



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotry, Near Gangapur Dam, Nashik 422 222 (Maharashtra, India)

Telephones : (253) 2230024, 2230227, 2233698, 2234459 2234716-18

Visit us on Internet <http://www.ymou.digitaluniversity.ac>

To

Enquiry No. : 1004

Date : 4.11.2025

Subject : Inviting Quotation for “Development & Implementation GPF Management Portal”.

Dear Sir,

The establishment department of the Yashwantrao Chavan Maharashtra Open University Located at Nashik, processes and manages the employee GPF data and processes in consortium with finance department which processes the salaries and the contribution or refund deductions. As per the existing system the finance department prepares the salary bill and processes it for the payment to the employees as well as the deductions like tax, loans or provident funds etc. once the bill is processed at the finance department all the employee wise details along with the contribution and deduction amount is then handed over to the establishment department for the GPF processing and management. Currently the all the computation and data management is processed by establishment department in manual method and now university intends to automize this process and also integrate it with the finance department for smooth and automated workflow.

The University has finance ERP (UniSuite) in place and operational and the said GPF portal need to be integrated with this ERP for the contribution capturing and other salary details, hence the Bidder Should Be Either the ‘Original Software Developer’ of Finance Software Implemented in University OR Should be an ‘Authorised Partner’ for Finance Software Implemented in University.

The University invites quotation for “Development & Implementation GPF Management Portal” from the qualified bidder as per “Annexure I” to build and deliver the system as specified in “Annexure III”.

- (01) The Supplier shall submit the quotation on their letterhead (as per Annexure III)
- (02) The supplier shall submit bid in total three envelopes, two smaller envelope for “Technical Proposal (Annexure I, II & III)” & “Commercial Proposal (Annexure IV) inside the large sealed envelope.
- (03) Only bidders who qualify the minimum qualification criteria as per terms & condition and “Annexure I” will be eligible to participate any deficiency, lack, shortage will result in discontinuation.
- (04) Please send your sealed quotation to the "Dy. Registrar, Purchase Section, Yashwantrao Chavan Maharashtra Open University, Dnyangangotry, Near Gangapur Dam, Nashik 422222".
- (05) **The final Date for receiving quotation is _17 Nov.2025.**
- (06) The quotation should be valid for 60 days from the date of enquiry.
- (07) Please write on sealed envelope in bold letter ‘Enquiry No. 1004, date: 4 Nov.2025 & quotation for “Development & Implementation GPF Management Portal”.
- (08) The supplier should necessarily follow the above instructions otherwise quotation will not be considered for further process.
- (09) Your GST registration number must be shown in your invoice.
- (10) **Fax/Telegraphic/e-mail quotation will not be accepted.**
- (11) Earnest Money Deposit :

- a. Link "<https://ycmou.unisuite.in/QuickPay/teem369>" shall be use to pay the Earnest Money Deposit and once paid the copy of receipt need to be attached with the technical bid and reference need to be mention in Annexure I.
 - b. Earnest Money of Rs. **10,000/-** shall be paid via online using the above given link only and after opening the commercial bid the EMD of the unsuccessful bidder will be returned to the account provided on the receipt while making the payment.
 - c. Earnest Money in the form of cheques or any other form except above will not be accepted.
- (12) Security Deposit:
- a. After acceptance of tender the successful bidder's EMD amount may be converted into Security Deposit. The amount deducted as a Security Deposit will be retained by the university till the period of contract. No interest shall be payable on this deposit.
- (13) Terms & Conditions : attached separately
- (14) Annexures : Attached separately

Terms and Conditions

1. **Bidders Qualification Criteria** : only bidder who qualify minimum qualification criteria will be eligible to participate.

Sr No	Criteria	Supporting Documents
1.	The Company should be registered company and should have been in existence for at least 3 years as on 31st December 2024	1. Copy of Company registration certificate issued by the ROC or Other Competent Authority or Shop Act or GST Certificate. 2. Copy of Company PAN Card
2	The bidder should provide GST Returns for the Period of 1st July 2025 to 30 th Sep 2025	1. GST Certificate 2. Copy of GST Returns for the Mentioned Period
3	The Bidder should have an "average Annual Turnover of more than Rs. 50 lakh in the Financial years 22-23, 23-24 & 24-25	1. Balance Sheet and Profit & Loss Statement for FY 22-23, 23-24 & 24-25. 2. Income Tax Returns filed for the financial year FY 22-23, 23-24 & 24-25.
4	The bidder should have worked with Universities/Boards/Institute of Repute in Maharashtra in the last three years put together The Bidder Should preferably have experience of at least 1 State University in Maharashtra	1. Client list with contact Details in prescribed Format of Annexure-II 2. Declaration for experience in Supporting & Managing University Finance Management Software in State University in Maharashtra
5	The Bidder Should Be Either the 'Original Software Developer' of Finance Software Implemented in University OR Should be an 'Authorised Partner' for Finance Software Implemented in University.	a. For OSD (Original Software Developer) - Declaration about the OSD b. For Authorised Partner - Letter of Authorisation for sales & support from the OSD of Finance Software Implemented in YCMOU Nashi.

