TENDER NOTICE
(Request for Proposal)

Date: March 4, 2021

Tender Invitation for Installation, Testing, Commissioning, Integration and Support under standard ERP /School Management Software from Experienced Firms

International Indian School, Jeddah (IISJ) invites open tender enquiry for Installation, Testing, Commissioning, Integration and Support under standard ERP/School Management Software from experienced firms. They may download the Tender Form from the school website www.iisjed.org and the completed form must be sent to school Office through registered/speed post/courier/personally on or before Saturday, March 20, 2021. Proposals may also be sent on tenders@iisjed.org

For more details visit www.iisjed.org

(Syed Ghazanfar Mumtaz)
Administrator Officer

(Dr. Muzaffar Hassan)
Principal

Tender Invitation for Installation, Testing, Commissioning, Integration and Support under Standard ERP / School Management Software
Important Points of Tender at a Glance

1	Title of the Tender	Tender Invitation Installation, testing, commissioning, integration and support under standard ERP / School Management Software
2	Nature of Requirements	Please refer to Comprehensive Department wise Requirements (suggestive) as per **Annexure – A** attached with the Tender Document
3	Type of the Tender	Open and Advertised two bid System
4	Tender Category	School Management Software
5	Date of Publication of Tender	March 04, 2021
6	Date of start of Bid Submission	March 04, 2021
7	Mode of submission of duly filled Tender(bidding) documents	Through Speed Post or courier or in person in the office of the Principal and also to be sent on tenders@iisjed.org
8	Address of submission of duly filled Tender (bidding) documents	The Principal, International Indian school Jeddah (KSA)
9	Bidding System	Two Bid System (Technical Bid & Financial Bid)
10	Bid Validity Period	90 days from the last date

Tender Document
(Invitation of Bids)

Subject: Invitation for Installation, Testing, Commissioning, Integration and Support under Standard ERP /School Management Software from experienced firms

Sir/Madam,

1. Sealed competitive Bids in Two Bid system are invited by the Principal, International Indian School Jeddah**,** for Installation, testing, commissioning, integration and support under standard ERP / School Management Software from experienced firms **having valid license issued** by Government for carrying out such assignments / jobs.

2. Bidders shall ensure that their Bids, complete in all respect are to submitted through Speed Post/ courier/ by hand and also through email tenders@iisjed.org only on or before the closing date and time as mentioned in the Tender document.

3. Each Bidder must submit only one Bid.

4. Bidder should not tamper/ modify the tender form including Price Bid template in any manner. In case the same is found to be tempered/ modified in any manner, tender will be summarily rejected.

5. Before formulating the bid and submitting the same to the School, the bidder should read and examine all the terms and conditions, instructions, specifications etc. contained in this Tender document. Failure to provide and/or comply with the required information, instructions etc. incorporated in this Tender document, may result in rejection of the bid.

6. The Bidders shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation and submission of its tender and for subsequent processing of the same. IIS Jeddah, will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome or cancellation of the tendering process.

7. It is imperative that each bidder fully acquaints himself/herself with all the local conditions and factors, which would have any effect on the performance/completion of the contract in all respects. Bidders would themselves be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time. On such matters, the Tender Inviting Authority shall not entertain any request from the bidders.

8. The Principal /Management, IISJ reserves the right to accept or reject any or all Bids or cancel the Bidding process at any time without assigning any reasons prior to award the contract.

9. The Principal/Management, IISJ also reserves the right to reject any bid (including the lowest one) which in his opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices such as information/ certificates furnished are incorrect /False/ wrong or bogus; without bearing any liability or any loss whatsoever it may cause to the bidder in the process.

10. A Pre-Bid meeting will be held with the prospective Bidders for the purpose of holding technical & commercial discussions and providing clarifications by IISJ, the prospective bidders should on their own cost and expenditure may attend the said meeting physically / virtually on the date and venue as applicable.

11. The bid shall remain valid for acceptance for a period of 90 days after the date of bid opening, prescribed in the bid document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.

12. Conditional bids/Alternative Bids shall not be considered and will be out rightly rejected.

Principal
International Indian School Jeddah

A. Preparation of Bids

1. Documents Comprising the Bid

Sl. No.	Document/ Proforma	Remarks
1	Bid submission Form	
2	Duly filled Technical Bid proforma	
3	Self-attested copy of establishment of Firm	
4	Self-attested copy of VAT card	
5	Declaration by the Firm/ Vendor in favor of signatory of Bidding documents	
6	Self-attested Copy of authorized firm	
7	Letter of authorization of representative to be present at the time of negotiation along with Self-attested Identity proof, address proof and a recent passport size colored photograph of authorized representative	
8	Duly signed and stamped each page of Tender document	
9	Self-attested copies of all the relevant documents required	

Note:

1. Please note that the prices should not be quoted in the Technical Bid.

2. Technical Bids not fulfilling the prescribed criteria as stated above, or not submitted in the prescribed format shall be summarily rejected. The decision of school in this regard shall be final, conclusive and binding on all the Bidder(s) and shall not be questioned / challenged by the Bidder(s) and no further correspondence by the bidders for any clarification shall be entertained after the last date of submission of Bids in this regard.

