



IGIB

**INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY  
MALL ROAD, NEAR JUBILEE HALL, DELHI – 7 (India)**

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NoIGIB/5/35/09/ 64/ 5892 to 5903

Dated : 31/12/09

<b>DUE ON</b>	<b>22/1/2010 upto 2.30 p.m.</b>
<b>OPEN ON</b>	<b>Same day at 3.30 p.m.</b>

Sir,

Sealed quotations on behalf of Director IGIB, are invited under Two Bid System i.e. 1. Techno Commercial Bid and 2. Financial Bid for the supply, Installation and commission of following

S. No.	Description	EMD (Rs.)
1.	Management Information System (MIS) for IGIB for Office automation of different divisions of IGIB such as Stores & Purchase, Accounts, NFBGR, PME, Administration etc.  (Details as per Annexure-1)	50,000/-

The detailed Quotation with complete terms and condition are enclosed here with, Offer must be submitted on or Before 22/1/2010(2.30PM) which will be opened on the same day at 3.30PM.(only Technical Bid) in the presence of the bidders, if the wish to be present

Yours faithful

  
Stores & Purchase Officer

**Cut and Paste on the envelope**

**Technical Bid**

**No. IGIB/5/35/09/64**

Stores & Purchase Officer

Institute of Genomics & Integrative Biology

Mall Road, Near Jubilee Hall,

Delhi – 110 007 INDIA

**Price Bid**

**No. IGIB/5/35/09/64**

Stores & Purchase Officer

Institute of Genomics & Integrative Biology

Mall Road, Near Jubilee Hall,

Delhi – 110 007 INDIA

## **Annexure-1**

### **System Requirements of the Proposed MIS**

IGIB Delhi, intends to do total office automation, wherein Stores & Purchase, Accounts, NFBGR (National Facility for Biochemicals & Genomic Resources), PME (Planning Monitoring & Evaluation), Central Office Administration will be computerized & will function as an integrated system

MIS modules should support multi-user with 100% protection against unauthorized access. Every user shall have login name & password for the module he wants to work. System administrator shall be in a position to give access to limited menus – sub menus to a user. Powerful backup & recovery procedures must be available & must ensure 100% security of data and smooth functioning of the system.

The source code shall be given to IGIB Delhi. The proposed system should be open ended so that modules can be added later if necessary.

The total Automation work is divided into the following modules:

- ❖ Stores & Purchase
- ❖ Central Administration of IGIB (including HR, Payroll, Leave Details, Estate & Maintenance)
- ❖ NFBGR
- ❖ PME
- ❖ Accounts
- ❖ Access right control for Management Information System

### **Technology proposed & Software Platforms**

Considering the complexity and volume of the application the proposed system should be based on Open Source platform and should be open ended so that other modules can be integrated in future if necessary.

### **Integration, Security & Backup**

- MIS should be provided with user login & password security
- No unauthorized access to modules
- Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user
- All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible
- IP address based protection shall be given for more critical applications. Normally administrative activities such as payroll processing, service record entries, fees collection, etc are to be performed from specific computers. To such users, IP address based protections may be provided. So such crucial transactions can be entered through specific nodes only
- Well-established backup & security procedures shall be defined. Backup MUST be automatic and should be integrated with IGIB's backup device (Tandberg Tape Library T40). Practically there shall be no chance of data loss. The exact data security & backup arrangements shall be worked out after System studies and total network study by the successful bidder.

Following sections define software requirements of various modules. These are only indications or ideas for a proposed MIS. Allied services to the followings may also be computerized.

## Central Purchase, Stores & Inventory Management

### Purchase:

Vendor management - Invite Quotation/Tender - Quotation/Tender calling, data entry -Penalty management - EMD management–Refunding/Canceling - Negotiations & Order placing - Receipt, Cross checking and Installation of equipments - Stock registering - Pass- Order preparation - Contingency Bill preparation - Sanctioned Bill and Invoice to Accounts for payment - Closing/Re-

opening of the purchase record - Account wise purchase details - Part-payment management

Inventory management:

Classification and Stocking - Register maintenance—Consumables/Assets - Assets location identification - Repair/Maintenance of assets - Automatic updating of stock on purchase and distribution - Stock verification - Annual Stock Reports - Split reports - Automatic reordering alerts - Utilization analysis - Performance Evaluation of purchase and distribution - Comparison statement

Distribution management:

On-line request facility - Sections should be able to search for availability of items – Indent processing - On-line suggestion system to request the purchasing of items - List of individuals/sections whose request not satisfied - Statement of distribution (for a period) - Statement of distribution of an item (for a period)

**Central Administration Management – Payroll, Service Book etc.**

Monthly salary processing of all employees including temporary, adhoc - Pay bill of Pensioners - Supplementary bills - Arrears Calculation - Automatic Income Tax calculation -employee saving details & Form 16 - Loans management - Leave record – Disciplinary actions

Service Book entries:

Appointment, medical report, increments, promotions, leave, training, LTC etc., - Storage & retrieval of Employee's important documents such as first appointment, degree certificate, medical certificate - PF Loan sanctions & yearly PF slips, employee wise PF register - Pension Management – calculation, qualifying service, commuted pension, consolidated pension file, family pension, claims

