



गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

Gandhinagar, Gujarat – 382 030

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Tender Ref: CUG/03/2018-19

Dated: 17.04.2018

Due Date: 07-05-2018

REQUEST FOR PROPOSAL

“Request for Proposal (RFP)” for the selection of service provider for Students Information and Examination Process Management System (**SI&EPMS**), are invited from the Central service providers, working in the field of **SI&EPMS**. Sealed bids/proposals should reach the university by (**07-05-2018**) till (**3.00 PM**) by Speed Post/Registered Post only.

Last Date of submission of RFP: (07.05.2018)

The Tender document and details of terms and conditions can be downloaded from our website www.cug.ac.in or <https://eprocure.gov.in/epublish/app>.

Controller of Examinations



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The RFP Includes the Following Documents:

- **Chapter One - Request for Proposal**
- **Chapter Two - Information to Bidders**
- **Chapter Three - Terms of Reference (ToR)**
- **Chapter Four - Technical Proposal - Standard Forms**
- **Chapter Five - Financial Proposal - Standard Forms**

CHAPTER ONE

Selection of service provider of Students Information and Examination Process Management System (SI&EPMS) in “**Central University of Gujarat, Gandhinagar**”.

Sealed Expression of Interest are invited from the service provider, working in the field Students Information and Examination Process Management System (SI&EPMS) for the selection of the establishment of (SI&EPMS) in the University as detailed in the enclosed Terms of Reference.

The Details of the RFP and key calendar events is as follows:

RFP NO.	CUG/03/2018-19
Tender Cost	Rs. 1000/- (nonrefundable)
Tender Inviting Authority	Central University of Gujarat, Gandhinagar
Name of the Work	Selection of Service Providers /Company/Partnership for the design, development, testing, implementation and integration of Students Information and Examination Process Management System (SI&EPMS)
The objectives, and description of assignment	As per ToR in Chapter Three
The method of selection	Quality, Experience and Cost Based Selection (QE&CBS)
Last date & Time for submission of bids	(07.05.2018 time 03:00 PM) by speed post/registered post only
Pre-Bid/Period for seeking clarifications	Query, if any, can be sent by email, by (04.05.2018) Email: deputy.coe@cug.ac.in
The address to which proposal is to be submitted	The Controller of Examinations, Central University of Gujarat, Gandhinagar, Gujarat – 382030
Opening of Bids/Proposal	08.05.2018, time 03:00 PM
Place of Opening of Bids/Proposal	Main Building Conference Room, Central University of Gujarat, Gandhinagar, Gujarat – 382030
Opening of Financial Proposal	Only short-listed bidders shall be informed. Date and time shall be informed separately by telephone/fax/email.
Earnest Money Deposit	Rs. 1,00,000/-
Place of Opening of Financial Proposal	Conference Room of the COE, Central University of Gujarat,

	Gandhinagar, Gujarat – 382030
Contact Person and Designation	Prof. Sanjeev Kumar Dubey (COE) Conference Room of the COE, Central University of Gujarat, Gandhinagar, Gujarat - 382030
Address for Communication, sending the bids and making query, if any	The Controller of Examinations, Central University of Gujarat, Gandhinagar, Gujarat – 382030 Tel No.: 079-23977407 Email ID: deputy.coe@cug.ac.in

The Tender document and details of terms and conditions can be downloaded from our website www.cug.ac.in or <https://eprocure.gov.in/epublish/app/>

SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

The Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**” and the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and caption: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both the envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE**”. All the tenders should be sent to the following address:

The Controller of Examinations, Central University of Gujarat, Near Jalaram Temple, Sector 29, Gandhinagar – 382 030.

The completed Technical and Financial Proposals must be delivered (either by speed post/registered post or in person) at the submission address on or before the time and date stated in the **Chapter One**.

MODIFICATION AND WITHDRAWAL OF PROPOSAL

No Proposal can be modified or withdrawn subsequent to the submission of Proposals.

CHAPTER TWO

Note: This section provides all the necessary information regarding the submission of RFP

2.1 About Central University of Gujarat (CUG)

MISSION

The mission of CUG is to provide access to quality education and create opportunities for encouraging students to effectively engage with emerging innovations and technological challenges, international competitiveness and leadership in thought as well as in action. CUG is also conscious of the importance of developing entrepreneurial and scholastic abilities for creation of knowledge, wealth and prosperity for the country as well as peace and happiness for human beings.