2. Solution Criteria

a. General Scope of Work

The Yashwantrao Chavan Maharashtra Open University has always strived to make the best use of technology to offer best in class services to all the stakeholders including students, study centres, regional centres, faculties and other staff members. The University has been recognized for its initiatives towards technological advancements and has a vision to becoming a Digital University. Keeping in view the Vision of the University, the Finance Department has already implemented the best-in-class University Finance Management Software which is live and operational in the University. The University Management Software "UniSuite" has been used extensively to channelize all crucial services of the University Finance including Receipts, Payments, Salary, Accounting, Audit etc. The University has a larger vision for the digitization and technology upgradation of the overall Finance Management of the University. This vision is called the project वित्त-वाहिनी

Further to this The University now aims to automize it's GPF processing & Management through the centralize integrated portal, which is expected to bring the better coordination and data exchange between establishment department & salary section of finance department which will bring the ease of work as well as better transparency.

- b. **Introduction :** Currently the establishment department manages the GPF entirely including the interest calculation, time to time interest changes, withdrawals, recoveries and all but the actual contribution or deduction is recorded at the salary section of the finance department where the actual salary payment bills prepared. Once the bill is finalized the data and the schedule is getting shared with the establishment department for the further processing. Now university wants to fill this gap and repeated work by creating new GPF management portal which will be directly integrated with the finance ERP for all the data exchange.
- c. **Employee Information :** the portal need to have the provision to modify the GPF related info along with the employee other details like designation, scale, dates, unique and personal identifications etc. the same need to be shared with the salary section for the bill processing as well. the system need to be build into consideration that it can be further extended to allow the direct employee login to the portal.
- d. **GPF Basic Details :** System need to have all the basic configuration for GPF management and processing along with the GPF joining date, opening balance, and other identifications. It also need to have other basic details which are necessary for the GPF processing.
- e. **Integrated with the Finance ERP (UniSuite) :** this system has to be tightly integrated with the existing finance ERP. It also need to share the centralize login and ERP controlled approval hierarchy as well. also while processing the salary into the Finance ERP the defined restriction from the GPF module need to be applicable for example 10% minimum calculation. Also the deduction happen in the salary need to be auto reflected into the GPF portal.
- f. **Interest Calculation & Provisions:** The system should have the provision to enter the interest rate changes and the interest rate change date accordingly the system must be capable to compute the interest rate for any given particular period. Accordingly the system need to be able to calculate the cumulative interest for the entire year. Also there can be

multiple rate in the single FY year or for the partial year. The interest calculation need to be done on the same criteria and on the monthly basis.

- g. **Cutoff and opening balance** : system should be able to start from the beginning of the FY year and should accept the previous closing balance as the opening balance and then continue the current year contribution and the interest calculation and the balance carry forwarding.
- h. **Calculations** : On the basis of given interest rate and the opening balance and the information pushed form the ERP in terms of the monthly contribution or recovery the system need to provide the entire years calculation as per the rules defined in the GPF scheme.
- i. **Withdrawals** : the system need to have the facility to enter and process the withdrawals with both the types. Refundable & non Refundable for refundable the instalment need to be pushed to the salary module for the recovery purpose. The same withdrawals need to be reflected on the yearly calculation and the balance and interest etc. The facility to enter the final withdrawal also need to be in the system for final withdrawal.
- j. **Various Reports** : The system need to have all the necessary reports including the challan and the ledger also the GPF register and all the summery reports. The system should be able to generate the calculation and the report for any given time.
- k. **Excel Exportable Formats** : the system needs to provide the excel export options for important reports like GPF Ledger which need to be submitted to the Government.
- l. **Dynamic Rate Configuration** : The system need to provide the facility to configure any rate changes in the system like currently it's 10% of the Basic & Grade but if in future the rate changes then it needs to be configurable.
- m. **Modern technology** : The proposed system must have the latest and modern responsive UI which will also act like the App on different devices and screen.
- n. **Roll base Access** : the system needs to have to roll base access with the centrally controlled login structure by the finance ERP.

