Annex I as a cover letter to the Proposal enclosed in the Technical proposal envelope. Proposal submitted without this cover letter shall be liable to rejection.
 - iii. Technical proposals shall contain Company profile, location of branch offices, company experience in related field, technical staff details, projects completed & firm's references as per the format given in Annex II, equipment's technical details (brochures, etc.) mentioning compliance and properly highlighted all the compliance specification.
 - iv. Interested firms are required to follow professional way of submission of Technical Proposal, for example, pagination of overall Technical proposal, tagging of various sections aligned with the Proposal document, strictly following the format defined in the Proposal document, table of contents, etc.;
 - v. Interested firms are required to fill and sign the Annex V "Scope of Work", as provided in this Proposal document and must submit it along with Technical Proposal;
 - vi. Interested firms shall provide all the information in context as well as in sequence as set forth in Annex III "Technical Evaluation Criteria". Interested firms must also provide filled Technical Evaluation Criteria as self-assessment (not binding on UOS) and provide references to page numbers of the proposal proving the claim of scores. Proposals not following the format and sequence defined in this Proposal document are likely to be rejected.
 - vii. The interested firms must provide project execution plan complete with timelines in the Technical Proposal.
- viii. Interested firms are required to submit their estimated / tentative cost in the proposal in Pak Rupees (PKR) only.
- ix. Interested firms must quote for complete solution as given in the Annex V "Scope of Work", partial quotations or missed out items may lead to rejection of proposal.
- x. Total estimate / tentative cost for the development, maintenance and transfer of complete solution along- with key (source code) to the UOS must be calculated over the period of 03 years.
- xi. Product warranties, support services and post-deployment support must be quoted as per project requirements.

Annex I: Proposal Submission Form

(To be submitted as Cover Letter with the Proposal)

The Chairman UMIS / CMS

University of Sargodha, Sargodha

Sir

We, the undersigned, offer to provide the solution along with required services for the assignment “University Management Information System (UMIS) / Campus Management System (CMS)” in accordance with your Request for Proposal dated _____ and our proposal is enclosed herewith. We, hereby, submit our Proposal, which includes Technical proposal, along with estimate / tentative cost (module wise) in the sealed envelopes, along with all the necessary attachments.

We understand that you are not bound to accept any of the proposals you receive and that you reserve the right to accept or reject any offer, and/or to annul the proceedings and reject all proposals without assigning any reasons or having to owe any explanation whatsoever.

We also understand that the decision of the Technical Evaluation Committee shall be final and cannot be challenged on any ground at any forum and that the said committee or the University or any office holder of the University will not be liable for any losses or damages that may be caused to this interested firms as a consequence of the decision on our proposal.

Yours' sincerely

Authorized Signature:

Name and Title of the Authorized Signatory:

Name of the Firm:

Detailed Contacts:

Annex II: Firm’s References

(To be filled by the interested firms for each mentioned experience and to be attached with the technical proposal for evaluation) Please provide details of the relevant Services/Assignments carried out in the past (starting from the most recent) that Best Illustrate Qualifications/Experience of your firm. Using the format below, provide information on each reference assignment for which your firm, either individually or as a partner company within an association, was legally contracted. Please attach a copy of completion certificate issued by the referenced organization, without which the reference claim may not be considered.

Assignment Name:		
Client’s Name/Title		
Client’s Address		
Key Professional Staff Provided by Your Firm	Name	Responsibility
Duration of assignment	(Total Man Months):	
Timeframe of assignment	Start Date:	Completion Date:
Apprx. Value of Project		
Description of Project		
Description of Solution Provided		

Annex III: Technical Evaluation Criteria

Part A: Mandatory Requirements		
Sr. No.	Attribute	Ref. Page No. for Evidence
1.	Firm must have valid income tax number	
2.	Affidavit that the firm has not been blacklisted and under investigation	
3.	Proof of relevant experience in Sale, Service, Implementation of University Management Information System in Pakistan	
4.	Financial Proposal covering all essential components	
5.	Project Execution Plan (Timelines, Resources, Dedicated Staff, Shared Staff, etc.)	