VISION

The vision of CUG is to establish itself as a Centre of excellence with social commitment by integrating modern, scientific and technological knowledge and skills with the basic human ethos and values. The University shall set forth a model in teaching, research and personality development and create skilled human resource with a sense of responsiveness towards society, the country and the world at large.

OBJECTIVES

The objectives of CUG are:

- ❖ Dissemination and advancement of knowledge by providing instructional and research facilities in various branches of learning.
- ❖ Making special provisions for integrated courses in humanities, social sciences, science and technology in educational programmes.
- ❖ Taking appropriate measures for promoting innovations in teaching-learning methods and interdisciplinary training and research.
- ❖ Educating and training human resource for the country's development.
- ❖ Establishing academic-industries partnership to promote advancements in science and technology.
- ❖ Paying special attention to the improvement of social and economic conditions and welfare of the people, especially pertaining to their intellectual, academic and cultural development.

2.2a Bidding Process

The Bidders are invited to submit a Technical Proposal and a financial proposal for the establishment SI&EPMS in “**Central University of Gujarat**”. The proposals will be the basis for the contract and ultimately for a signed contract with the selected firm.

The Request for Proposal (RFP) document can be downloaded from the University's website: <http://www.cug.ac.in>. The technical and financial proposal should be submitted in the manner specified in this chapter.

The assignment shall be implemented in accordance with the phasing indicated in the Terms of Reference (ToR). However, the university reserves the right to give the order of different modules in different phases. The university also reserves the rights not to give the order for any module. When the assignment includes several phases, the performance of the Vendor under each phase must be to the University satisfaction before work begins on the next phase.

NOTE: Costs of preparing the proposal, including a visit or visits to the University is not reimbursable.

The University reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders.

The University requires that Bidders shall provide professional, objective, and impartial advice and at all times hold the University interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

In case of any conflict between the university and the firm, only court of Gandhinagar, Gujarat will have the jurisdiction.

2.2b Terms and conditions

1. Bidders are to pay the Tender fees of Rs.1,000/- through DD in favour of **“Central University of Gujarat”** payable at **Gandhinagar**. Tender fee is non-refundable and is to be paid along with the submission of tender bid.
2. Bidders are requested to pay the EMD of Rs.1,00,000/- through DD in favour of **“Central University of Gujarat”** payable at **Gandhinagar**.
3. The bids that are not accompanied by the Tender fees / EMD or accompanied by inadequate Tender fees / EMD, shall be considered non-responsive and will be rejected.
4. Bidders should submit an affidavit certified by a notary regarding the firm was not blacklisted by any government organization / institution (Annexure A).
5. Financial bid of those vendors who qualify in technical evaluation will only be opened.
6. Rates shall be quoted on per candidate applied for examination in each semester (both in figures and words).
7. PAN number and GST number of the bidder is to be mentioned in the Tender.
8. Details of technical resource available to support the total process management are to be provided.

9. Prices quoted should be valid for a minimum period of six months from the date of quote.
10. Company profile and CVs of important personnel who will form part of the implementation team is to be enclosed along with the tender form.
11. A client list with contact name, phone numbers and details of support provided is to be enclosed along with the tender form. If required, the vendor shall organize a visit of University officials to these locations so as to assess the vendor's capability.
12. Accepted tender is required to execute an agreement on a stamp paper of the value of Rs. 200/-
13. In general, the vendor selected for providing service should be knowledgeable enough to answer all type of queries as requested by Controller of Examinations regarding computer / computerization / software / hardware / network / internet and training related to Entrance Examination
14. Should provide certification of satisfactory performance of online exams for at least 02 years in a row from Central University clients
15. The performance bank guarantee to be furnished in the form of Bank Guarantee as per Annexure-A of the tender documents, for an amount covering 10% of the purchase order value.
16. Service Providers will be selected under Quality-and Cost-Based Selection (QCBS).
17. The minimum technical score required to pass / Qualify is: 75 Points
18. Mode of Payment and Penalty: The payment to the service provider shall be made in Indian rupees and shall be paid only after the successful completion of the entire work as per the schedule, without any errors. No advance payment shall be made. The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain penalty clauses related to liquidated damages on account of delays, errors, cost and time overruns etc. In case of non-fulfilment of the service provider's specific obligation as under the contract, which nonfulfillment leads to data loss/ noncompliance of event-based log/ data saving. The service provider shall indemnify CUG to the extent of any loss suffered by CUG as a result of such data loss/ non-compliance of event-based log/ data saving. However, the total liability of the service provider under this clause as well as under any other clause of the contract shall be limited to total amount payable by CUG to the service provider (under the terms of the contract), provided, however, that this limitation shall not apply to any liability for damages arising from willful misconduct or negligence.
19. Time Frame: The selected bidder would be required to make the system up and operational within a period of 10 Days from the date of signing of Contract.
20. Any dispute arising in the matter related to this contract shall be subjected to Gandhinagar Jurisdiction Only.