3. IT infrastructure and services requirement: The university shall provide the following facilities and approvals to the Bidder on time to develop and install the said project flawlessly:

- a. The bidder should develop and provide the Software for the Said Project which must integrate with the University Finance Management Software at the university to ensure proper accounting.
- b. The Bidder will have to clearly define the required IT Infrastructure if required any.
- c. The bidder will have to deploy the system over the internet server.
- d. Officials and support staff to manage the transactional & accounting part of the project.
- e. All activities related to the project broadly under the aegis of University Administration shall be undertaken by the Finance Officer while the activities under the broader aegis of technology Administration of the project will be undertaken by the BIDDER by deploying required online software platform and support services.

4. Duration:

- a. University Intend to do the contract of 5 Years but the "First Year" cost mentions by the bidder as per the price schedule "Annexure IV" will be considered for the evaluation

although the bidder will have to provide the next year onward annual cost in the proportion of the first year cost.

- b. The initial duration of the contract shall be for a period of 5 years. On completion of the 5-years term, the contract may be further renewed for Annual Maintenance Contract after mutual discussions and consideration of any special terms that may be added, amended or existing terms that may be deleted. The 5 Year Term shall be considered from the date of Installation of the Branch Servers at Each Location.

5. Financing model of the project :

- a. The “GPF Management Portal” application software and related system utility tools shall be installed by the BIDDER as deemed and appropriate to deliver the “scope of services” as defined in Annexure III.
- b. The contract will be signed for 5 years starting from the date of Installation.
- c. The payment for “The GPF Management Portal” software shall be made as per following stages;
 - i. 50% on installation of the application software after submission of installation details along with the tax invoice
 - ii. 40% on Go-Live & User training.
 - iii. 10 after 6 month of the successful Go Live.
- d. **Annual Maintenance for Software Application:** After completion of 1 year from the date of installation. The Annual Maintenance Contract will be applicable. The successful bidder will charge Annual Maintenance Charges and the platform server charges for the next 4 Years. The payment for the Annual maintenance shall be payable on Monthly Basis after completion of every Month.

- 6. **Project deliverables :** The successful bidder need to deliver the software as per the general specifications & Annexure III mentioned in this document.
- 7. **Timeline for Execution :** the bidder will have the total time of 6 months to deliver the project form the date of order. Any kind of time extension need to be communicated on the prior basis.
- 8. **Training & Support :** The successful bidder shall provide the training after the installation of the project to all the concerned university users.
- 9. **Signing of Agreement :** The University and the successful bidder will sign the Service Level Agreement (SLA) incorporating all the term and conditions agreed between the two parties. This will be completed within 30 das of issue of the work order.

10. Intellectual Property Right (IPR) :

- a. Any IPR developed, deployed or tested by the Bidder or its affiliates during the course of this project will vest absolutely with the Bidder. The University shall acknowledge and agree to vest the IPR with the Bidder after expiry of the project tenure. This includes source code, process documents, flow charts, project management templates and other resources developed by the Bidder and / or their agents, associates and principal parties involved in the project.
- b. No data of any sort including the University data, shall be used and / or extracted by the Bidder for any use whatsoever apart from for the purpose of testing and installation without prior approval from the University.
- c. **Information Security and Data Privacy :** The bidder shall have to maintain strict privacy and confidentiality of all the data it gets access to.

11. Indemnity

- a. The University shall indemnify and hold Bidder harmless against any and all liabilities, losses, damages, judgments, claims, causes of action, and costs (including attorneys’ fees and disbursements). The Bidder will be indemnified by the University for any and all issues raised by their Finance Department staff.

- b. The Bidder shall indemnify and hold the University harmless against any and all liabilities, losses, damages, judgments, claims, causes of action and costs (including attorney's fees and disbursements) The University will be indemnified by the Bidder for any and all issues raised by their Bidder staff.