3. Financial Bids of those bidders shall be opened whose Technical Bids are found correct and complete in all respects and satisfy the laid down conditions.

1.1 (b) Financial Bid

The bidder should submit the Financial Bid in the prescribed proforma for it, in a separate sealed envelope Marked as "FINANCIAL BID" and addressed to the Principal, IIS JEDDAH.

Note:

1. Please note that no document should be kept along with the financial Bid.

2. Financial Bids submitted in the format other than the prescribed format shall be summarily rejected and no correspondence whatsoever shall be entertained in this regard.

3. The authorized signatory of the bidder must sign the bid with date, duly stamped at appropriate place.

4. No condition shall be attached to the Financial Bid. Conditional bids shall be summarily rejected.

5. It is the responsibility of Bidder to go through the Bidding Document before quoting the rates. Both the sealed envelopes of Technical Bid and Financial Bid must be put in a single another sealed envelope and should be marked as "Bids for "**Installation, testing, commissioning, integration and support under standard ERP/School Management Software"** addressed to the Principal, International Indian School, Jeddah.

6. The Tender Opening Committee shall open the Technical Bids first. Financial Bids of only those bidders who qualify in the technical bids will be opened thereafter.

2. Bid Validity

1. Bid shall remain valid for acceptance for a period of 90 days after the date of bid opening, prescribed in the bid document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.

2. In exceptional circumstances, IISJ may request the bidders' consent to extend the validity of their bids up to a specified period. The bidders, who agree to extend the bid validity period are to extend the same in writing. However, they will not be permitted to modify their original bids during the extended bid validity period.

3. In case, the day up to which the bids are to remain valid falls on a holiday or on a day declared as holiday or closed day for IISJ , the bid validity shall automatically be extended up to the next working day.

3. Quoted Price

1. The rates are to be quoted in SAR/INR and inclusive of all taxes, VAT etc. as applicable and inclusive of all charges of Installation, testing, commissioning, integration and support for standard ERP / School Management Software.

2. It is to be made very clear that IIS, Jeddah shall not be liable to pay any

Tax/charges etc. which has not been expressively stipulated in the quotation in the event of acceptance of the quotation.

3.   The rate quoted shall be exactly up to two places of decimal without any rounding off at any place including decimal places and without omitting/neglecting any digit up to two places of decimal.

4.   The rate quoted shall be fixed for the duration of the contract and shall not be subject to any adjustment except the statutory provisions, if amended.

5.   The responsibility of mentioning correct rate lies with the firm/ Bidder.

6.   The rates quoted by the vendor shall hold good for about One year/for the duration as mentioned in terms of agreement from the date of award of contract. Thereafter, the contract may be extended at the same rate for further year as per the requirement of the school or on mutual consent depending on the performance of the supplier/s without changing in terms and conditions of contract.

4. Discrepancies in Quoted Prices

1.   If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price, the unit price shall prevail and the total price corrected accordingly, unless the IISJ feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

2.   If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

3.   If there is a discrepancy between the amount in words and figures, the amount in words shall prevail.

4.   If at any stage of evaluation of Bid it is found that in the quoted rates, any digit has been rounded off or any digit has been omitted or neglected including two places of decimal by the Bidder, the Bid evaluation committee reserves the right either to consider correct calculated price up to two places of decimal or to reject such Bid.

5. **Work Completion Period and Terms & Conditions of Work**

   1. The successful Bidder shall ensure the completion of work within 90 (Ninety) days from the date of the work order as per the terms and conditions specified in this tender document.

   2. Before giving work order for whole work to the successful bidder, he may be asked to stage a demonstration of the ERP for key user departments/School Management. If the School Management Committee approves the demonstration on its full satisfaction, then the work order will be placed in toto for final implementation.

   3. IISJ reserves the right to disqualify the bidder for a suitable period who fails to complete the said assignment in the stipulated time.

6. **Submission of Bids**

   1. Sealed Bids can be submitted through Post/COURIER/BY HAND super scribed on the envelopes "Bids Installation, testing, commissioning, integration and support for standard ERP / School Management Software should be addressed to the Principal, IIS JEDDAH.