Annex IV: Scope of Work (details)

The proposed system will have following fundamental modules and system components based on the systems already in practice through manual mechanisms. Some of the processes may need re-engineering and necessary modifications for appropriate adoption by the proposed automated system.

1. Digitalization of Old Record and Maintenance of Archives

- a. Transformation of soft data from existing system into new system
- b. Scanning of Manual record into digital archives
- c. Maintenance and handling of data
- d. Any other module(s) as required

2. User Management

- a. Create new users with authentication method
- b. Management of password policy and expiry
- c. Management of application rights for users
- d. Management of user groups roles and user rights
- e. Any other module(s) as required

3. Dean Office Faculty Management System

- a. Management of Departments / Institutes / Colleges / Sub Campuses

4. Campus / Sub-Campus / Constituent Colleges Management

- a. Campus information, address contact detail etc.
- b. Department / Institute Management, create and manage departments, allocate faculty to department / Institute and Chairperson / Director / Principal
- c. Curriculum development and Management
- d. Management of Teaching and non-teaching staff
- e. Laboratory, Library, classrooms and other resources management system (Stock directory etc.)
- f. Faculty Management
 - i. Whole time Staff (Permanent/Tenure Track/ Contractual/Reemployed/Visiting Staff)
 - ii. Faculty Task Management
 - iii. Personal Information
 - iv. Academic record
 - v. Work Experience
 - vi. Training, workshops and conferences etc.
 - vii. Publications
 - viii. Time Table
 - ix. Online availability of course file of each teacher
 - x. Course management system for teachers, students and department
 - xi. Management of programs offered at Department (Under graduate /Graduate/Post-Graduate)
 - xii. Student attendance and learning management
 - xiii. Departmental Examination System in collaboration with Central Examination Management System.
 - xiv. Online Biometric Faculty & Staff Attendance System
 - xv. Achievement and awards etc.
 - xvi. Correspondence and SMS notifications to faculty

- xvii. Correspondence and communication with main campus offices
- xviii. Any other module(s) as required

5. Affiliation Management System

- a. Online application submission and processing to seek affiliation
- b. Affiliation Committee / Members Management
- c. Schedules and Inspection of Institutes for affiliation
- d. List of Affiliated Institutes along with Programs and No of allocated seats
- e. Management of Teaching and non-teaching staff, Laboratory, Library and other resources data of affiliated institutes
- f. Affiliation Funds
- g. Any other module(s) as required

6. Admission and Registration Management System

- a. Online Student Admissions System of the University
- b. Automatic merit list generations
- c. Issuance of E-Challan for fee submission.
- d. Transfer of Students from one program to other program / department
- e. Student Registration Record Management.
- f. Issuance of Registration Cards
- g. Online registration of students of affiliated Institutions, migration from one affiliated institute to other institute or other university
- h. Online registration of Private Students to appear in the examination
- i. Any other module(s) as required

7. Faculty Management System

- a. Time Table Management
- b. Online availability of course file of each teacher
- c. Course management system for teacher and department
- d. Labs and class rooms management
- e. Stock Directory of equipment's and other resources of the department
- f. Management of programs offered at Department (Under graduate /Graduate/Post-Graduate)
- g. Student attendance management
- h. Departmental Examination System in collaboration with Central Examination Management System.
- i. Online Biometric Faculty & Staff Attendance System
- j. Any other module(s) as required

8. Student Management System

- a. Online Enrollment of Student and Courses Management (Add courses/With Draw Courses according to defined scheme of study of Department)
- b. E-Challan for fee submission.
- c. Issuance of Students' enrollment cards
- d. Online Biometric Student Attendance Record Management
- e. Assignment submission through online portal.
- f. Course Assessment and Grading
- g. Semester freeze/drop
- h. Declaration of Student results, semester wise, provisional transcript generation etc.
- i. Transfer of Credits in case of migration from one university to other university
- j. Disciplinary Action/Punishment (in case of malpractices / discipline breach)

