**चौधरी रणबीर सिंह विश्वविद्यालय,जीन्द**
**Chaudhary Ranbir Singh University, Jind**
(Established by the State Legislature Act 28 of 2014)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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No. CRSU/UCIC/2019/189

Dated: 06.08.2019

**To**

**M/s............**
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**Subject: Request to provide the Quotation for setting up of Digital Archives.**

Dear Sir/Madam,

Chaudhary Ranbir Singh University, Jind (Haryana) is established by the State Legislature Act 28 of 2014 on July 24, 2014, CSR University has a sprawling campus of 75 acres situated 2 kilometres from Gohana Bypass, Jind. The university has been established with the vision of imparting quality education by creating most conducive ambience for the production and dissemination of knowledge guided by innovative thinking, scientific enquiry, sublime human values, sustainable ecology, and democratic ethos. The aim of the University is the cultivation of citizens with a rich awareness of our heritage to lead and serve in every sphere of human activity.

The University wishes to setup a Digital Archives and invites the complete package for setting up of the same which includes the following:

**Software:** Document Management System for digital archiving

- There will be three parts of the Document Management System, one Admin, one Supervisor & User and One for Viewer. In the admin part, Administrator by using its user name and password will be able to manage the complete system like creating the different groups to store the records in respective categories. Under these groups, there should be a facility to design the forms with different types of fields dynamically or by giving choice of maximum 05 to 08 fields in each design. The Administrator will be having rights to create, modify, delete all types of users and assigning of rights. The Administrator will assign the rights to various users like, 'Supervisor level user' will be able to modify and delete the record in case of any mistake occurs during data entry or linking the scanned images with the particular record. The "User" will be able to only make data entry and scan the documents, view the documents. The "Viewer level user" will be able to only access/ view

the images over the Internet/ Intranet. In the software under reference, there should be a facility to create the PDF file of images. The system should work on Internet and Intranet with all the security features. There should be facility to auto and manual backup of the data and images to another Server lying in the University and also on CDs, DVDs, Pen-drives, external hard disks or any other storage media.
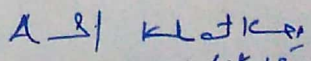
- The Software will be developed in PHP Scripting and MySql Database or any other open source languages/database;
- The vendor will handover the complete source code of the software to CRSU;
- The vendor will provide one year on site support/AMC from the actual deployment of software without any extra cost.
- The vendor will also quote the price of AMC which the vendor will charge after one year of the deployment of Document Management System(Software)/Digital Archives;
- The Software should be able to provide reports on the basis of fields designed in various categories/groups. The user should be able to search on all the fields or selective fields in each category/ group. The listing should appear with desired search result and there will be a hyperlink to open the associate image(s) with the particular record. The authorized users should be able to print/view the results;
- The Software should be able to work on intranet and Internet/online.
- The Software should be user friendly, fast and competent to upgrade on upcoming hardware technologies;

**Other conditions:**

- Only becoming L1 (Lowest One) will not be the criteria for awarding the work. The vendor will have to show/present the same kind of work earlier done for any other organization(s) before the Committee;
- The final vendor will have to show the prototype of the Software then only, vendor will be awarded the final work order;
- The Institute has right to cancel the above bid without assigning any reason;
- All the disputes will be subject to jurisdictions of Jind courts only.

You are requested to provide the estimate/quotations in sealed cover for the above mentioned work latest by 26.08.2019 upto 3:00 p.m. The quotations received after 26.08.2019 upto 3:00 p.m. will not be entertained. The quotations may be addressed to 'The Registrar, Chaudhray Ranbir Singh University, Rohtak Bypass Road, Jind-126102, Haryana.

Yours faithfully,

(Amit Kumar) 6.8.19.
System Analyst