

Maintaining of the Online Student Registration & NVQ Certificate Printing System and Institute Registration & Course Accreditation System

TERMS OF REFERENCE

1.0 Introduction:

The Tertiary and Vocational Education Commission (TVEC) being the apex level policy making body for Technical and Vocational Education and Training (TVET) sector of Sri Lanka and TVEC uses the online student registration & NVQ certificate printing and institute registration & course accreditation system.

2.0 Support Services

During the period of the Maintenance Agreement, service provider should be available 24x7 days per week to cater the client requests. After the client inform about a system fault, the service provider should respond within twenty-four (24) hours to correct the system fault.

3.0 Functions of the Systems

3.1 Features of the Institute Registration & Course Accreditation System

1. Submission of registration new and renewal application
2. Submission of course inclusion application
3. Submission of accreditation application
4. Institute portal for registered institutes
5. Expiry notification by email alerts – registration & accreditation
6. Assessment scheduling – registration & accreditation
7. Institute and courses searching facilities
8. Managing registration/accreditation visit records and results
9. Payment approval – registration, inclusion & accreditation
10. Approval stages (Deputy Director/Director/Director General/Commission) – registration & accreditation
11. Managing dashboard information – NVQ, registration & accreditation
12. MIS reporting system – registration & accreditation
13. Essential documents management – registration & accreditation
14. Application searching facility & current status checking – registration & accreditation
15. Sending e-certificates with approval – registration & accreditation
16. Assessor management – registration & accreditation

3.2 Features of the Student Registration & NVQ Certificate Printing System

1. Maintaining and searching facilities of National Competency Standards
2. Maintaining and searching facilities of NVQ assessors
3. Maintaining and searching facilities of students, certificates, and current status
4. NVQ certificate printing process handling
5. MIS reporting system for TVEC
6. Master Data management
7. Facilitate NVQ data entry and approval to registered institutes
8. MIS reporting system for institutes
9. Batch intake entry for institutes

4.0 Technology used for the systems

4.1 Following technologies are used to develop the systems;

1. Operating systems: Windows server 2012
2. Database: MS SQL Server
3. Scripting Language: Php
4. Web Server: IIS
5. Programming language for certificate printing : .Net

4.2 All systems run on local servers.

5.0 Maintenance Services

During the Agreement period, the service provider should maintain software systems (*Mentioned under 3.1, 3.2*), update software features on request and do performance enhancements of the above mentioned systems. All software updates should be provided include the items listed below;

1. Bug fixes.
2. On-site visit every month to assess the possible technical problems and future needs.
3. Take the necessary actions to enhance the system performance.
4. Minor changes for performance enhancements to the covered software systems
5. Support the systems to keep alive at working time.
6. Inform any security threats which are affected or threatening to the systems.
7. Provide customized reports as required.

6.0 Terms and Conditions

1. The agreement of the above service will be valid only for one year.
2. The service provider can request for a reasonable ***Change request fee*** on major system upgrades during the agreement period according to the requirements of the client.

7.0 Current Software Cost

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| 1. Student Registration & NVQ Certificate Printing System | – Rs. 2, 695,400.00 |
| 2. Institute Registration & Course Accreditation System | – Rs. 1, 285,000.00 |

8.0 Selection:

Selection will be based on competitive basis subsequently to a Technical Evaluation (TE) of the submitted proposals. TE will consider technical capability of the firm and the feasibility of financial proposal submitted. Only the eligible candidates will be informed for further discussions and be asked for additional information. Based on the TE Committee and the Tender Board decisions, the most eligible candidate will be assigned with the work.