12. Bid Evaluation

- a. Technical Bid Evaluation : technical evaluation will be done on the basis of Annexure I, II & III.
- b. Commercial Evaluation : Only "First Year" cost mentions by the bidder as per the price schedule "Annexure IV" will be considered for the evaluation.
- c. The Technical qualified and commercially lowest bidder will be considered as the successful bidder

13. Award Criteria : The University reserve the right to decide award or discard the contract. University may seek written confirmation from the second-ranked bidder to match the commercial bid of the original winning bidder or justify the bid. If the second ranked bidder agrees in writing and the finds it correct then University shall award the contract to this second-ranked bidder.

Annexure I,II,III & IV attached with this document...


(Dy.Registrar)

Finance Division

Technical Bid

Annexure I

Qualification Criteria

To be submitted on the letterhead (place) (Date)

The Registrar,

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY,

Dnyangangotri, Near Gangapur Dam, Nashik – 422 222

Subject: Compliance Statement for Bidder's Qualification Criteria

Dear Sir,

Enclosed please find herewith the compliance statement along with the supporting documents for the Bidder's Qualification Criteria;

Sr No	Criteria	Supporting Documents
1.	The Company should be registered company and should have been in existence for at least 3 years as on 31st December 2024	
2	The bidder should provide GST Returns for the Period of 1st July 2025 to 30 th Sep 2025	
3	The Bidder should have an "average Annual Turnover of more than Rs. 50 lakh in the Financial years 22-23, 23-24 & 24-25	
4	The bidder should have worked with Universities/Boards/Institute of Repute in Maharashtra in the last three years put together The Bidder Should preferably have experience of at least 1 State University in Maharashtra	
5	The Bidder Should Be Either the 'Original Software Developer' of Finance Software Implemented in University OR Should be an 'Authorised Partner' for Finance Software Implemented in University.	

Dated this ____ day of ____ 202__

Yours sincerely,

On behalf of []

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp

Technical Bid

Annexure II

Customer base in India/Maharashtra

To be submitted on the letterhead (place) (Date)

The Registrar,

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY,

Dnyangangotri, Near Gangapur Dam, Nashik – 422 222

Dear Sir,

We would like to provide the following information on our customer base in India for the last five years.

Sr. No	Name of Client & Details **	Year of Implementation	Solution Description
1	Name of the university/ school education board.		
2	Provide complete address and contact details such		
3	as phone no, email id etc		
4			

** Attach relevant certificates

Dated this ____ day of ____ 202__

Yours sincerely,

On behalf of []

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp

Technical Bid

Annexure III

Technical Specifications

To be submitted on the letterhead (place) (Date)

The Registrar,

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY,

Dnyangangotri, Near Gangapur Dam, Nashik – 422 222

Subject: Technical Specification compliance for “Development & Implementation GPF Management Portal”

Requirement Specification Compliance:

NOTE : In case of any clarification bidder may contact department.

Sr No	Features & Technical Specification	Compliance	Remark (if any)
1	Portal & Accessibility <i>This portal needs to be accessible to all the respective entities and in the responsive manner. Also, the portal needs to implement the central and roll base user control.</i>		
1.1	Login through the same page <i>There has to be the single URL with roll base access to the entities like printer (vender), regional centres, study centres. Also the same portal will be used by the internal finance & store department user but user should have the functionality as per pre-defined central access controls.</i>		
1.2	Responsive Portal <i>The web portal need to be responsive and will also have acts like the app on various devices as per the device type and screen type.</i>		
2	Employee Information <i>this portal will have to provide the dynamic employee information management with the controlled access and for ERP info and the portal info.</i>		
1.1	Basic Employee Details <i>The system need to provide the basic information of the employee like the Designation, scale, dates and other unique and personal identifications.</i>		
1.2	Sharing & linking with the salary section Finance ERP <i>the employee information need to be shared with the salary section for the bill processing as well.</i>		
1.3	Employee GPF Details <i>the system need to have all the basic configuration for the GPF management and processing along with the GPF joining date, opening balance and other identifications.</i>		
1.4	Employee contribution Basic Info <i>the system must maintain the basic monthly contribution for the employee defined the employee but also it need to apply the restrictions like minimum contribution or maximum contribution limits etc.</i>		

