



# Rabindra Bharati University

Ref. No. RBU/REG/238/2021

Date: 15/12/2021

## Notice inviting Expression of Interest for engagement of Consultancy Agency for Developing a Digital Database for the university

*Rabindra Bharati University is a reputed state public university in West Bengal. The university invites Expression of Interest addressed to the Registrar, Rabindra Bharati University, from technologically competent and experienced Indian agencies for providing consultancy and data capturing services to the University for developing a Digital Database and related activities. The agency's role will be to assist the university in capturing and assimilating data electronically from different academic and administrative departments and centres of the university, including the Centre for Distance and Online Education, to be used for multiple purposes and in developing a secured cloud-based storage of all data and metadata in searchable and downloadable formats for future use of the university.*

### REQUEST FOR PROPOSAL (RFP)

#### 1. Scope of Activities

*The following activities will be under the scope of the consultancy agency:*

##### I. Database software

- To capture and assimilate data electronically from different academic and administrative departments and centres of the university, including the Centre for Distance and Online Education as per the requirements (templates) of the university in connection with Academic, Administrative, Environmental Audits and other purposes.*
- To capture data as per the requirements (templates) of the university for recruitment of Teachers and officers of the university.*
- To develop and integrate with a cloud-based secured storage (like Amazon Web Services) of all data and metadata in searchable and downloadable formats for future use of the university in online and off-line mode for preparation of Annual Reports and other documents relating to the university.*
- To develop a user-friendly and simple interface (web/mobile app-based) for uploading/sharing personal/official data by the Faculty Members, Officers and assigned support staff as per the templates approved by the university to the appropriate webpages.*
- To maintain utmost confidentiality and security of the university data.*
- To manage the database of the university and safeguard important data from corruption, compromise or loss.*

**II.** *To assist the university in conducting Student Satisfaction Survey followed by Data Assimilation and Analysis.*

**III.** *To develop ICT modules for collecting feedback from different stakeholders of the university, for registration of alumni and tracking of student progression.*

**IV.** *To develop a Learning Management System for the university, including the Centre for Distance and Online Education and its Study Centres.*

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A State University established in 1962. Re-accredited by NAAC with Grade - 'A' in 2016.

**Emerald Bower Campus:** 56A, B. T. Road, Kolkata-700050, Ph: 91 (033) 2557-1028/3028/4028/7161

**Jorasanko Campus:** 6/4, Dwarakanath Tagore Lane, Kolkata-700007, Ph: 91 (033)2269-5241/5242/6601/6610

**Salt Lake Campus:** EE 9 & 10, Sector II, Salt Lake City, Kolkata-700091, Ph:91(033)-2358 4014/ 16 / 18

Website: [www.rbu.ac.in](http://www.rbu.ac.in) , e-mail: [registrar@rbu.ac.in](mailto:registrar@rbu.ac.in)

V. To arrange for training courses as per the requirement of the university for the teachers, officers and support staff relating to submission, collection, use and protection of data, with a view to supporting the university in installing a digital workplace solution for an efficient and paperless administration built on Open Architecture in the future.

## **2. Time Commitment**

The agency has to depute technically-qualified and experienced personnel who will be working in the university throughout the weekdays for the duration as shall be decided by the University. The deputed people shall attend the meeting convened by the University higher management as and when necessary and periodically report to the university authority about the progress of work.

## **3. Resources to be provided by RBU**

The following support would be provided for smooth discharge of the above-mentioned responsibilities:

- a. An office in the Campus,
- b. A suitable laptop or desktop computer, printer and scanner,
- c. Access to the RBU network,
- d. Necessary stationaries.

## **4. Expected Qualifications and Experience**

The Consultancy Firm should have technical expertise in respect of handling and executing software development projects of comparable complexity and experience of working with large state universities, preferably in West Bengal, in similar kind of projects. The Consultancy Firm must be well-aware of the hierarchy of academic and administrative departments of the state universities, student-support services and reservation rules followed in state-aided universities in West Bengal. The Consultancy Firm must also be well-aware of the regulations of the UGC, UGC-DEB and Government of West Bengal. Recent work experience in any large state-aided university in West Bengal having NAAC Grade A with a CGPA (cumulative grade point average) of 3.26 and above will carry an added advantage.

## **5. The period of Engagement**

The initial period of engagement shall be six (6) months, which may be extended as per the requirement of the university.

## **6. Compensation**

The Firm should clearly mention its expected compensation (budgetary) for the engagement. However, formal financial bid will be called for during the process of selection.

## **7. The process of selection:**

The consultancy firm will be selected through a two-part bidding process: a technical bid, including a technical demonstration, followed by a financial bid.

***Last date for submission of EoI is 27/12/2021.***

**Registrar**