



**College Education Development Project (CEDP)
University Grants Commission of Bangladesh / National University
Secondary and Higher Education division, Ministry of Education
IDA Credit # 5841-BD**

College Name: Naogaon Govt: College, Naogaon

REQUEST FOR QUOTATION

FOR

**Procurement of College Management Information System for Naogaon Govt.
College, Naogaon**

**Invitation for RFQ No:G - 01
Issued Ref.: NGC/CEDP/2023/G-1
Issued On: 31/10/2023**

Quotation Submission Letter

[Use Letter-head Pad]

Issued Ref.:
Issued On:

Name and address of Procuring Entity : Naogaon Govt. College, Naogaon.

I/We, the undersigned, offer to supply in conformity with the Terms and Conditions for delivery of the Goods and related services named **Procurement of College Management Information System for Naogaon Govt. College, Naogaon**

The total Price of my/our Quotation is BDT -----

My/Our Quotation shall remain valid for the period stated in the Quotation Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of **Para 21** of the Terms and Conditions and pledge not to indulge in such practices in competing for or completion of delivery of Goods.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that the Purchase Order issued by you shall constitute the Contract and will be binding upon me/us.

I/We have examined and have no reservations to the Quotation issued by you on [**insert date**].

I/We understand that you reserve the right to reject all the Quotation document or annul the procurement proceedings without incurring any liability to me/us.

Signature of Quotationer with Seal
Date:

Price Schedule for Goods and Related Services

Sl. no	Item No	Description of Items	Unit of Measurement	Qty	Unit Rate or Price		Total Amount	Destination for Delivery of Goods
					In figure	In words	<u>In figure</u> In words	
1	2	3	4	5	6	7	8	9
1.								Naogon Govt. College, Naogaon
2.								
3.								
4.								
5.	5.							
6.	6.							
Total :						In figure		
						In words		

Goods to be supplied to	Naogon Govt. College, Naogaon
Total Amount in Taka (in words)	
Delivery Offered	14 days from date of issuing the Purchase Order
Warranty Provided	2 years

[Insert number] number corrections made by me/us have been duly initialed in this Price Schedule. My/Our Offer is valid until[insert date]

Signature of Supplier with Seal	Date:
Name of Supplier	

Note:

1. Col. 1, 2, 3, 4, 5 and 9 to be filled in by the Procuring Entity and Col. 6, 7 & 8 by the Supplier.
2. Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. Whatsoever up to the point of delivery of Goods and related services in all respects to the satisfaction of the Procuring Entity.

I/We declare to supply Goods and related services offered by me/us fully in compliance with the Technical Specifications and Standards mentioned hereinabove

Signature of Supplier with Seal	Date:
Name of Supplier	

Note:

- 1. Column 1, 2, 3 to be filled in by the Procuring Entity and Column4 by the Supplier.**

**College Education Development Project (CEDP)
IDG Sub-Project**

Naogaon Govt. College, Naogaon (1050)

Official Cost Estimate for

Procurement of College Management Information System (CMIS) for Naogaon Govt. College, Naogaon (Package No: G-01/2023-24)

[‘This official Cost Estimate’ has been estimated according to the current market price]

1. College Management Information System (CMIS)			
Sl	Modules of Software	Technical Specifications	Technical Specifications Mentioned by the Tenderer
1	Web Access Protocol	https://	
2	Technology Platform	To be mentioned by the bidder	
3	Database	To be mentioned by the bidder	
4	Warranty & Maintenance Support	2 (Two) Year	
5	Student Management	<ul style="list-style-type: none"> • Interact with the necessary data • Subject, Group, Student ID • Personal & academic information • Fees payment • Exam/Class Routine • Re-admission • Interact with the teachers and other students using Testimonial generation • Online Question bank 	
6	Teacher/Staff Management	<ul style="list-style-type: none"> • Workload Management, Course Performance Tracking • Teacher profile information • Uploading files/documents • Teacher Activity Dashboard • Tracking attendance, leave • Analyzing Teacher feedback • Information about the teachers, officers, staff • Attendance tracking system of employee • Online & Offline meeting management 	