2.3 Clarification to RFP

Clarification, if any, may be requested by email, up to 29.04.2018.

2.4 Amendment/Cancellation of RFP

CUG reserves the right to cancel this RFP at any time without any obligation to the Bidders and without assigning any reason thereof.

CUG at any time, prior to the deadline for submission of proposals, may amend the RFP by issuing corrigendum/amendment in writing or by standard electronic means. The corrigendum/ amendment will be binding on all the Bidders. Bidder shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their proposals, the Tendering Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.

The Tendering Authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without incurring any liability to the bidders or without any obligation to assign reasons thereof. The Tendering Authority also reserves the right to extend the date for calling bids, if deems necessary to it.

2.5 Validity of the Proposal

The Proposal and rates shall be valid for **90** days from the last date for submission of the proposal. A proposal that is invalid for a shorter period shall be rejected as nonresponsive.

2.6 Language of the Proposal

Proposals shall be submitted in **English** only.

2.7 Earnest Money Deposit

- ❖ The Bidder shall furnish, as part of the Technical Proposal, an earnest money deposit of Rs.1,00,000/-. EMD can be made by Demand Draft in favor of “**(Central University of Gujarat)**”, Central University of Gujarat, Gandhinagar or can be made by bank guarantee.
- ❖ EMD should be valid for a period of **90** days from the last date for Proposal submission.
- ❖ Unsuccessful Bidders’ EMD will be refunded without any interest after finalization of the bidder and award of contract.
- ❖ EMD of the successful Bidder/s will be released once the bidder signs the agreement and furnishes the performance guarantee.
- ❖ EMD will be forfeited on account of one or more of the following reasons:
 - ✓ Bidder does not respond to requests for clarification of their proposal.
 - ✓ Bidder fails to cooperate during the Proposal evaluation process.
 - ✓ In case of a successful Bidder, the Bidder fails to either sign the agreement in time or fails to furnish the performance guarantee in time.

Note: If any Central Government Organization/PSU (Public Sector Undertaking) is exempted from EMD, then **Certificate** from the competent government department/ministry, to the effect should be enclosed by the firm along with the bid.

2.8 Performance Security

- ❖ The successful Bidder to whom the contract is awarded will have to execute an agreement on a Non-Judicial Stamp Paper of appropriate value within a period of 15 days of receipt of order and provide Performance Security equal to 10% of the total order value prior to signing of agreement (Annexure- A).
- ❖ Performance Security shall be furnished in the form of Bank Draft / Bank Guarantee duly discharged in favor of the Central University of ujarat, Gandhinagar.
- ❖ The Bank Guarantee should remain valid till the next three months from the date of closure of the contract.
- ❖ No interest will be paid by the University on the performance security.
- ❖ Performance Security may be forfeited in full or part in the following cases:
 - ✓ When the terms and conditions of contract are breached.
 - ✓ When the Bidder fails to supply/provide services satisfactorily.
 - ✓ When a contract is being terminated due to non-performance of the Bidder.
- ❖ Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Tendering Authority in this regard shall be final.
- ❖ Failure of the successful Bidder to comply with the requirement of furnishing the required Performance Security in time shall constitute sufficient grounds for the annulment of the award, in which event the Tendering Authority may make the award to the next best ranked Bidder or call for new Proposals.
- ❖ The Performance Security will be released 3 months after Tendering Authority certifies successful closure of the contract.