   2. In case, if the last date of submission of Bids happens to be declared Holiday for IIS, Jeddah, then the Bids will be submitted on the next working day. Other terms & conditions and time schedule will remain unchanged.

   3. No Tender/Bid shall be accepted after stipulated date & time.

   4. IIS, Jeddah at its discretion, may extend the deadline for submission of bids by amending the bid document. In that case, all rights and obligations of the IIS, Jeddah and the bidders would automatically stand extended.

   5. Submission of more than one bid by the same bidder shall entail him/her for disqualification from participating in the bid process.

B. **Opening of Bids**

7. **Opening of Bids**

   1. Technical Bids will be opened in the first instance, by IISJ Management Committee. These bids shall be scrutinized and evaluated with reference to parameters prescribed in the Bid Document.

   2. Financial Bids of only the technically acceptable bids shall be opened for further scrutiny and evaluation.

C.   Scrutiny and Evaluation of Bids

8. Scrutiny of Bids

(a) Basic Principle

Bids will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. No new condition will be brought in while scrutinizing and evaluating the tenders.

(b) Scrutiny of Bids/Tenders

1. IIS, Jeddah will examine the Bids/Tenders to determine –
   (a) Whether they are complete,
   (b) Whether any computational errors have been made or not.
   (c) Whether the Tender documents have been properly signed stamped, and
   (d) Whether the Bids/ Tenders are generally in order.

(c) Qualification Criteria

Bids of the Bidders, who do not meet the required Qualification Criteria as mentioned in Tender document, will be treated as non - responsive and will not be considered further.

9. Evaluation of Bids

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed with date and sealed/stamped, and conform to the terms & conditions in the following manner:

a. Non-Responsive Bids/ Tenders

The following are some of the important aspects, for which a Bid/ Tender shall be declared non-responsive and will be summarily ignored:

1. Not meeting the Qualifying Criteria
2. Non-furnishing the declaration regarding penalty/blacklisting etc.
3. All pages of Tender document are not signed and stamped.
4. Bid/ Tender validity is shorter than the required period
5. Bidder has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
6. Poor/ unsatisfactory past performance.
7. Bidder has submitted the conditional Bid.
8. Bidder has not submitted the self-attested copies of any/ all of the following establishment of the firm/ PAN card/ GST registration number/ Income Tax return of last three years in case the firms are located in India.

b. Bid will be treated non responsive if the attached documents are not legible, invalid or tempered or forged in any way and will be summarily rejected.

1. Award Of Contract

10. Comparison of Bids and Award Criteria

The Contract shall be awarded to the responsive Bidder(s) who has quoted the lowest rates and meets the laid down Qualification Criteria in the Bid documents as well. This means that award criteria will be based on the least cost with fulfilment of all requirements as mentioned by school, which would be total payout including all Taxes, duties, levies and all charges as applicable.

11. The Principal / Management reserves the right to accept any Bid/Tender and to reject any or all Bids/ Tenders.

1. The Principal / Management of IIS, Jeddah reserves the right to accept any Bid/ Tender or reject any or more Bids/Tender(s) or to cancel the Bidding/Tendering process and reject all Bids/ Tenders without assigning any reason at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder.

2. The Principal / Management of IIS, Jeddah also reserves the right to reject any bid (including the lowest one) which in his opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices without bearing any liability or any loss whatsoever it may cause to the bidder in the process.

12. Award of Contract

1. Technical bids will be evaluated as per eligibility criteria as mentioned in this Tender document.
2. If the Technical Bid is not qualified, Bid shall be summarily rejected and its financial bid shall not be opened. Financial bid of only those bidders shall be opened, who qualify in the Technical Bid.
3. The successful bidder will be the one who emerges L1 out of responsive bids after opening of Financial Bids. Basis of ranking will be the least cost, which would be total rate quoted in the Financial Bid.
4. In case, the two or more firms offer the same rates, successful bidders will be the one whose average turnover during the last three financial years i.e. 2017-18, 2018-19 & 2019-20, is higher than the other competitor (s) and even if it becomes a tie again in the rates quoted, the firm having longest period experience in relevant field of similar nature in any Central Govt. / State Govt.

department/Autonomous bodies/ Banks/ PSUs shall be given preference.

13. **Notification of Award/Issue of Contract/Supply Order**

   1. The bidder whose bid has been accepted will be notified of the award by Principal/Management of IISJ prior to the expiry of the bid validity period.