- k. Online applications for scholarships
- l. Student Health Management
- m. Convocation registration system.
- n. Any other module(s) as required

9. Portals for Teaching Learning Management System

- a. A portal for handling teaching learning material including curriculum, syllabi and teaching/learning materials to facilitate the learning process
- b. Administering and submission of assignments, quizzes and home works etc. through electronic means
- c. Possibility of discussion forums related with various training programs
- d. Any other module(s) as required

10. Quality Enhancement Cell Management System

- a. Policy for Quality assurance and enhancement of the university
- b. Online Teacher's evaluation by the students
- c. Online course evaluation by the students
- d. Online course review report by the teachers
- e. Online Alumni Survey
- f. Online Employer survey
- g. Online Survey of graduating students
- h. Any other module(s) as required

11. Examination Management System (for Semester / Term System and Annual System)

- a. Issuance of Academic Calendar and schedule of examinations
- b. Online enrollment of students to appear in the examinations
- c. Arrangements for conduct of examinations, examination deadlines for result submission etc.
- d. Establishment of Examination centers, keeping record of the building detail for the centers
- e. Registration of Exam supervisory and evaluation staff
- f. Appointment of Exam supervisory staff
- g. Generation of Date sheet
- h. Issuance of roll number slips
- i. Establishment of Question Banks for each paper and subject /degree to generate question papers and mechanism of delivery of question papers to the examination centers
- j. Provision of answer books having Bar Coded sheets
- k. Retrieval of solved answer books from the exam centers / banks and maintenance of their record
- l. Preparation of bundle of solved answer books and delivery to the examiners/evaluators
- m. Online submission of Results by the examiners
- n. Retrieval of solved answer books from the examiners/evaluators
- o. Scanning of Result Awards through OMR (Optical Mark Reading System)
- p. Compilation of results
- q. Scrutiny of results
- r. Thesis evaluation management system
- s. Declaration of results gazette
- t. Generation of Statistical Reports
- u. Payment system for Supervisory staff and examiners etc and payment in their accounts

- v. Online result availability
- w. Issuance of Official transcripts to the Pass / Qualifying students
- x. Printing of degrees
- y. Academic transcript and degree verification
- z. Preparation of scroll for convocation
- aa. Registration process for convocation
- bb. Any other module(s) as required

12. Human Resource Management System (for Teaching and Non-Teaching Staff)

- a. Online recruitment system
- b. Employees Profile and personal record
- c. Job placement and assignment
- d. Approved posts and vacancies record
- e. Job advertisement
- f. Leave Management
- g. Seniority List generation and management of promotions
- h. Employees Transfer Management
- i. Employees appraisals
- j. Employees nominations record for trainings, workshops, conferences etc.
- k. Any other module(s) as required

13. Financial Management System

- a. Double entry accrual-based accounting
- b. Full general ledger processing and reporting
- c. Assets and equities
- d. Accounts receivable
- e. Accounts payable
- f. Chart of Accounts
- g. Budget and Receipts
- h. Payments
- i. Payroll and pension
- j. Scholarship and Financial Aid to students
- k. Information Sharing and Verification with affiliated Banks
- l. Fee Payment and installments etc.
- m. Any other module(s) as required

14. Transport Management System

- a. Transportation management of vehicles details like registration number, driver name
- b. Devise vehicle routes and allocate students
- c. Readily print out route sheets with all details like driver name, vehicle number, students name, route name, bus stop details, etc.
- d. Transport module is integrated with fee module for alert notification
- e. Options for integration with GPS tracking
- f. Configure different routes & stops
- g. Vehicle Service / Fuel / Repair & Maintenance
- h. Usage of Vehicle Information
- i. Vehicle Reservation Management
- j. Sales and depreciation
- k. Requisition of Vehicle for Official / Private use.
- l. Any other module(s) as required