Reports:

Salary Slip - Salary Register - Supplementary Bills - Arrears - Abstract of salary – Bank statement - Schedules of PF, LIC, PT, Income tax, Loans etc - MIS (Strength) report according to designation, department, sex, scale, caste

category, etc. – Customized employee list - User selected income / deduction column report

#### Annual Report:

Annual salary reports - Income Tax Form 16 - Salary Certificate - MIS Reports Estate works and Maintenance Cost Estimation of Construction work - Profile keeping of Contractors - Tender Inviting -Quotation Verification - Periodic material utilization details keeping - Periodic payment calculation - Work status verification - Stage Certificate - Part payment management - Settlement - Income tax/Service Tax deduction

#### Maintenance:

Maintenance division is looking the jobs related to Civil, Electrical, Air conditioning and instrumental. Indenter should have an option to select appropriate job type which may have any of type Internal, External or comprehensive AMC. Internal jobs are done by corresponding engr of IGIB and external type of work requires quotations from vendors with approval from the Admin.

#### Accounts

This module computerizes any number of schemes and cashbooks for any number of financial years. The package is linked with: Receiving of funds with breakup amount entries for any project - Provision to attach allocation letter of project - Receiving bills for payment - Blocking of funds for particular purchase/service - Payroll modules.

The indent form should contain a field for account head along with budget head.

Status of the project fund must be available at any time like:

- Total amount already spent from budget
- Amount for which purchase order has been placed
- Amount committed/reserved
- Amount allowed from LRF (reserved fund)
- Amount allowed from other Fund etc

Stipend/Scholarship - Pension & Payroll - Loan - PF - Income tax/Professional tax, GIS, FBS, GSLI, LIC - Medical reimbursement - LTC & TA bills - Any no. of cash, bank, and general ledger accounts - Advances to faculty, staff & vendors  
Entries: Cash receipt/Payment, automatic entries of Pay bill, stores Bills/Invoice - Testing & Consultancy transactions - Accounts of various schemes - Income Tax Performa, Accounts - Bill passing & appropriation - Cheque printing - Bank reconciliation Part payment - Budget preparation etc

Reports: Cash Books - Cash Book with bank columns - Bank books - Ledgers - Trial Balance - Bank Reconciliation - Receipt & Payments - Day Books - Income & Expenditure - Balance sheet & its schedules - Cheque printing, Bill passing voucher, Monthly / quarterly / periodic progress report. The package should be compatible with IMPACT (Accounts software running at all CSIR labs/institutes)

## Planning Monitoring & Evaluation (PME)

### **Project management:**

- R&D Projects
- R&D support projects
- Financial Resource deployment (Sanction, Allocation and expenditure)
- S&T permanent Manpower deployment in projects
- Reporting & reviewing officers (DU wise)
- External cash flow

### **Human Resource development:**

- Project trainees.
- PhD students.
- Engagement of Project staff.

### **Project outcome:**

- Publications

- Patents
- Copyrights
- Trade marks
- Technologies / know how licensed / commercialized

## National Facility for Biochemicals & Genomic Resources (NFBGR)

Handling of Local & Out Station Party (OSP), information of these parties to be stored to contact/remind at institutional level. These parties should be able to order/see the status/update the old request by logged in using their username & password. Authorized persons of NFBGR can insert/update the database; also will be able to order against any party if necessary. Performa Invoice letter, Performa for description & format etc to be generated from the proposed system. Able to manage the payment (at present through DD/Cheque), process may start while getting the order and will not wait for the DD/Cheque. Some cases (IGIB Scientist) where only approval from accounts is necessary to place and order.

- Quotation Processing
- Order Processing
- Import Procedures
- Receipt and Distribution
- Supply
- Refund Processing
- Sales Tax Register
- Stock and balance Ledger
- Report Generation
- Miscellaneous

## Access right control for Management Information System

Director, Project Leaders, Scientists, Officers and other Staffs require different information from the MIS modules. This module will give access to an officer only to those subsets of information for which he/she has the access rights. Only authorized person(s) can access this module and make

Director, Project Leaders, Scientists, Officers, Departmental heads may require:  
Instant access to Indent creation/status/edit facility, Accounts, Stores, Fund utilization monitoring tool - Project monitoring tool - Fund allotment, utilization & monitoring Establishment-Leave, promotion, service verification - Monitoring accounts - legal matters - Construction status, bills, payments outstanding, etc. - Monitoring of purchase procedure - Budget preparation & Allocation of funds to departments - Viewing of general store, central store, department store and stationeries etc. - Monitoring tool for evaluation of performance of each departments - Monitoring tool for viewing the progress of construction works – Contractor/Vendor evaluation tool - Payment monitoring tool

Employees: On-line leave application & Leave status checking facility - Personal Leave account viewing facility - P.F. Account viewing facility - Details of salary drawn for a period - Income tax calculating tool - On-line Loan application facility & Status monitoring for the loan applications - Details of Loan refunding - Service Book viewing facility.