   2. Principal/Management of IISJ reserve the right to issue the Notification of Award consignee wise.

(Bidding Forms)

(A) Bid Submission Form

Date: _____

The Principal
International Indian School Jeddah
Jeddah - Kingdom of Saudi Arabia

Ref: Your Tender Document No. _____Dated _____

Sir,

We, the undersigned have thoroughly examined the above mentioned Tender/Bidding Document, including amendment/corrigendum (if any), the receipt of which is being hereby confirmed. We now offer to perform the installation as per your schedule of requirements and as per Technical Specifications in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid. We also declare that-

1. We agree to keep our tender valid for acceptance as required in this tender document or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract for us.

2. We agree to abide by all terms and conditions mentioned in this Tender document.

3. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above referred tender enquiry.

4. We confirm that there is no case pending with the police or any other investigating agency (ies) against the proprietor/firm/partner or the company.

5. We confirm that we are competent to execute contract and our company/ Firm/Vendor do not stand deregistered/ banned/ blacklisted by any Central Government Department/State Govt./Autonomous Body/PSUs/ Banks, etc.

6. We confirm that we fully agreed to all the terms and conditions specified in this tender document including amendment, corrigendum, if any.

(Signature with date & Seal of the Firm)

(Name and designation) _____

Duly authorized to sign tender for and on behalf of_____

N.B. :- This Bid submission form should be enclosed with Technical Bid.

(Bidding Forms)
(B) Technical Bid Proforma

Sl. No.	Particulars	To be filled by the Bidder
1	Name of the Firm/ Vendor	
2	Office address of the Firm/Vendor with office telephone number	
3	E-mail address of the Firm/ Vendor and mobile number of authorized person	
4	Date of registration of establishment of the Firm/ Vendor (Self-attested copy to be enclosed)	
5	GST Registration number (Self-attested copy to be enclosed)	
6	PAN Number (Self-attested copy PAN No. to be enclosed)	
7	Declaration by the Firm/ Vendor in favour of signatory of Bidding documents	
8	Certificate of Non-Blacklisting of Firm/Vendor	
9	Letter of authorization of representative along with Self-attested Identity proof, address proof, Pan Card and a recent passport size coloured photograph of authorized representative	
10	Self-attested copy of Income Tax return of last 03 years	
11	Duly signed and stamped each page of Tender document	
12	Self-attested copies of all the relevant documents required	

DECLARATION

1. I,_____Son/Daughter/Wife of Shri _____Proprietor/ Director/ Partner/Authorized signatory of the Firm mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of this tender and hereby convey my acceptance of the same and also undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I hereby undertake to carry out execution of ERP / School Management Software for IISJ at **L1** rates as per the terms and conditions given in the tender documents.

Signature of authorized person (Name, designation and seal)

Date: _____

Place: _____

Mobile/Telephone No. : _____

N.B.: The above declaration duly signed and sealed by the authorized signatory of the Firm/Vendor, should be enclosed with the Technical

(D) Non-Blacklisting/Non Debarring/Non Cancellation of services Form)

<u>CERTIFICATE OF NON-BLACKLISTING</u>

1. I, _____Son/Daughter/Wife of Shri_____ Proprietor/ Director/ Partner/Authorized signatory of the Firm mentioned above, certify that my company/Firm has not been blacklisted / debarred/ our services have not been cancelled on any account by any Central Government Department/ State Govt./ Autonomous Body/ PSUs/ schools, etc.

2. I / we, am / are well aware of the fact that furnishing of any false certificate/ information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person (Name, designation and seal)

Date: _____

Place: _____

Mobile/Telephone No. : _____

N.B.: The above certificate of Non-Blacklisting duly signed and sealed by the authorized signatory of the Firm/Vendor should be enclosed with the Technical Bid.

(BIDDING FORMS)

(E) Manufacturer's/ Distributor/ Dealer/Sub Dealer/Agent Authorization Form

Date: _____

To,
The Principal
International Indian School Jeddah
Kingdom of Saudi Arabia

Ref: Your Tender Document No. _____**Dated:**
_____

Sir,

Ref: Your Bidding Reference No._____dated _____

We,_____
who   are   proven   and   reputed   authorized   Distributors/Dealers/Sub-dealers
of_____   offered   in   the   Bid)   having   office   at
_____,   hereby   authorize
M/s _____ (name and address of the agent) to submit a
Bid, process the same further and enter into a contract with you against your requirement
as contained in the above referred Bidding Documents for the above work done by us.