15. Hostel Management System

- a. Online Admission for Hostel Accommodation
- b. Create & Manage Merit Lists of Applicants
- c. Allotment of Room to Student
- d. Manage Hostel Buildings of Rooms & Halls
- e. Biometric In & Out of Students
- f. Manage Staff deputed at specific Hostel
- g. Manage Inventory / Assets / Stock
- h. Manage Services / Facilities
- i. Mess Management
- j. Manage Parent / Guardian information for each student
- k. Any other module(s) as required

16. Project Director Works Management System

- a. Procurement
- b. Contracting
- c. Tendering Management
- d. Proposal / Quotations Management
- e. Expense Management
- f. Accounts & Finance
- g. Repair & Maintenance
- h. Store / Stock Management
- i. Repair Task & Analysis
- j. Any other module(s) as required

17. Planning & Development Management System

- a. Create Resource requirement and Costing
- b. Creation of Rate Analysis
- c. Build a Block/WBS Budget for Execution and maintain Versions
- d. Task Update and Completion Tracking (Material & Labour)
- e. Inbuild Project Planning & Scheduling
- f. Cost & Quantity Variance
- g. Tracking of Material issues and work completion at site
- h. Stock reconciliation
- i. Project progress forecasting and Gantt chart view
- j. Cost to Complete
- k. Schedule Vs Actual Comparison
- l. MIS system
- m. Any other module(s) as required

18. SMS / E-Mail Management System

- a. Automated System for sending alerts through E-Mail / SMS to disseminate any information
- b. Any other module(s) as required

19. Parking Management System

- a. Faculty / Staff Car/Bike/Cycles record management.
- b. Any other module(s) as required

20. Career Portal / Internships / Alumni / House Job Management

- a. Handling of any training/internship/house job management system
- b. Alumni Registration Management
- c. Alumni Meeting Management
- d. Any other module(s) as required

21. Day Care Centre Management

- a. Registration of Children's/Parents/Guardians
- b. Any other module(s) as required

22. Telephone Exchange Management

- a. Telephone Exchange Management System using Latest I.T tools
- b. Any other module(s) as required

23. Sports Management System

- a. Player / Team Registration
- b. Sports / Game Management
- c. Any other module(s) as required

24. User Guidance & Support Management

- a. Searchable support for multiple users
- b. Troubleshooting requests and online support
- c. Providing online support / assistance
- d. List of Frequently asked questions
- e. Complaint and feedback management
- f. Any other module(s) as required

25. Meeting Management System

- a. Scheduling of Meeting
- b. Minutes of Meeting
- c. Any other module(s) as required

26. Events / Co-Curricular Activities Management System

- a. Handling of University / Department events.
- b. Any other module(s) as required

27. Estate & Security Wing Management

- a. Tracks information about Visitor's In & Out logs of visiting place & purpose
- b. Residence Management System
- c. Guest Rooms Allocation Management
- d. Security Staff Management System
- e. Estate Assets management system
- f. Any other module(s) as required

28. Media Production Management

- a. FM Radio Management
- b. Media Production
- c. Press Releases
- d. Any other module(s) as required

29. Parents / Guardian Portal Management

- a. Seeking / Providing Student Relevant Information
- b. Any other module(s) as required

30. Services Management System

- a. I.T Services
- b. PD Works Services
- c. Transport Services
- d. Estate & Security Services
- e. Khush-Aab Water
- f. Any other module(s) as required

31. Reporting Management

- a. Create various reports for each module
- b. Modification in Reports
- c. Adding new report
- d. Report of Statistics of relevant module
- e. Any other module(s) as required

32. Any other module(s) as required

Admin Officer (P)

Secretary, CPC

Chairman, CPC

Chairman, UMIS

(Must be filled by firm)

I-----S/D/O-----having ID card No----
-----working as -----in firm/company-----
-----accept/agree with all above mentioned TOR/scope of work issued by
University of Sargodha.

Date:

Sign and Stamp