		<ul style="list-style-type: none"> • Leave management system • Virtual profile/resume management 	
7	Accounting Management System	<ul style="list-style-type: none"> • Payments, receipt, bank reconciliation, expenses & revenue tracking • Management of budgeting • Online payment system • Accounting Dashboard • Financial Reporting • Payroll management 	
8	Inventory Management	<ul style="list-style-type: none"> • Maintaining the report of physical assets and its location • Scrap management • Should have standard inventory management features 	
9	Exam & Result Management System	<ul style="list-style-type: none"> • Exam routine generation and management • Admit Card generation • Invigilators list • Exam hall management • Exam attendance management • Temporary tabulation sheet generation for local/internal exam • Result entry and progress management (class test, Lab, attendance, Exam) • Question bank center for CQ & MCQ exam management 	
10	Survey/ Assignment System	<ul style="list-style-type: none"> • Create survey form as per requirements • Auto generated analytical reports from survey • Assignment submission facilities for the students 	
11	Integrated Email &	<ul style="list-style-type: none"> • Provisions to create Email 	

	SMS Tools	<p>Templates</p> <ul style="list-style-type: none"> • Save contact lists • Send Email in group/individual • SMS notification • Send SMS in group/individual 	
12	Hall/ Hostel Management	<ul style="list-style-type: none"> • Registration for allocation. • Room Allocation/Discharge. • Charges/Fees payment. • Hall administration 	
13	Library Management	<ul style="list-style-type: none"> • Library Book Register for issuing, renewing and returning of books. • Book details including ISBN, author, publisher • Library card issuing. • Book due and membership expiry management. • Invoicing a book due and membership renewal amount. • Book issuing and book returning. 	
14	Course/subject management	<ul style="list-style-type: none"> • Planning of courses, class materials • Delivering of course content, handouts etc. • Management of course distribution, course syllabus • Communication among teachers and students • Creating diverse assessment plan 	
15	Reporting management	<ul style="list-style-type: none"> • Operational reports • Analytical reports • On-demand reports • Financial Reporting 	

Details Features of Modules in College Management Information System

Sl	<i>Details Modules of Software</i>	<i>Details Technical Specifications</i>
1	Student Management	<p>i. Student portal will consist of personal & academic information and the other detailed information about a student of the institution. The specific Student will be able to modify his/her own personal relevant information from the portal. S/he will be able to see the payment ledger, results, progress etc.</p> <p>ii. Student can check the Accounts information from student portal. As this is a sensitive issue, the student has no accessibility to change the Accounts information. But if s/he find any problem in accounts, they can complain about the problem to the authority (where applicable).</p> <p>iii. Student will be able to see his/her entire details from the beginning of the colleges. The student will be able to update his/her profile.</p> <p>iv. Student Apply (from student portal) for Transcript/Certificate/Provisional Certificate, be able to make necessary payment, and be able to print Transcript/Certificate/Provisional Certificate with online verification capacity.</p> <p>v. Capability of downloading Electronic Certificate, Result sheets etc. should be able download from the portal.</p>
2	Teacher/Staff Management	<p>i) Employee resource allocation and management system.</p> <p>ii) Teacher Workload Management, Course Performance Tracking, Teacher profile information Uploading files/documents Assign Teacher to courses based on qualification and skills. Analyze Teacher feedback and compare Teacher workload with program and college averages for even distribution.</p> <p>iii) Teacher Activity Dashboard from where teachers can set reminders and alerts for quizzes, tests, assignment etc. They can manage their attendance, leave, research projects, and courses and even create budgetary allocation for research/programs.</p> <p>iv) The administration can see the information about the teachers, officers, staff info including their contracts, activities and performance.</p> <p>v) Payroll management for the guest Teacher members and temporary office staffs.</p> <p>vi) Attendance tracking system of the administrative employees of the institutions.</p> <p>vii) Online & Offline meeting management for the employees and respective Teacher members.</p> <p>viii) Leave management system.</p>
3	Accounting Management System	<p>i) Department/Program or event wise Budget can be created using this module. Also, the expenses & income can be tracked accordance to the budgeting forecasts.</p> <p>ii) The Accountant & Administration can see necessary details about the Payments, Receipts, bank reconciliation, and expenses. The students also will be able to see his/her own payment history from student portal.</p> <p>iii) Online payment system be integrated.</p> <p>iv) Accounting Dashboard will help the administration to rectify the financial summarized information at a glance.</p> <p>v) Prepare standard Audited Financial Report.</p> <p>vi) Customizable students' fees breakdown capabilities.</p>
4	Inventory Management	<p>i) The Inventory management system maintains the report of physical assets and its location.</p> <p>ii) Depreciation calculation system.</p> <p>iii) Scrap management.</p> <p>iv) Should have standard inventory management features</p>
5	Exam & Result Management System	<p>i) Exam routine management and declaration with approval from department chairman/principal.</p> <p>ii) Exam invigilators list approval and management.</p>

