



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

(A State Funded University of Rajasthan)

“RUSA Bhawan”, Shiksha Sankul, JLN Marg, Jaipur-302015

www.alujaipur.ac.in

[E-mail: registrar@alujaipur.ac.in](mailto:registrar@alujaipur.ac.in)

F.No.F2 (100)/GAD/ALU/2022-23/ 8683

Dated: 8/12/22

Dr. Ravi Agarwal
171/250-251 Pratap Nagar
Sanganer, Jaipur-302033

Sub: Engaging of Consultant(Website Maintenance) for providing website maintenance, road map plan for technology based services, assistance in online admission activities of on campus programme, invitation of online form, generation of merit list, counselling scheduling, ERP Modules for Admission & Online affiliation, Examination Consultancy Services etc.

Dear Sir,

On the subject cited above, we are seeking your proposal for engaging of Consultant (Website Maintenance). You are requested to submit your financial proposal as per the terms and conditions of the enclosed Terms of Reference (TOR) latest by 16.12.2022 at 2.00 P.M. at University Office-RUSA Block, Ground Floor, Shiksha Sankul, Jaipur.

Encl: As above.

(Ayub Khan RAS)
REGISTRAR

**ENGAGING CONSULTANT (WEBSITE MAINTENANCE) 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 residential 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 May 2020.

2. **Objectives:** After establishment of University in year 2020-21 all sections like academics, affiliation, examination etc. are completely in running state and recruitment of various posts in University is under process. Presently, University work like Affiliation, Enrollment, Admission, Examination(Pre and Post), Result, Recruitment etc. are running on digital platform. For providing Website maintenance, road map plan for technology based services, assistance in online admission activities of on campus programme, invitation of online form, generation of merit list, counseling scheduling, ERP Modules for Admission & Online affiliation, Online Affiliation, Examination Consultancy Services etc., a consultant (Website Maintenance) is required. Consultant shall also provide input as and when required for use of information technology in the University and ongoing recruitment processes. Consultant ((Website Maintenance) with relevant experience in the same field will formulate and execute the given work related to IT works.

3. Scope of Work:

Consultant (Website Maintenance) will be responsible for all duties and work related to Web Technologies and Supervision as mentioned below:

- a) **Consultancy:** Provide inputs, suggestions and share knowledge for effective system management and automation.
- b) **Website Maintenance:** Providing consultancy for maintenance, updations, customization and improvements in existing university website and additions of new section as per need.
 - Add New pages/Section to university website as per need.
 - Daily Maintenance and updation of information on the website.
 - Scan and upload above documents under Notifications/Circulars/Orders etc.
 - Prepare information for website updation on the basis of information contained in the physical documents/information Bulletin etc.
 - 24x7 Updation of information, including festivals and national holidays.
 - Maintain the record of updation made, information modified etc. old information must be backed up. Monthly backup of complete website and Data Works of various sections of the University.


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07/12/2022
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डॉ. भीमराव अम्बेडकर विधि विद्यापीठ

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- Deletion of outdated information and links to outdated information from website.
- Operating SMS panel/ application (Provided by the University) and E- mail to send important information to staff and stake holders.
- c) **Planning and Implementation:** To provide road map plan for technology-based services.
- d) **Academic:** To provide assistance in online admission activities of on campus programme, invitation of online form, generation of merit list, counseling scheduling.
- e) **ERP Modules:** Design and develop and maintain and upgradation to existing modules Dr. Bhimrao Ambedkar Law University Management system including following
 - Online Admissions Module
 - Online Affiliation Module
 - Any other module development as per requirement.
- f) **Online Affiliation:** Design and develop and maintenance of existing affiliation module, making desired changes and bug fixing in module for its better operation.
 - Online Affiliation form invitation for new colleges/application form for new courses, Revision of affiliation.
 - Renewal of existing colleges.
 - Increase of intake in law courses.
 - Providing login to affiliation section for management of affiliation work.
 - Assistance in fixing any issued faced by the colleges.
 - Publishing affiliation list on university website/course wise bifurcations if affiliation fee, inspection fee of application forms.
- g) **Examination Consultancy:** Providing IT related Consultancy and support to COE for smooth operation of examination related activities, sharing his/her expertise in the field of Pre and Post Examination. Planning and implementation. Whole work should be executed under the direct control of Controller of Examinations. Confidentiality shall be the utmost business role of all above activities.
- h) **General IT Support:** All the work will be accomplished in a qualitative and time bound manner according to norms, rules and regulations.
- i) Consultant will be responsible for over-all co-ordination supervision and monitoring work, will be done as per requirements of the above work up to satisfaction.
- j) To provide IT consultancy/development for planning, designing, developing and customizing software, including new day to day requirements and challenges to the University administration.
- k) Guiding and providing valuable suggestions to existing IT staff.
- l) Any other duties and work related to consultancy (IT Programmer) given by the University time to time as and when needed.
- m) To provide MIS in prescribed format as and when needed by the different sections of the University.


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Responsibility and Duties:

- To do all work as mentioned in scope of work.
- To assist controller of examination in smooth operation of pre and post examination activities.
- The Ownership of all data produced during the process will remain with the University.
- Strict confidentiality of data must be maintained.
- Before performing and executing any new activities and task assigned by University, IT section should be informed and discussed.

Eligibility of Consultant:-

The consultant must have following minimum qualification and experience:

- M.Tech./MCA with at least 60% marks from recognized University/Institution.
- Minimum 2 Year Experience in Web Technologies and Working closely with universities.
- Compatible to work on open-source platforms.
- Able to work on Windows and Linux based environments
- Good knowledge of PHP, JavaScript, C, C++, HTML5, CSS3, other scripting and programming languages Ability to handle MySQL database
- Expertise in software development and implementation
- 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.

4. Commencement of Assignment:

- The Consultant shall commence the assignment as per LOA (Letter of Acceptance). The consultant will have to execute Agreement on non-judicial stamp paper of Rs. 500/- as per format prescribed by the University.

5. Time Period of assignment

- The Assignment shall be for a period of one year from the date of commencement.

6. Financial Proposal

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

7. 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 will be made as per University/Government Rules.
- The payment will be released to the consultant on the production of monthly bill.

8. University Obligations

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- The Consultant shall be provided suitable office space, computer/laptop as per requirement of the assignment.
9. **Confidentiality**
- The consultant must keep confidential all matters relating to the proceedings and files of the University. Weekly back-up of all data related to Portal, Website and various sections on Hard Disk or Desk Top to be done as per rule and reporting to be done.
10. **Conflict of Interest**
- The University requires that the Consultant 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 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.
11. **Termination of Assignment:**
- The University can terminate the assignment by giving a written notice of not less than 10 days, without assigning any reason. The Consultant can also resign by giving one month's notice.
12. In case of breach/dispute of any terms and conditions mentioned in the Terms of Reference, decision of the Vice-Chancellor will be final. Jurisdiction for legal cases will be Jaipur Court only.
13. **Documents to be submitted:** Aspirant consultant should submit self attested copies of educational marksheets/degrees, experience certificate, PAN Card, Aadhar Card, GST Registration (if any), registration certificate if registered with any institute.

Handwritten signature
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Format of Financial Offer

S.No.	Work	Offered Price per month
1.	Providing services of Consultant(Website Maintenance) work for Dr. Bhimrao Ambedkar Law University, Jaipur	
	Total Price per Month (excluding applicable taxes, if any)	

(Price in rupees _____)

Signature with Name and Address of the Consultant



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