Yours faithfully

_____
_____

[Signature with date, name and Designation] for and on behalf of M/s _____

[*Name & address of the manufacturers/Distributor/ Dealer/sub dealer/authorizedAgent*]

Mobile /Telephone No. _____

N.B:
1. This letter of authorization should be on the letter head of the manufacturing firm/Distributor/ Dealer/ Sub dealer/ Authorized agent and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

2. Original letter may be enclosed.

(F) Format for Financial Bid/ Price Schedule in Indian Rupees)

Note:

1. Payment will be done in the name of the firm as per contract between school and vendor.

2. Rates quoted should be F.O.R IISJ including all charges, Installation Charges, taxes and levies, VAT/GST etc. IISJ will not be liable to pay any kind of separate charges, Installation Charges, taxes, levies etc.

Signature of Bidder/ Authorized Person: _____

Name & Designation: _____

Seal of the Bidder: _____

Business Address:_____

Date: _____

Place: _____

Mobile /Telephone No. :_____

International Indian School Jeddah – K.S. A

Comprehensive Department wise suggestive requirements to be fulfilled through proposed ERP

Proposal & Implement of Cloud-based School ERP & Management System

S.No	Expected Modules & Features	Key User Department
1	Online Registrations for admission	IT ADMINISTRATION
2	Maintenance of Online Requests with IT login	
3	Documents Verifications for admissions	
4	Add of New Records (Admissions)&Auto Allotment of GRNO (student Unique ID &FNO (Unique Family No)	
5	Record Search with GRNO/Iqamano/MobileNo & Edit Option for Student Profile	
6	Online updation of Student Profile (Editable Fields only) with parent login	
7	Auto incremental GRNO (Unique Admission ID for Admissions	
8	Auto Incremental FNO (Family ID) for new parents	
9	Issue of TC &Other Certificates	
10	Online Request for TC & Other Certificates with parent login	
11	Request Verification & Validation by Department Concerned	
12	Request Tracking –with parent and Staff Login	
13	Online Verification of Issued TC – Public Portal	
14	Other Features if requested by the Department concerned	
	TC Issue system	
1	Set the printing option as per the printing format	IT ADMINISTRATION
2	Dropdown list option to be given with list of remarks in the printing interface	
3	Separate interface of checking the TC status of student displaying GrNo, Name, Father, Class, Section and TC Number, TC Date	
4	TC cancellation History display	
5	Periodical reports section and block wise indicating TC number and issue dates printing option to be added in the system	
6	Making sure the auto updation of students level upon TC issue takes place	
7	Making sure that Auto updation of students level upon TC Cancellation	
8	Option for TC cancellation	
9	View and Export aoption of TC issues (Fields - Grno, name, afther, mother, class sec, tcnumber, tcupdate) on condition of date - range (yearly/ monthly), this output is needed to update the web - TC - issue portal - required by CBSE	
10	Any other requirement if required to be added	
	IT – Administration	
1	*ERP Management*	IT ADMINISTRATION
2	*Users management*	
3	*ERP log management System*	
4	*Full Access of Control Panel Management - Web/cloud:*	
5	*Option for daily backup of primary data tables on local backup server*	
6	*Backup Strategy & Management*	
7	*Export Option for all fields of Student Master & Employee Masterdata tables*	
8	*Full Access for setting up the Fee Structure & Salary Structure*	
9	*Data Uploads Management*	

S.No	Expected Modules & Features	Key User Department
Data Management System		
1	*Access for Promoting all Classes*	
2	*Students information management*	
3	*Employee information management*	
4	*Blocking Students Group / Individual*	
5	*Reports Management*	IT ADMINISTRATION
6	*Fee Collection & Admission Management*	
7	*Bus Users (Students) Management*	
8	Upload option for Syllabus , Worksheets, Events Pictures and Events to be added	
9	Databank Management System	
10	Application Tracking System	
Execution Preocedures and Reports		
1	Feature needed for administrating ERP - users (Creation / Assigning privileges)	
2	Option for customizing fee structure with admin login	
3	Option for customizing salary structure with admin login	
4	option for demoting the failn students and bulk promotion of all active students	
5	Option - Auto setup of academic year for all active students	
6	Option for daily updating girls offline collection with master files and student ledger	
7	option for bulk inactivation of class XII Students	
8	Export option for all active students with the following fields: Fno,grno, name, father, class, sec, sex, dob, category, level, defaulter, lab, nationality, state, bus.no, zone, busdepo, lstmnth, fee due months and calculated fee in fee heads given in fee structure	
9	Export option for daily fee collection taken for onliye payment for online updation	
10	Export option for for all active students with all fields (given in smastwer structure) for updation of academic systems	
11	Feature for administrating lab users	
12	Feature for administrating book adjustmentor order fee deductions	IT ADMINISTRATION
13	Feature for administrating FAC adjustment.	
14	Import option for online registrations to main registration file.	
15	Option for updating student levels for all active students.	
16	Mass blocking for Fee Defaulters > 6 months	
17	Block and Unblock option for long absentee students	
18	Output of smaster (Active students) all fields flagging academic year	
19	Options for section updations for alll active students	
20	Output all student records (all fields) year wise	
21	Login protection/ restriction to be applied as per the users work scope	
22	Auto marking of general defaulters, after default period of 30 days and option of recalled of the same to be added in fee receipt printing on payment of SR 100/- re call charge	
23	Option to remove the defaulter flag and (if approved by authorities)	
24	Other features to be added if demanded after trial run	