2.9 Proposal Preparation and Submission

- ❖ The Proposal shall be submitted signed by the authorized signatories.
- ❖ The Proposal must be signed and duly sealed in all the pages and any erasures/amendments in the proposals, duly attested.
- ❖ Bidders may submit only one proposal. If a Bidder submits or participates in more than one Proposal, such proposals shall be disqualified.
- ❖ Bidders should familiarize themselves with local conditions and take them into account while preparing their Proposals.
- ❖ Bidders shall bear all costs associated with the preparation and submission of their Proposals, and site visits.
- ❖ Any proposal received after the closing date and time for submission of proposals shall be rejected and returned unopened.

2.10 Qualifications required from the potential bidder

01. Should have a minimum of 10 years of actual and direct working experience related to universities examination automation
02. Should have executed university examination automation projects at least in 10 State / Central govt. universities

03. Should have experience in executing examination automation on “Outsourced” basis at least in 5 universities
04. Should be ISO 9001:2008 or above and ISO 27001:2013 or above certified organization in the related field.
05. Software to be web enabled.
06. Should have experience of using Imaging Technology comprising of Bar Codes / OMR / OCR and ICR for College Automation in the area of answer book scanning, Re-totaling, etc.
07. Fluency in multiple operating systems
08. Should have basic knowledge of Hardware systems.
09. Should be able to visualize such systems, which will contribute to the improved performance of the University.
10. In general, the vendor selected for providing service should be knowledgeable enough to answer all type of queries as requested by Controller of Examinations regarding computer / computerization / software / hardware / network / internet and training related to Examination.
11. Bidders should submit an affidavit certified by a notary regarding the firm was not blacklisted by any government organization / institution (Annexure B).

2.11 Financial Proposal

While preparing the Financial Proposal, Bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (**Chapter Five**). It should list all costs associated with the assignment.

The Financial Proposal should clearly estimate, as a separate amount, all taxes, duties, fees, levies, and any other charges imposed under the applicable law clearly mentioning the total charges for implementing each module (including all taxes).

The Proposal and rates given by the bidder must remain valid as per the validity mentioned in this RFP. If the University wishes to extend the validity period of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.

OPENING OF TECHNICAL AND FINANCIAL PROPOSALS

After the deadline for submission of proposals, the Technical Proposal shall be opened as per schedule mentioned in **Chapter One** by the evaluation committee.

The representatives of Bidders, who are present, shall sign a register of attendance.

TECHNICAL EVALUATION OF PROPOSAL

From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the University on any matter related to its Proposal, he should do so in writing at the address indicated in the **Chapter One**. Any effort by the firm to influence the University in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Bidder’s proposal.

A two-stage procedure will be adopted in evaluating the Proposals viz. **a technical evaluation and a financial evaluation.**

The minimum technical score required to pass / Qualify is: 75 Points earned from QCBS.

THE SCORING METHODOLOGY

Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in this RFP.

EVALUATION OF TECHNICAL PROPOSAL

The Tendering Authority will first undertake a preliminary evaluation of the technical Proposals to check compliance with the eligibility criteria and with reference to the completeness of the Proposals, including if it is properly signed and whether the Proposals are generally in order.

Proposals found to be non-responsive for any reason or not meeting the minimum eligibility criteria, as specified in this RFP will be out rightly rejected.

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals are as follows:

Quality cum Cost Basis Selection (QCBS)

Sl. No.	Particulars	Range	Points
1	Average Annual turnover of bidder for the period 2014-15, 2015-16 and 2016-17.	>= 5 Cr and < 7.5 Cr	3
		>= 7.5 Cr and < 10 Cr.	6
		>= 10 Cr	10
2	Direct working on University examination software	> = 2 and < 5 years	5
		>= 5 and < 10 years	10
		>= 10 years	15
3	Examination automation on "Outsourced" basis including result computation at universities (number)	>= 2 and < 3	6
		>= 3 and < 5	12
		>= 5	20
4	The total value of the similar End to End Examination System, implemented by the bidder during the last 3 years.	Rs. 10 Lakh – Rs. 30 Lakh	5
		Rs. 30 Lakh – Rs. 50 Lakh	10
		Above Rs. 50 Lakh	15
5	Projects executed in state / central universities (excluding joint venture / consortium) (number)	>= 2 and < 5	10
		>= 5 and < 10	20
		>= 10	30

6	ISO Certificates	ISO 9001-2008 or above	5
		ISO 27001 or above	5

OPENING AND EVALUATION OF FINANCIAL PROPOSAL

After the technical evaluation is completed the Tendering Authority will invite those firms, who have qualified in the technical evaluation to attend the opening of Financial Proposals.

