

INSTITUTE OF HOME ECONOMICS

IHE/2025-26/Admin/010 (University of Delhi)

Sealed Quotations are Invited for providing Software: EMIS (Educational Management Information System) solution to 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 addressed to the Director, Institute of Home Economics, F- 4, Hauz Khas Enclave, New Delhi - 110016 i.e. latest by 15th April 2025 from reputed and experienced agencies/companies having expertise in providing EMIS solutions to academic institutions especially colleges under University of Delhi. There will be a lock-in period of three years extendable as per requirement and performance.

Sealed Quotations	Open
Service Category	Software: EMIS (Educational Management Information System) solution to the Institute
Tender Fee	Rs. 500 in form of DD favoring "Director, Institute of Home Economics, Payable at New Delhi
Security Deposit	25,000/- (Rupees Twenty Five Thousand Only) in form of DD favoring "Director, Institute of Home Economics, Payable at New Delhi (To be submitted by successful bidder only)
Tender Period	1 Year (Extendable upto 03 years subject to satisfactory performance, requirement & mutual agreement)
Financial Bid opening date and time	Will be notified later after technical bid qualification
Sealed Quotations Submission End Date	The quotations should reach the college by post in a sealed envelope latest by April 15 , 2025 . The quotations received beyond the given deadline will not be considered. No quotations will be accepted over Email.

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.
- 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 of work. 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.

Eligibility criteria for providing quotations for EMIS

1. Documentary evidence in support of their claim of having adequate capability, staff and technical know-how and experience of providing EMIS solutions to educational and other institutions with evidence of similar work done.
2. The bidder should have completed, from start to finish, at-least three separate works of EMIS

Evaluation of Bid/quotations:

- a) The Purchaser will examine the bids/quotations to determine whether:
 - i. They are complete
 - ii. The documents have been properly signed; and
 - iii. Documents in support of experience.
- b) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical presentation and commercial terms and conditions shall be examined. Responsiveness of the bid shall be determined based on the technical and financial capability of the bidder to execute the contract.

The sealed quotations for the above should be sent to "Director, Institute of Home Economics (University of Delhi), F-4, Hauz Khas Enclave, New Delhi – 110016" with the subject "Quotations for EMIS solutions". **The quotations should reach the college by post in a sealed envelope latest by April 15, 2025.** The quotations received beyond the given deadline will not be considered. **No quotations will be accepted over Email.**



Dr Ruchira Das

Convener

Automation and Website committee



Prof. Radhika Bakhshi

Director

Institute of Home economics



Dr. Meena Batham

Co-Convener

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