COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar-736101
Ph.: 03582-230218/230833

E-mail :- info@cbpbu.ac.in
Website:- www.cbpbu.ac.in

Ref. F69.V1/REG/1347-19 (3rd Call)

Date: 23.08.2019

NOTICE INVITING TENDER

Tender is invited, by the Registrar, Cooch Behar Panchanan Barma University, for installation below mentioned Online Application System from reputed Software Developer Companies.

Online Employee Leave, Self Appraisal & File Tracking System:

I. Module - # Leave Management Features:

Registration of the employees is an easy process. Unique User Id login system

HR / Admin can view/edit data

Teaching & Non-Teaching Staff Management Leave Calculations

Leave Types Master

1. Casual Leave (CL)
2. Earn Leave (EL)
3. Medical Leave (Med)
4. Maternity Leave (ML)
5. Paternity Leave (PL)
6. On Duty Leave (DL)
7. Calendar Year wise Session

Without Pay Leaves Counts

Auto-archive Leave records

Monthly, Yearly reports, Daily Reports generation

Separate Admin & User Login

Leave Application

Teaching Staff – Leave Approval Hierarchy as

1. HOD
2. Dean
3. Vice-Chancellor
4. Registrar

Non-Teaching Staff – Leave Approval Hierarchy as

1. HOD
2. Registrar
3. Vice-Chancellor

II. Module - # Appraisal Management Features:

Employee Appraisal Form

For to apply Monthly by All Employees

Auto Select data once Employee logs in and apply for Monthly Appraisal approval

1. Name
2. Department
3. Designation
4. Leave applied for the month

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Manually feed data by Employees for approval of HOD
1. Total no of classes allotted for the month
2. Total no of classes taken
3. Other Duties performed (textual field)
4. Remarks by Employee

Teaching Staff – Appraisal Approval Hierarchy as –
1. HOD
2. Dean
3. Vice-Chancellor
4. Registrar

Non-Teaching Staff – Leave Approval Hierarchy as
1. HOD
2. Registrar
3. Vice-Chancellor

III. Module - # File Tracking Management Features:

Add new correspondence as File

Generate Docket No. for each File

Sender Name / Dept. / Designation

Select Reference (Subject) / Date / Addressee

Add Manual Memo No. (If required)

Select Composer & Select the File (Attach Supportive format of (.doc/.docx/.pdf/.jpg)

Select Authorised/Signed by

Copy to (Addressees)

Approver Check & Footnote (Optional)

File Tracking - Search Records – by select criteria

FOR ANY CLARIFICATION REGARDING TENDER PLEASE CONTACT WITH COOCH BEHAR PANCHANAN BARMA UNIVERSITY E-MAIL ID – INFO@CBPBU.AC.IN

[TENDER FEE: Rs.1000/- (RUPEES ONE THOUSAND ONLY), NAME OF THE A/C: COOCH BEHAR PANCHANAN BARMA UNIVERSITY, SAVINGS ACCOUNT NUMBER: 32741316141, IFSC CODE: SBIN0000058]

[EMD: Rs. 5,000/- (RUPEES FIVE THOUSAND ONLY), NAME OF THE A/C: COOCH BEHAR PANCHANAN BARMA UNIVERSITY, SAVINGS ACCOUNT NUMBER: 32741316141, IFSC CODE: SBIN0000058]

1. Submission of bids:

Both Technical Bid and Financial Bid are to be submitted concurrently duly signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management)

2. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is more than Rs.30 lakh in India is eligible to participate in the Tender.
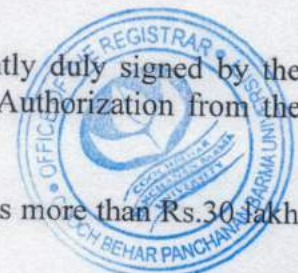
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3. Credentials:

Documents of previous experience of the job (related University Level Work), at least 3 years, must be submitted along with the tender.

4. Payment Schedule:

100% of the bill value will be paid after satisfactory installation/delivery of the equipments/services.

Dates & Information:

Sl. No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the tender portal	23.08.2019
2	Bid Submission Closing Date (offline)	14.09.2019 (up to 05.00 p.m.)
3	Bid Opening Date (offline) – Technical Bid	16.09.2019 (from 06.00 p.m.)
4	Date of opening of Financial Bid	To be notified

Envelope-1 (Technical Bid)

The sealed envelope with "Tender for **Online Employee Leave, Appraisal & File Tracking System**" clearly written on top of envelope, addressed to The Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar – 736101, West Bengal, India must reach the University office up to **05.00 PM** on **14.09.2019.**

This envelope of technical bid must contain the following:

Duly filled, signed & stamped tender document.

Payment Certificate of **Rs. 1000/- (One Thousand Only)** drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as cost of Tender Document.

Payment Certificate of **Rs. 5000/- (Five Thousand Only)** drawn in favour of Cooch Behar Panchanan Barma University Payable at Cooch Behar, as cost of Earnest Money.

Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Company.

Self attested Documentary proof of Annual Turnover.

Self attested Documentary proof of Credential.

Self attested Copy of GST Registration Certificate.

Self attested copy of the PAN.

System Module Details / Demo System Details / System Layout Details.

Envelope-2 (Financial Bid)

1. The financial bids (Annexure 'A') will be opened at later stage only after evaluation process of technical bids.

The University reserves the right to accept or reject any or all the submitted quotations without assigning any reason whatsoever even it comply all condition.

REGISTRAR
COOCH BEHAR PANCHANAN BARMA UNIVERSITY
VIVEKANANDA STREET, COOCH BEHAR – 736101

Registrar
Cooch Behar Panchanan Barma University