The Bidder's name, the total amount of Financial Proposal and such other details as considered appropriate by the Tendering Authority shall be read out at the opening of Financial Proposal. The Consultants' representatives shall sign a register in evidence of their attendance.

During the evaluation, the Tendering Authority will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail.

FINANCIAL SCORING

The lowest financial Proposal will be given a L1 score and qualify for the purchase order which shall be given by the university to them.

DISQUALIFICATION OF PROPOSALS

The Tendering Authority, may at its sole discretion, and at any time during the processing of the Proposal, may disqualify any Bidder from the Bidding process if the Bidder has:

- ❖ Submitted the Proposal after the date and time of submission of Proposals.
- ❖ Made misleading or false representations.
- ❖ Have not submitted amount of EMD (Earnest Money Deposit)
- ❖ Violated any of the terms
- ❖ If found to have a record of poor performance.
- ❖ Submitted Proposal document which is nonresponsive or not accompanied by required documentation as specified in this RFP.
- ❖ Failed to provide clarification, when sought.
- ❖ Submitted more than one Proposal
- ❖ Failed to submit a proposal in accordance with the terms and conditions of this RFP.
- ❖ Failed to submit a Proposal not valid for at least 90 days.
- ❖ Any other reasons, as deemed fit to the Tendering Authority.

2.12 Award of Contract

The Tendering Authority shall award the Contract to the selected Bidder (L1) who is expected to commence the assignment within a fortnight of the signing of the Contract.

After Contract signature, the Tendering Authority shall return the unopened Financial Proposals to the unsuccessful Bidders.

Decision of the Tendering Authority regarding award of contract shall be final and binding.

2.13 Payment Terms

All the bidders should submit their payment terms along with the financial bid. The university shall discuss in detail about the payment terms and amend the payment terms as deems fit to it, considering the rules of General Financial Rules (GFR) 2017/other rules applicable to it, after it is mutually agreed upon by the selected bidder. The payment will be made upon satisfactory completion of the work on semester basis.

The contract will be initially for two-years, extendable upto one more year (third year) based upon satisfactory performance.

2.14 Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who have submitted the Proposals or to any other person even under **RTI** also or to other persons not officially concerned with the process, until the winning firm has been notified.

CHAPTER THREE

Selection of Implementation Partner for the design, development, testing, implementation and integration of SI&EPMS for **Central University of Gujarat, Gandhinagar**.

3.1 Background

CUG is pursuing wide ranging governance reforms to bring about effective and sustained governance. As a part of its multi-pronged reform approach, CUG is addressing challenges with regard to implementation of **e-Governance** in many departments.

It is in this context that the CUG desires to undertake a design, development, testing, implementation and integration SI&EPMS so as to enable concerned departments to improve its operational performance, monitoring and evaluation capability, and to achieve responsive, effective, and accountable governance.

3.2 Scope of Work

The scope of work for the assignment has been illustrated underneath:

Central University of Gujarat, Gandhinagar, Gujarat invites Tenders from reputed Software Firms and System Integrators providing solutions and services with proven experience in Designing, Developing, Customizing, Implementing & Maintaining End to End Examination Processing System on outsource basis.

The complexity of the working environment at the site necessitates standardized process flows, online reporting, project monitoring and status updates, project planning and execution, maintaining the details of the students etc. as a part of this engagement.

The courses offered at the university currently are given in the table below.

UG Programme	
Name of Programme	Intake
B. Voc. (Bachelor of Vocation Course on Rational Approach to Drug Design)	30
B. A. in German	30
B. A. in Chinese	30
Post Graduate Diploma- Post Graduate Diploma in Digital Library and Information Management (P.G.D.L.I.M.) (One Year)	30
PG Programme	
Name of Programme	Intake
M. A. in Society and Development	30
M. A. in Sociology	30
M. A. in Political Science	30
M. A. in Social Work	30
M. A. in Economics	30

