

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर
(रूसा ब्लॉक भूतल- शिक्षा संकुल परिसर)

क्रमांक: प.4(2)/Exam/Alu/2020-21/ 2519


दिनांक: 16.03.2021

Sh. Nishant Shrivastawa
Flat no. 705, Emerald-B
Urbana Jewels
Opp. Munana Mandi Gate No. 1
ManSarowar, Jaipur - 302026

Sub.: Engaging of Consultant-cum Professional (IT) to handle the IT related work of the University.

We are seeking your proposal for engaging of Consultant-cum Professional (IT) for facilitating and coordinating various works related to IT functions of the University.

You are requested to submit your financial proposal as per the terms and conditions of the enclosed Terms of Reference (TOR) latest by 23.03.2021 at 4.00 P.M. ~~AM~~ at University Office - RUSA Block, Ground Floor, Shiksha Sankul, Jaipur.


Registrar
राजनारायण शर्मा
(आर.ए.एस.)
कुलसाधेव
डॉ. भीमराव अम्बेडकर
विधि विश्वविद्यालय
जयपुर (राजस्थान)

ENGAGING CONSULTANT-CUM-PROFESSIONAL (IT) FOR DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

TERMS OF REFERENCE

1. Introduction

Dr Bhimrao Ambedkar Law University, Jaipur, Rajasthan came into being as a State University of Govt. of Rajasthan by an Act No. 6 of 2019 dated 26th February 2019. The University, besides, its campus at Jaipur, is mandated to have its jurisdiction in the entire State of Rajasthan to extend affiliation to all Law Colleges. The University has been recognized by UGC under section 2 (f) of UGC Act, 1956, vide notification No.F.9-6/2020(CPP-I/PU) dated 12 May 2020 and letter No. F.9-6/2020(CPP-I/PU) dated 14th May2020.

2. Objectives

The University recognizes the need to align its systems and infrastructure to improve on the efficiency of its operations, management and internal processes. As such, the University is embarking on a process to automate its functions by use of the state of art information technology tools and to get it implemented. To this end the University seeks an individual consultant-cum-Professional to design an efficient systems structure, then advice on the acquisition and deployment of solution through the agency if hired by the University. Consultant-cum-Professional shall also provide input as and when required for use of information technology in the University and would also be involved in maintenance and operation of information technology system installed at the University including Wi-Fi and internet connectivity.

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3. Scope of Work

The Consultant-cum-Professional shall be responsible for all duties and work related to Technology (IT) consultancy as mentioned below:

The scope of the work under this project includes providing consultancy, holding discussions with stakeholders, planning, designing, developing software, customizing software, specifying hardware and other physical requirements, integration, creating databases making it functional, maintenance handling of data, automation of operations, maintenance and improvement in software based on feedback, ensuring smooth operations and providing training to university staff for operational support.

1. **Online Enrollment and Migration:** Formulation and execution of Enrollment & Migration work of the Students by developing online enrolment & Migration forms.
2. **Pre Examination:** Design, development and invitation of Examination forms, generation of Admission Cards, Generation of Attendance Sheets, Roll List Data etc. of all online work
3. **Post Examination:** Issuing of online panel for colleges, examiners, collection of marks online, implementing result rules, Tabulation and preparation of results, fixing college / students related issues, approval of results, Generation of Tabulation results (TR) sheets and submission to CE in Bound form, generation of statics and publishing of online results, Preparation of Grade sheets and Degree Data etc.
4. **Online Admission:** Designing Online Admission form schedule, Development of admission form, Payment gateway integration, Preparation of merit List, Inviting students for Document verification, Performing final admission, Monitoring entire process.

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5. **Time Bound, Qualitative work abide by rules:** All the work will be accomplished in a qualitative and time bound manner according to norms, rules and regulations.
 6. **Over all Responsibility:** Consultant-cum-Professional (IT) will be responsible for over all co-ordination supervision and monitoring work, will be done as per requirements of the above work up to the satisfaction of Dr. Bhimrao Ambedkar Law University administration.
 7. **Online Affiliation:** Formulation and execution of online affiliation form to be submitted by colleges, Display of details of affiliated colleges on university website
 8. Professional cum consultant will be responsible of Information & Technology applications, operation, overall monitoring and addressing Information & Technology related activities.
 9. Any other duties and work related to IT consultancy given by the University.
- 4. Responsibility and Duties:**
- To do all work as mentioned in scope of work.
- 5. Qualifications :**
- The Consultant-cum-Professional (IT) shall have following minimum qualification:
- BCA/B.Tech. and M.Tech./MCA from recognized University /Institution
 - Compatible to work on open-source platforms.
 - Able to work on Windows and Linux based environments.
 - Good knowledge of PHP, JavaScript, other scripting and programming languages Ability to handle MySQL database.

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- Expertise in software development.
- Designed web-based solutions for efficiency and work flow enhancement. Thorough knowledge of process automation using information technology.
- Excellent knowledge of Information Systems, Relevant Best Practices, and current application development methodologies.
- Experience in setting up software solutions in various organizations specifically in Government Organizations.

6. Commencement of Assignment:

- The Consultant-cum-Professional (IT) shall commence the assignment as per LOA (Letter of Acceptance).

7. Time Period of assignment

- The Assignment shall be for a period of 8 to 10 months from the date of commencement or as per LOA.

8. Financial Proposal

- The financial proposal will be submitted by the applicant offering the services of the Consultant-cum-Professional (IT) for this assignment.
- In preparing the Financial Proposal, the applicant is expected to take into account the requirements and conditions of the TOR.

9. Payment Schedule

- The remuneration of the consultant will be paid monthly. GST, if applicable, will be borne by the University in addition to the quoted price.
- Lodging and boarding charges, for the journeys performed outside Jaipur for official purpose by the Consultant-cum-Professional (IT) will be made as per University/Government Rules.

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- The payment will be released to the Consultant-cum-Professional (IT) on the production of monthly bill.

10. University Obligations

- The Consultant-cum-Professional (IT) shall be provided suitable office space as per requirement of the assignment.

11. Confidentiality

- The Consultant-cum-Professional (IT) must keep confidential all matters relating to the proceedings and files of the University.

12. Conflict of Interest


The University requires that the Consultant-cum-Professional (IT) provide his services in a professional, objective and impartial manner and at all times hold the University's interests paramount; avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Consultant-cum-Professional (IT) shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him by the University.

13. Termination of Assignment:

The University can terminate the assignment by giving a written notice of not less than 15 days, without assigning any reason. The Consultant-cum-Professional (IT) can also resign by giving one month's notice.

Signature & Name
of the Consultant-cum-Professional
(IT)

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राजेंद्र कुमार शर्मा
(आर.ए.एस.)

कुलसचिव

डॉ. भीमराव अम्बेडकर
विधि विश्वविद्यालय
जायपुर (राजस्थान)

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AMBEDKAR LAW UNIVERSITY, JAIPUR**


Format of Financial Offer

SN	Work	Offered Price per Month
1.	Providing services of a Consultant-cum-Professional (IT) for Dr. Bhimrao Ambedkar Law University, Jaipur	
	Total Price per Month (excluding applicable taxes, if any)	

(Price in Rupee _____)

Signature with Name and Address of the Consultant

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राजनारायण शर्मा
(आर.ए.एस.)

कुलसचिव

डॉ. भीमराव अम्बेडकर
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