S.No	Expected Modules & Features	Key User Department
Students Affairs		
Admissions/ Registrations & fee Collection		
1	Fee Calculation System to be set as per the period	IT ADMINISTRATION
2	Heads for fee difference (Bus Fee & Tution Fee) of acvance payers to be added and set on fee receipt with fee calculations as per new structure. The same to be added in daily collection reports and studentr ledger	
3	Compulsory Lab Fee for class VI - VIII	
4	Structure for lab fee calculation system to be revised as per the new fee structure	
5	Filed for insurance fee to be added in calculation, fee receipt and daily report printing	
6	Miscellaneous fee to be added as per new structure	
7	Fileld for book-fee collection to be added in calcualtion and table structure and fee receipt and daily collection report	
8	Printing receipt heads - to be formatted as per new receipt	
9	Daily collection report to be formatted as per copy attached	
10	Level updation option for all active students to be added in updation feature	
11	Interface for data entry for all non fee field to be added	
12	Updation of general ledger on daily posting	
13	Option of checking the student payment history	
14	Option for printing receipts for old dues students like 3 years and 4 years pending dues on approved installments basis. That is to be printed on student Gr.no	
15	Installment payment of FAC - and maintenance of installations with fee	
16	Option for NIOS payment with required fee amount, open school fee amount, issue of board payments (X & XII)	
17	Different fee heads/ codes for collection of canteen rent, book store rent, extra coaching classes, karate classes, yoga classes charge, auditorium rent, fate stall sale, Hajj transport - CGI Hajj transport charge school, Makkah/ Madina trip charges, Proficiency test shares, insurance claims, exir-reentry visa payment recruitment charges, Entry ticket Sale payment, Raffle Coupon Sale Payment, Other options for daily collection reports for above - heads / code printing and periodically printed reports needed	
18	Other requirements if found on experimental version	
Reports Features		
1	Student strength (Active Students)	IT ADMINISTRATION
2	Student strength section wise (Active Student)	
3	opting for printing list of students (separation on Girls, Boys, KG) with following fields Grno, Name, father, mother, DOB, class, section, sex, category, lstmnth, P_mobile, busno, zone, admdate,lab,nationality on the condition of admission date range	
4	Tab for view/ export and printing list of studentsn of lab users with following field: GRNo, Name, Father, Mother, DOB, Class, Section, Sex, Category, Lstmnth,P_mobile,Busno,Zone,Admdate,Lab,Nationality	
5	Tab for view / export and printing list of students CGI staff (Category I)with the following fields: Grno, Name, father, mother, DOB, class, section, sex, category, lstmnth, P_mobile, busno, zone, admdate,lab,nationality	
6	Tab for view/ export and printing list of bus using students eith the following fields Grno, Name, father, mother, DOB, class, section, sex, category, lstmnth, P_mobile, busno, zone, admdate,lab,nationality, busno zone,bus_open with applied monthly bus fees as per the system fee structure	
7	Tab for view / export and printing list of defaulter students with the following fields Grno, Name, father, mother, DOB, class, section, sex, category, lstmnth, P_mobile, busno, zone, admdate,lab,nationality, busno zone,bus_open fee dues in breakup fee columns	
8	Provide the option for printing defaulter periodically with amount due in the format -m Report of outstanding dues	
9	Tab for view/ exportand printing the advance collection with all with all fee heads and advance months	
10	Printing option for summary report of advance collection - in format attached	
11	Printing option for summary report of monthly expected fee as per the current strength	

International Indian School Jeddah – K.S. A
Comprehensive Department wise suggestive requirements to be fulfilled through proposed ERP
Proposal & Implement of Cloud-based School ERP & Management System