M. A. in English	30
M. A. in Hindi	30
M.A. in Gujarati	30
M. A. in Politics and International Relations	30
M. A. in Migration and Diaspora Studies	30
M. A. in Chinese Language and Culture (5 years Integrated)	30
M. A. in Social Management (5 years Integrated)	30
M. A. in German Studies (5 years Integrated)	30
M. Sc. in Environmental Sciences	30
M. Sc. in Life Sciences	30
M. Sc. in Chemical Sciences	30
M. Sc. in Industrial Chemistry	30
M. Sc. in Climate Change and Sustainable Development	30
M. Sc. in Nanotechnology	30
M.L.I.Sc. (Master of Library and Information Science)	30

Research Programme	
Name of Programme	Intake
Integrated M.Phil.-Ph.D. in Science, Technology and Innovation Policy	As per UGC regulation and availability of supervisor
Integrated M.Phil.-Ph.D. in Society and Development	
Integrated M.Phil.-Ph.D. in Economics	
Integrated M.Phil.-Ph.D. in Gandhian Thought and Peace Studies	
Integrated M.Phil.-Ph.D. in Comparative Literature	
Integrated M.Phil.-Ph.D. in Hindi Language and Literature	
Integrated M.Phil.-Ph.D. in International Politics	
Integrated M.Phil.-Ph.D. in Security Studies	
Integrated M.Phil.-Ph.D. in Diaspora Studies	
Integrated M.Phil.-Ph.D. in Environment and Sustainable Development	
Integrated M.Phil.-Ph.D. in Life Sciences	
Integrated M.Phil.-Ph.D. in Chemical Sciences	
Integrated M.Phil.-Ph.D. in Nano Sciences	
Ph. D. in Social Management	
Ph. D. in Library and Information Sciences	
Ph. D. in Applied Chemistry	
Ph. D. in Nano Sciences	

Certificate Programme	
Name of Programme	Intake
Six-months Certificate Course in Analytical Technique for Visually Challenged (CCATVC)	30

3.3 Nature of Work:

Carryout the systems-study at the premises of the University.

- Understanding the nature of information that is to be maintained in all master data.
- Understanding rules governing conducting of examination.
- Online registration and student enrolment: help the newly admitted students fill and submit enrolment form to university with deposition of requisite fee to get enrolled in the university. System should provide for filling online application, and pay fee for enrolment.
- Online registration for continuing students in subsequent semesters: Typically, each course is divided into a number of semesters. The student is required to enroll for each semester at the beginning of the semester, and pre-requisite for this is generally result of previous exam and subjects selected in previous semester. System should automatically verify such details and ready for online registration.
- Online exam form submission: System should be able to generate pre-filled exam form based on eligibility for the examination, subjects/papers selected at the time of registration for a given semester and results of the previous semester examination.
- Introduce web enabled applications to capture student data, examination data, internal marks / Practical marks, centralized capturing of theory marks, coding / decoding, etc. as per University's requirement
- System should provide the facility to generate eligibility report for eligible, provisional eligible, not eligible and pending students.
- Designing of logic for coding / decoding of roll number.
- Providing secured web-based application to P.G departments to collect / display exam related information.
- Providing required student portal to students for online Examination Application Form. Provision for Fee payment through various modes such as Bank, Internet Banking, Credit Card, Debit Card, etc.
- Software to have enough security procedures for foolproof operations. All login / access should be Mac id. Recording of exceptional transactions are mandatory. Software should also have clear recovery procedure in case of data corruption.
- To make provision for Department students to download / print Admission Card / Hall Ticket by themselves.
- To make provision for Department to download and print candidate list by themselves.
- To make provision for Department to prepare Question Paper & Answer sheet requirement / indent.
- To make provision for Department to prepare Room allotment / seat allotment through web-based application.
- To make provision for Department to download and print Invigilator dairy.