3	GPF Calculation & Details <i>The system need to provide the necessary provision to provide or configure the basic details needed for the same.</i>		
3.1	Interest Rate Configuration <i>System need to provide the dynamic interest rate calculation and the changes into the same by entering the rate and the change date.</i>		
3.2	Auto Interest Rate Consideration <i>According to all the interest rate the change date the system should be able to define the interest rate for any particular given date.</i>		
3.3	Multiple Interest During the Year <i>With the help of dynamic auto interest consideration metho the system need to be able to calculate on the basis of multiple rate as per the given year period.</i>		
3.4	Interest Calculation <i>on the basis of all the information the system should be capable to do the interest calculation as per the government GPF calculation rules.</i>		
3.5	Cutoff & Opening Balance <i>the system needs to be able to consider the cutoff date and too opening balance for the year.</i>		
3.6	Balance Calculation <i>Considering all the details like contribution, recovery, interest and the opening balance the system should be able to compute the closing balance with all the effect and the ledger closing balance as per the given period.</i>		
3.7	Carry forwarding of the Closing Balance <i>The system needs to be able to auto carry forward the calculated closing balance on the users instruction to the next year and by closing the current year.</i>		
4	Withdrawals <i>The system need to be capable of handling all three kind of withdrawals and the recovery if required.</i>		
4.1	Withdrawal Entry <i>The system must have the facility to mark or enter the withdrawal by the employee as and when request along with the history and the current closing or withdrawable balance.</i>		
4.2	Non Refundable Withdrawal <i>the system should be capable of accepting the nonrefundable withdrawal and the same has to be reflected to the balance and ledger and accordingly the interest needs to be computed.</i>		
4.2	Refundable Withdrawal <i>the system should be capable of processing the refundable withdrawal just the non – refundable withdrawals</i>		
4.3	Instalment calculation for the refundable withdrawal <i>the system need to be able to process the refundable recovery instalment and should be able to push it for the salary calculation.</i>		
4.4	Final withdrawal <i>the system need to be able to process and calculate the Final withdrawal</i>		
5	Various Reports <i>The system need to be able to provide all the necessary reports required by the GPF management.</i>		
5.1	GPF Ledger <i>the system needs to generate the GPF ledger as per the prescribed government format</i>		
5.2	GPF Register <i>GPF register needs to be generated as per the government prescribed formats</i>		

5.3	Summery reports <i>Various Summery as per the requirement needs to be generated through the system.</i>		
5.4	Schedules <i>the GPF schedules as per the government prescribed format needs to be generate through the system.</i>		
5.5	Other reports <i>Other reports related to the GPF management needs to be generated by the system.</i>		
6	Other Facilities <i>some other functionalities required for the GPF management portal</i>		
6.1	Excel Export Facility <i>the system needs to provide the excel export options for important reports like GPF Ledger which need to be submitted to the Government.</i>		
6.2	Roll Base Access <i>the system needs to have to roll base access with the centrally controlled login structure by the finance ERP</i>		
6.3	Modern Technology <i>The proposed system must have the latest and modern responsive UI which will also act like the App on different devices and screen.</i>		
7	Integration with Finance ERP <i>The system has to be tightly integrated with the finance ERP and has to perform as follows.</i>		
7.1	Login and Access Control <i>the login and access control need to be configurable from the finance erp only and the system should access and use the same.</i>		
7.2	Master sharing – Ledgers, Employee etc. <i>the proposed system should be able to access and use the basic masters like programs, or party ledgers or study centres etc from finance ERP only.</i>		
7.3	Salary Data Exchange <i>All the salary details including the contribution and other needs to be directly accessible into the portal as per the requirement.</i>		

Dated this ____ day of ____202__

Yours sincerely,

On behalf of []

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp

Commercial Bid

Annexure IV

Price Schedule

To be submitted on the letterhead (place) (Date)

The Registrar,

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY,

Dnyangangotri, Near Gangapur Dam, Nashik – 422 222

Subject: Commercial quote for “Development & Implementation GPF Management Portal”

All Prices must be mentioned excluding the Goods & Service Tax (GST)

1. The GPF Management Portal System's First Year & One Time Cost.

Sr No	Description	Price (INR)
1	One Time Cost of including Development & Implementation Including the cost of installation, user training & 1 year remote support.	
2	Application Running & platform charges including server and other for the first year.	
Total Cost including one time and 1 st year running cost :		

2. Annual Maintenance Charges and platform running charges Second year onwards for next 4 years

Sr No	Description	Price (INR)
1	Annual Maintenance charges for the software application. applicable after 1 year from the date of installation of the software application .	
2	Annual Application Running & platform charges including server and other. Applicable After 1 year from the date of installation of the software application.	

Dated this ____ day of ____ 202__

Yours sincerely,

On behalf of []

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal/Stamp