S.No	Main modules and features Required for various department	Key User Department
1	Staff Information Management.	
2	*Recruitment Management & Online portal for Applicants withStatus Tracking System*	
3	*Online Portal for Staff Applications & Status Tracking System*	
4	*Staff Iqama Renewal Status & Alert Message System*	
5	*Staff Attendance System integrated with payroll*	
6	*Staff Short Notice and Messaging System*	
7	*Portal for Staff Login*	
8	*Staff Leave Management System*	
9	*Payroll & Loan Management System*	
10	Casual Leave - Encashment & Calculation System under the Payroll	
11	*Online view and printing of salary slip and personal information with staff login*	HR & Admin
12	*Insurance Management system (as per the manual procedure)*	
13	*GOSI Management System (as per the manual procedure))*	
14	*Office dispatch (Departmental) Management*	
15	*Task Assignment System*	
16	*Smart Attendance & Reporting System (Biometric)*	
17	*Issue of staff service and other certificates*	
18	*Auto Generate of Iqama renewal form and print*	
19	*Management System of CV – DataBank with reporting System*	
20	*Gratuity calculation*	
21	Different types of reports	
22	*Other Features if requested by the Department concerned*	

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Comprehensive Department wise suggestive requirements to be fulfilled through proposed ERP

Proposal & Implement of Cloud-based School ERP & Management System

S.No	Main modules and features Required for various department	Key User Department
1	*General Inventory System*	
2	*Assets Management*	
3	*Procurement Management System*	
4	*Other features if requested by the Department concerned or Management*	
5	Utility Management System	
6	Other report formats if required by users	
7	**Requirements of inventory management system:** **Purchasing:** · Vendor · Item · PO generating · Invoice **Inventory:** · Item Entry · Item Issuing **Reports:** · Report on monthly basis of the stock balance and utilized according to the format attached. · Item Wise report. · Utility Report	ESTATE DEPARTMENT
8	**Entry of Utilitiy expenses in the program:** Type of Utility: · Telephone/ Internet · Water · Electricity · Portable Water Serial Number Date of Receipt: Telephone Number: Account Number: Consumer Number: Location: Bill From (Date): Bill To (Date): Due Date Bill Amount:	

International Indian School Jeddah – K.S. A

Comprehensive Department wise suggestive requirements to be fulfilled through proposed ERP

Proposal & Implement of Cloud-based School ERP & Management System

S.No	Modules & Features as per the requirements taken from the user concerned	Key User Department
1	• *Financial Reporting System*	
	General Accounting and Ledger Management	
	General Inventory System	
	Assets Management	
	Procurement Management System	
	Budget Management	
	Auto Salary Transfer to Bank- ATM	
	Fee Collection System and Auto Posting to General Ledger (System is needed to be Developed as per the school Requirement and School fee Structure)	
	Online Portal for Payment History & Student Profile	
	Online Fee Payment with Debit and Credit Cards	
	Mobile Alert for Fee Payment & Defaulters	
	Other features if requested by the Department concerned or Management	
2	o *Fee Reports:*	
	Daily Collection Report	
3	o *Fee Analysis Reports:*	ACCOUNTS AND FINANCE
	Class Wise fee dues reports with all fee heads on a particular date	
	Class wise fee collected report on a particular date.	
	Fee wise report with amount collected and amount due on a particular date separately	
	Admission report showing details of fees collected on admission class wise.	
	Registration report showing details of students registered classwise with registration fees.	
	Student wise report showing amount collected and amount due.	
	Advance fees report with all details of advance feescollected under different fee heads.	
	NIOS fee reports on amounts collected for particular stream exam with complete details.	
	Open School fee report for amounts collected with details.	
	Loan Deduction report linked to Payroll.	
	Gratuity report of staff.	
	Depreciation report on Fixed asset	
	Back dated reports should be made available.	
	Exam fee report classwise.	
	Expected fee on monthly strength basis with student strength details class wise with category.	
	Fee reconciliation on monthly basis.	
	Fee dues report with ageing.	
	VAT reconciliation report.	
	Overdue fee detailed report	
	Cosulate Student (CGI) overdue fee detailed report	
	Advance Fee Detailed report	
	Admission Report	
	Student Fee Payment History	
	Fee Hike Difference report	
	Budget Report	
	Non Academic Collection	