- To make provision for Department to enter Internal Assessment / Practical / Viva marks through the web-based application.
- To make provision for Department to enter Absent / Mal Practice details through the web-based application.
- Providing unique id to all Valuers / Examiners. Accurate planning for valuation. Tracking individual script during valuation.
- Capturing theory marks in front of examiners. Freezing of theory marks on confirmation from examiners
 - Examination Event Based Result Processing
 - Program wise/part wise Result Processing
 - Choice Based Credit System Result processing (Direct Credit and Indirect Credit)
 - Marks based system Result Process
 - Inclusion of Extra-Curricular Activity marks/grade in Result processing (NSS, NCC, Sports, Etc.)
 - Integrated with Assessment Data Entry Management System
 - Support Manual Mark/Grade Import for result processing
 - Provision to Display Photograph and Signature of students on Statement of Marks/Grade
- Maintenance of valued answer scripts by using unique “Bundle Number” concept.
- Generation of TA/DA and remuneration bill / work done statement.
- Provision to obtain their results in internet and upon request through SMS.
- To make provision for Department to download the results sheets / ledgers immediately after the announcement of results.
- Provision to print grade cards for each semester.
- Provision to print Transcript / consolidated statement.
 - Merit List Generation, Based on Marks System, Grade System
 - Merit List Generation with Different criteria such as Ordinance inclusion/Exclusion, Gender Exclusion/Inclusion, differently abled (DA) student inclusion/Exclusion, Number of Attempt, Papers Inclusion and Exclusion
 - Export data Result and Assessment data in excel.
 - Student wise and paper wise data export in excel.
- Provision to print list of eligible students for convocation
- Provision to print degree certificate/Migration Certificate/Bonafied Certificate/Ph.D. Registration Certificate.
- Provision to move students to next semester automatically depending on the rules / regulations.
- Processing of admission cancellation during the semester without completing the programme as well as after the completion of programme & award of degree.
- Provision to generate reports / statistics as per university requirements.
 - Admitted Students’ Merit List

- Student Wise Papers List
- Roll number Wise Students List
- Monthly Attendance Format
- Term Attendance Format
- Yearly Attendance Format
- Birth Date Age Report
- Native Place List
- Data Export to Excel sheet
- Gender Wise Cast Report
- Religion Wise Cast Statistics
- State Wise Student List\
- etc.,

3.4 Warranty

The firm has to give full support for the period of work assigned and technical support three months after the expiry of such assignment without any additional cost.

3.5 General Methodology

- ❖ Review of existing processes, procedures, and systems for the Department concerned whose modules are to be prepared
- ❖ Consultative meetings with the stakeholders.
- ❖ Review of extant rules, procedures, legislative documents and program related documentation.
- ❖ Verification and validation workshops.
- ❖ Review of best practices.

The above methodology is a generic outline and the agency is free to suggest approaches and methodologies based on their own experience and expertise.

3.6 Governance Structure and Ownership

The University will constitute a Steering Committee for periodical monitoring of the assignment and for providing the necessary guidance and coordination from time to time.

CHAPTER FOUR

Comments in brackets [] provide guidance to the Bidders for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.

The following standard forms are to be enclosed here:

- ❖ **Form TECH 1:** Cover letter for submission of Technical Proposal.
- ❖ **Form TECH 2:** Bidder’s Organization and Experience
 - ✓ Part A - Organization details of the Bidder
 - ✓ Part B- Compliance with Eligibility Criteria
 - ✓ Part C- Bidder’s experience in similar projects, specifically for State/Central Governments.



Form Tech 1 | Cover Letter for the Submission of Technical Proposal

(On the letter head of the Bidder)

To,
The Controller of Examinations
Central University of Gujarat,
Gandhinagar, Gujarat – 382030

Subject: Technical Proposal in response to Request for Proposal, for the design, development, testing, implementation and integration of SI&EPMS at the University

Ref: <Bidder to Input Reference>

Dear Sir,

We, the undersigned, offer to provide the requested services for the design, development, testing, implementation and integration SI&EPMS in accordance with your Request for Proposal dated [Insert Ref No. Date] and our Proposal. We are hereby submitting our Proposal, which includes:

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive and reserves the right to reject any proposal without assigning any reason thereof.

It is hereby affirmed that I/We are duly authorized to act on behalf of our organization and empowered to sign this document as well as such other documents that bind our organization into legal agreements with the CUG as may be required with reference to the subject mentioned above.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal of the Firm: _____

NOTE: Please specify as relevant

Enclosed: [Please list all relevant enclosures with page references]

Form Tech 2 | Bidder’s Organization and Experience

Part A - Organization Details

All Contact information should be complete and include telephone, fax and email details and duly signed and sealed.

