NAAC GRADE 'A++' ACCREDITED

Ref.No IHE/2024-2025/Admin/ 1704

Date: February 10, 2025

Invitation for Quotations to provide EMIS (Educational Management Information System) solution for the college.

The Institute of Home Economics (IHE), is a constituent college of the University of Delhi. The college has about 1500 students and 100 faculty members and offers both undergraduate and postgraduate programs and follows the NEP curriculum. The college is inviting quotations by email/ordinary mail from reputed and experienced agencies/companies having expertise in providing EMIS solutions to academic institutions especially DU colleges. There will be a lock-in period of three years extendable as per requirement.

The broad scope of work is as follows:

- One time Application setup
- Upload/enter college data (Excel and Manual Entry)
- Generate ID no. and create sections of different classes
- Fee payment system.
- Class Attendance records.
- Internal Assessment marks entry and result processing as per DU guidelines.
- ID card generation of students and staff
- Communication system (integration with SMS & email).
- Mapping of courses with course faculty and students.
- Teaching Staff, Non- Teaching Staff and Student login portal.

Responsibilities of the service provider:-

a) To study the user's requirements and study the detailed scope documents. Map the system and functional requirements, which include database (back-end) and programming modules (front-end) and related issues from the implementation and customization point of view.

b) To implement the web-enabled, user-friendly, menu driven , existing application product which involves various master data input screens, transaction data input screens and processing options after approval of the in-charge of the concerned process owners, and also provide a provision to import/ export data.

c) To facilitate backup, restoration of data, and data recovery plan and ensure data back up after every six months.

d) To host the system on Cloud and maintain the same for the contract period.

e) To submit the user manual along with the online help manual.

f) To undertake customization and testing of the system in accordance to terms and conditions defined in this agreement.

g) To provide training to system administration, internal IT software professionals and users/ personnel of IHE.
h) To implement the application software in a multi-user environment.
i) To carry out maintenance support for the entire period.
j) If EMIS needs any updating or software updating will be provided by the service provider without adding any extra cost.
K) Onsite support whenever required.

The quotations for the above should be emailed to principal@ihe.du.ac.in with the subject 'Quotations for EMIS solutions. **The quotations should be received by the college via email within ten days of sending the request for quotations i.e. latest by February 20, 2025.** The quotations received beyond the given deadline will not be considered.

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