		<ul style="list-style-type: none"> iii) Exam hall management option for every student. iv) Attendance based admit Card Generation and management v) Exam attendance management. vi) Seat Card management vii) Auto grading system calculation according to the input numbers of courses. viii) Temporary tabulation sheet generation for local/internal exam. ix) Attendance System. x) Attendance management for the administrative employees of the institute where even biometric device can be connected/integrated. xi) Result publishing and management xii) Question bank center for CQ & MCQ exam management
6	Survey/ Assignment System	<ul style="list-style-type: none"> i) Create survey form as per requirements of the survey types. ii) Auto generated analytical reports from survey. iii) Assignment submission facilities for the students and management facilities for the teachers.
7	Integrated Email & SMS Tools	<ul style="list-style-type: none"> i) Student Registration for allocation. ii) Room Allocation/ Discharge/ Set up. iii) Payment method to pay the charges by the students. iv) Hall Super and Assistant Hall Super v) Allocation of roles for hall management compliance system
8	Hall/ Hostel Management	<ul style="list-style-type: none"> i) Student Registration for allocation. ii) Room Allocation/ Discharge/ Set up. iii) Payment method to pay the charges by the students. iv) Hall Super and Assistant Hall Super v) Allocation of roles for hall management compliance system
9	Library Management	<ul style="list-style-type: none"> i) Book Register for issuing, renewing and returning of books. ii) Automatic import of book details using ISBN number. iii) Library card feature. iv) Configure book due easily. v) Book due and membership expiry email to members. vi) Setup author, publisher and awards details. vii) Invoicing a book due and membership renewal amount. viii) Book move marking on issuing and book returning.
10	Course/subject management	<ul style="list-style-type: none"> i) Assign Subject & Teacher ii) Assign Class & Section iii) Assign, Session & Academic Year iv) Assign Shift & Version v) Assign Department, Level & Type
11	Reporting management	<ul style="list-style-type: none"> i) Summary reports ii) Regulatory and periodical report iii) Reporting on demand iv) Operational and financial report

Terms and Conditions


for

Supply of Goods and Payment

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of the Public Procurement Act, 2006 and the Public Procurement Rules, 2008.
3. The Supplier shall have to complete the delivery in all respects within **14 days** of issuing the Purchase Order in conformity with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the Goods are found to be defective or otherwise not in accordance with the specifications, the Procuring Entity may reject the supplies by giving due notice to the Supplier, with reasons.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, the payment shall be based on the actual delivery of goods on the basis of the quantity of each item of Goods in accordance with the Priced Schedule and Specifications. 100% of the Contract price of the Goods and related services shall be paid after submission and acceptance from the The date of installation.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT **[insert figure][in words]**.
12. The minimum Warranty Period of the Supplies shall be **1 years for CMIS** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, From the date of Installation.
13. The Supplier shall remain liable to fulfil the obligations pursuant to Rule 40 (5) of the Public Procurement Rules, 2008.
14. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services .
15. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
16. Damage to the Goods during the Warranty Period shall be remedied by the Supplier at the Supplier's own cost, if the damage arises from the supply and installation by the Supplier.
17. No modification to Scope of Supply and no Variations to the quantities ordered shall be permissible under any circumstances.

18. **The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with Rules, where necessary.**
19. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
20. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
21. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion in Section 64 of the Public Procurement Act, 2006 and Rule 127 of the Public Procurement Rules, 2008.

For the Purchaser:


Professor Md. Nazmul Hasan
ID. No:-4713
Principal
Naogaon Govt. College, Naogaon.

Date :

For the Supplier:

Signature of the Supplier with name
Designation

Date :