

Meeting AEPIC

13 April 2016

A meeting of the AEPIC was held with the Principal in her office on 13th April to discuss the idea of moving the institution ahead through use of digital technology.

Deliberations took place aimed at encouraging a cashless and digital campus in the form of RFID cards for students and staff. It was also decided to refer the suggestion to the Governing Body for further action.

Dr. REKHA KAUL Rekha Kaul
Dr. Anita Malhotra Anita Malhotra

Date 29th August, 2016

A meeting consisting of the following members was held on 29th August, 2016 at 10.30 A.M. in the college premises for opening the tenders for Software Development for College Management with Biometric Attendance Device and Co-Branded Plastic Card for students of the College.

Members Present:

1. Dr. Pratyush Vatsala, Principal
2. Dr. Rekha Kaul, Convenor, AEPIC
3. Dr. Lata Sharma, Member, Purchase Committee & AEPIC & Bursar
4. Dr. Alka Harneja, Member, Purchase Committee
5. Dr. Anita Malhotra, Member, Purchase Committee & AEPIC
6. Dr. Sarika Bhatnagar, Coordinator, Online Admissions & Purchase Committee
7. Dr. Sucheta Gauba, Coordinator, Online Admissions & Member, AEPIC
8. Dr. Dolamani Arya, Admn. Coordinator
9. Ms. Laxmi Bhati, Admn. Coordinator
10. Dr. Talat Sultana, Online Admn. & Admn. Coordinator
11. Mrs. Monika Kapoor, Admn. Officer
12. Mr. Prem Kant, S.O. (Admn.)
13. Mr. S. P. Bhatia, S.O. (Accounts)

The members were apprised that the proposal for installing RFID system in the college was approved by the Governing Body in its meeting held on 7th May, 2016 (A copy of the resolution is attached). Subsequently, the college held talks with PAYTM, BOI (College Extension Counter), Libsys et. for the said work. Finally, the college decided to consider the proposal of Bank of India as it has an extension counter in the college premises and they already have the student's database for fee collection. Moreover, the college does not want to share student's data with outside agencies due to security concern for girls and due to logistical reasons. Finally, Bank of India (BOI) was considered by the college due to considerations mentioned above.

As per discussion with BOI, this service could be activated only with the approved vendors of BOI and hence, the college decided to initiate a Limited Tender Enquiry with the list of vendors provided by BOI. The BOI provided a list of four vendors which were approved by BOI and in order to meet the requirements of GFR 2005, the college sent a postal enquiry to all the four vendors on 26th July, 2016. In order to meet the requirement of GFR 2005 (Rule 151), the tender was uploaded on the College and DU website on 9th August, 2016 (Copy of tender enclosed) by giving fifteen days time to the vendors, Last Date: 25th August, 2016.

In all, three bids were received from the following vendors and the rates quoted by them are as follows:

Sl.No.	Name of the Vendor	Cost per unit
1.	M/s APP India Management Consultancy Services Pvt. Ltd.	Rs. 175/- per unit inclusive of taxes
2.	M/s S.S.K. Management Pvt. Ltd.	Rs. 125/- per unit inclusive of taxes
3.	M/s Ideas Inc. Management Pvt. Ltd.	Rs. 100/- per unit inclusive of taxes

After comparison of bids, the committee unanimously decided that the work for Software Development for College Management with Biometric Attendance Device and Co-Branded Plastic Card for the students of the College may be awarded to M/s Ideas Inc. Management Pvt. Ltd. for a period of one year initially @ Rs. 100/- inclusive of taxes per unit as the rates quoted by them were found to be the lowest i.e. Rs. 100/- per unit inclusive of taxes. The total period of contract would be for three years which may be terminated with three months' notice by the college.

It was also decided that the firm will supply cards with line-yard to total number of students enrolled in the college for that year and the payment will be made accordingly. At the end of each year, the cards will be deactivated and the same would again be re-activated on payment of requisite fee i.e. Rs. 100/- by the student in the second/third year respectively and the vendor will be paid @ Rs. 100/- per card as deactivation and re-activation charges for the second and third year students also. The vendor will be responsible for supplying, maintenance, repairs and activation/deactivation/re-activation of cards for a period of three years and the same will be included in the cost of supplying the card i.e. Rs. 100/- per card per year. The college will not pay any other charges for Software Development for College Management with Biometric Attendance Device and Co-Branded Plastic Card and for providing online/offline maintenance, technical support or visiting/ repair charges if any. It was also decided that the payment will be made to the vendor after completion of work only.

<u>Dr. Pratyush Vatsala</u>	<u>Dr. Rekha Kaul</u>	<u>Dr. Lata Sharma</u>
<u>Dr. Alka Harneja</u>	<u>Dr. Anita Malhotra</u>	<u>Dr. Sarika Bhatnagar</u>
<u>Dr. Sucheta Gauba</u>	<u>Dr. Dolamani Arya</u>	<u>Ms. Laxmi Bhati</u>
<u>Dr. Talat Sultana</u>	<u>Mrs. Monika Kapoor</u>	<u>Mr. Prem Kant</u>
<u>Mr. S. P. Bhatia</u>		

PoS: It was also decided that BOI may be authorized to open & maintain a bank a/c to park the money related to I-Card recharge & transactions (prepaid card top-up) for students & staff members. It was also decided that in case of brr cancellation or return of the I-Card at the time of leaving the college the balance amount would be transferred either to a new I-Card or to the bank beneficiary after the verification of the CLC signed by AO or SB (A-W).

Alka Harneja Lata Sharma Sucheta Gauba Talat Sultana