S.No	Modules & Features as per the requirements taken from the user concerned	Key User Department
4	*Financial Reporting:*	
	Trial Balance Movement - 4 levels	
	Profit and Loss Account - 4 levels	
	Balance Sheet - 4 levels	
5	**Voucher Statistics**	ACCOUNTS AND FINANCE
	Payment Voucher	
	Journal Voucher	
	Opening Balance Voucher	
	Payroll Voucher	
	Receipt Voucher	
	Supplementary Voucher	
	Account Statements	
6	o *Fee System:*	ACCOUNTS AND FINANCE
	For new admissions following heads to appear automatically in the new ERP at the time of generating fee receipts.	
	Admission Fee	
	Buildind development fund (as per level of child)	
	Lab Fee (If Applicable)	
	Term Fee	
	Misc. Fee	
	Magazine Fee(with level of 01 only)	
	Insurance Fee	
	Sports Fee	
	Library fee	
	Bus Fee (If Applicable)	
7	**Following points are required in the new ERP for smooth functioning of the fee counter in addition to the monthly fee collection:**	ACCOUNTS AND FINANCE
	Book Adjustment option.	
	FAC option should be separated.	
	Option for collection of installment amount. Detail report with balance amount of installment individual and consolidated. If this option is there parent cant skip and school can collect instalment amount regularly.	
	Fee dues calculation/ report, individual and consolidated.	
	Fee collection report time to time whenever required.	
	Option for printing of duplicate receipt. Many parents are asking this repeatedly.	
	Cancelled receipt should not print again. If it is printed then "Cancelled Receipt" should be highlighted in the print.	
	Full year (7.5 %) and Half Year 5 % discount amount only in tution fee to be calculated automatically and discount amount is to be shown in the system as well as the receiptbecause many parents are asking this and telling us that it should be visible.	
	We require 04 Fee Counters in BS and 3 fee counters in GS	
	At the end, printing of daily collection report, tax report and non academic report should be generated automatically.	
	Consulate wards fee quarterly to be generated automatically.	

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Comprehensive Department wise suggestive requirements to be fulfilled through proposed ERP

Proposal & Implement of Cloud-based School ERP & Management System

Sl. No.	Modules & Features as per the requirements taken from the user concerned	Key User Department
1	Bus Users Management	
2	Driver Personal Information (School and contract)	
3	School Vehicle Maintenance (inhouse/ outside) & fuel Consumption Reporting System	TRANSPORT SECTION
4	School Vehicle Insurance Management system	
5	Petty cash issue & maintenance system	
6	Other features and reports if required by user	

Bus user management system- Execution Procedure

1	Login protection to be applied as per the - users work scope	
2	BusUser - related editable field options to be opened with edit log	
3	for bus activation and cancellation option eith remark and date to be added and history of login and modification in bus entries - created automatically for futher reference	
4	Option for views, export and printing tab - printing of reports bus wise trip wise - separately girls trip/ boys trip anf KG fields are required: Grno, Name, class, sec, sex, busno, zone and P_mobile	
5	Option for maintaining drivers contact details	TRANSPORT SECTION
6	Generating monthly attendance report of transport staff	
7	Option for maintaining - vehicle purchase and insurance claims	
8	Option for view / export and printing of monthly calculation report for private transport users as per the sysytem fee structure.	
9	Option for view or export and printing list of contract bus users	
10	Option to view the bus strength by busno	
11	Option to view/ export and printing bus wise list of girls/ boys and KG users.	

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Comprehensive Department wise suggestive requirements to be fulfilled through proposed ERP
Proposal & Implement of Cloud-based School ERP & Management System

S.No	Main modules and features Required for various department	Key User Department
1	*Dashboard for parents / students*	
2	*Dashboard for Regular Staff*	
3	*Academic System Management*	ACADEMICS
	Mobile Login – parents / staff / students (single & multiple) Communications - Share, Web Notification, SMS & Email	
	Worksheets uploads & management System	
	Integration of YouTube & Social media on parents & staff portal	
	Push notifications on Android Apps	
	SMS Notifications on mobile	
	Email Notifications	
	Individual & Group Messaging	
	Uploads Management System	
	Notices and Events Calendar Management System	
	Homework Management	
	Timetable Management (Students & Teachers)	
	PTM Reports Management	
	Library Management (Students & Teachers)	
	General Notice Board	
	Visitor Reports Management	
	Teachers Regular Tasking System	
	Subject coordinators Tasking System	
	Students Attendance System	
	Reports: Long Absentee,NSO/Readmissions/Admissions	
	Event Management	
	Online class Management System	
	Online Exam System	
	Autogenerating Time Table Management System	
	Attendance to be set as per the school calender	
	Other Features if requested by the Department concerned	
4	*Examination Management System*	
	Online Entry of Marks with class teacher login	
	Printing of results sheets with teacher login	
	Online View & Print of Results with parent login	
	Results Analysis System Block wise with HM login	
	Other Features/ reports if requested by the HM concerned	
	Note: Auto Calculation of Marks/Grade will be as per the CBSE Criteria approved by HMs And COE/VP And Principal	
5	*Special Schooling (Open School)*	
	Registration Online	
	Marks Entry and Result generating system	
	Online examination and results	
	TC printing system	