

Jahangirnagar University

সংযুক্তি “ক”

Terms of Reference (ToR)

Computerized Accounting System for the Comptroller's Office

Savar, Dhaka

1. Introduction

Jahangirnagar University, a public university of Bangladesh, intends to procure a **Computerized Accounting System for the Comptroller's Office** in order to modernize, streamline, and digitize its financial, accounting, payroll, pension, and related administrative operations. The system will ensure transparency, efficiency, accuracy, and compliance with University Grants Commission (UGC) and Government rules and regulations.

This Terms of Reference (ToR) defines the scope of work, deliverables, responsibilities, and conditions for the selection of a qualified software development and service provider.

2. Objectives of the Assignment

The main objectives of this assignment are-

- To Implement a comprehensive and integrated automation system for the Comptroller's Office of Jahangirnagar University;
 - To Ensure accurate, timely, and transparent financial management;
 - To Generate UGC and government-required financial and accounting reports automatically;
 - To Improve operational efficiency and reduce manual processes;
 - To Establish a secure, scalable, and sustainable digital financial management platform.
-

3. Scope of Work

The selected firm shall be responsible for design, development, implementation, deployment, training, and support of the Integrated Automation System.

3.1 System Implementation

- Deployment on Cloud/Remote Server under Software as a Service (SaaS) model;
- Responsive web-based application accessible through secure authentication;
- Technology stack including PHP, MySQL, JavaScript, CSS/XHTML, Zend Framework (Laminas), Doctrine ORM, and Apache Web Server or equivalent.

3.2 Functional Modules

The system shall include, but not be limited to, the following modules with all features as described in the approved proposal:

1. Budget and Financial Management
2. Contingency Bill Management
3. Trust Fund Management
4. Corporate Loan Management
5. Provident Fund Management
6. Works Bill Management
7. Student Fees and Scholarship Management
8. Payroll Management
9. Pension Management
10. Leave Management
11. Income Tax Management
12. Group Insurance Management
13. Health Insurance Management
14. Audit Management

Each module must support existing books of account, UGC reporting standards, budget controls, alerts, ledgers, vouchers, and statutory deductions.

4. Deliverables

The consultant/firms shall deliver the following:

- Fully functional Integrated Automation Software with all approved modules;
 - Live system deployed on cloud/remote server;
 - Data migration support;
 - UGC and government-required reports;
 - User manuals and system documentation;
 - The software should include API integration/support facilities for the integration of the other software of different sections/offices the University.
-

5. Implementation Schedule

Total duration of implementation: **Six (06) months** from the date of contract signing.

A detailed work plan and timeline shall be submitted by the selected firm after contract award.

6. Training and Capacity Building

- Minimum four (04) on-site training sessions for the designated officials;
 - Multiple online training sessions through as required;
-

7. Support, Maintenance, and Service Level Agreement (SLA)

- Free support and maintenance for One (01) Year after system installation;
 - Resolve issues based on priority levels;
 - Regular updates of the software with no additional cost;
 - Dedicated IT support personnel during working hours;
 - Annual maintenance contract (AMC) after free support period as per contract terms.
-

8. Financial Terms

- Estimated total cost including VAT and taxes;
 - Monthly support/service charge as per approved proposal;
-

9. Usage Rights

- Use of the system shall be limited to official purposes of Jahangirnagar University.
-

10. Hardware and Infrastructure

- The selected firm will be responsible for all necessary plans and action to ensure DR policy additionally one copy will retain in the university prescribed data server.
 - Data security and access control must be ensured at all stages.
-

11. Roles and Responsibilities

11.1 Responsibilities of the Selected Firm

- Successful implementation of the system within the stipulated time;
- Ensuring data security, confidentiality, and system integrity;
- Providing training, documentation, and technical support;
- Compliance with government and UGC rules and regulations.

11.2 Responsibilities of the University

- Providing necessary data, information, and user access;
 - Facilitating coordination with concerned offices;
 - Timely payment as per contract agreement.
-

12. Confidentiality and Data Security

The selected firm shall maintain strict confidentiality of all university data and shall not disclose any information to third parties without prior written consent of the University.

13. Contract Duration and Validity

- Initially, the contract shall be for 5 (five) years and effective from the date of deployment of the software.
- Subject to satisfactory performance, the contract period may be extended upon mutual consent of both parties through discussion.
- Validity of the financial proposal should be mentioned in proposal.

14. Governing Law

This contract shall be governed by and interpreted in accordance with the laws and regulations of the People's Republic of Bangladesh.