Name of the Organization									
Registered Office Address									
Year of Establishment in India									
Year of Establishment									
Core Business of the Organization									
Name, Title & Contacts of the Head of the Organization in India.									
Name, Title and Contacts of the Authorized Signatory									
Name, Title and Contacts of the Person to whom all communication is to be addressed.									
Total Annual Turnover (Enclose audited annual financial statements for Financial Years 2014-15 and 2015-16, and unaudited/audited financial statement for Financial Year 2016-17)	<table border="1"> <thead> <tr> <th>Year</th> <th>Audited(Y/N)</th> </tr> </thead> <tbody> <tr> <td>2014-15</td> <td></td> </tr> <tr> <td>2015-16</td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> </tr> </tbody> </table>	Year	Audited(Y/N)	2014-15		2015-16		2016-17	
Year	Audited(Y/N)								
2014-15									
2015-16									
2016-17									
Total number of permanent employee in the organization in India.									
Pan Number									
GST Number									
Any other relevant information									

Part B – Compliance with Eligibility Criteria

This form is to be filled up for each of the Eligibility Criteria. Fill in the conformance details in the respective columns of the table.

RFP Ref No.:

Name of the Organization:

S.No	Criteria	Meets (Y/N)	Supporting with Reference	Enclosed (Y/N)
1	The Bidder must have an average annual turnover of Rs. 10 Crores during the last 3 financial years (2014-15, 2015-16 and 2016-17).			
2	Permanent Account Number Attached			
3	GST registration No.			
4	Bidder has been engaged in SI&EPMS business for a period of at least Five years as on last date of submission of this EOI			
5	The bidder should have executed similar projects like examination management system/University automation system for atleast 5 universities (state universities /central universities) on outsourcing basis.			
6	Purchase order copy & satisfactory performance from the competent authority of the University in which it is running are enclosed along with the bid.			
7	The bidder should be a company/partnership/proprietary under the relevant acts and in existence in India for at least 10 year as on 31.03.2017			
8	Firm should have an experience of implementing SI&EPMS in at least 5 Central Government Universities/State Government Universities out of which “complete” SI&EPMS should have been implemented in at least 3 such (Central Government/State Government)			

	Universities. The purchase order & satisfactory performance from the competent authority of the Universities in which it is running should be enclosed along with the bid.			
9	The firm should have secured at least two single supply orders from a Central Government / State Government University / IIT/NIT/IIM/ of a value not less than 2 Crores (Value of the order solely comprising of SI&EPMS) in the last two Years			
10	Should be ISO 9001:2008 or above and ISO 27001:2013 or above certified organization in the related field			
11	The Bidder must not have been blacklisted for fraudulent practices by any of its clients, Central / State Undertaking / Government / University/ Educational Institution/ Public Service Commissions / State or Central Authorities in India, as on the date of submission of bid. (Annexure B)			

Signature

Name and Address of the Bidder with Seal

Part C – Bidder’s Experience in similar projects, specifically for state/ Central Government

The bidder should provide details of the organization where **they have provided such services earlier with the name of the project, period, the organization**, where services provided and other details as necessary. Name, address, contact detail of such organization should also be provided where the firm has provided such services earlier. Such Information regarding each the project must be filled in the following format.

General Information	
Name of the project	
Period	
Organization for which the project was executed	
Project Details	
Technologies used	
Scope of services	
Address of the Organization	
Contact Person’s Name and Contact Details	
Phone No.	
Mobile Number	
Email	



CHAPTER FIVE

Comments in brackets [] provide guidance to the Bidders for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.

The standard forms include:

- ❖ **Form FIN 1:** Cover Letter for Submission of Financial Proposal
- ❖ **Form FIN 2:** Financial Proposal



Form Fin 1 | Cover Letter for Submission of Financial Proposal

(On Letter Head of the Bidder)

To,

[Location, Date]

The Controller of Examinations,
Central University of Gujarat,
Gandhinagar, Gujarat - 382030

Subject: Financial Proposal in response to a Request for Proposal for the design, development, testing, implementation and integration of SI&EPMS.

RFP Ref No.: < Bidder to input reference >

Dear Sir,

We, the undersigned, offer to provide services for the design, development, testing, implementation and integration of SI&EPMS pertaining to your Request for Proposal dated [Insert Ref No. Date] and our Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications, if any, up to expiration of the validity period as specified in the RFP.

We understand you are not bound to accept any Proposal you receive and reserves the right to reject any proposal without assigning any reason thereof.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Seal of the Firm:

Form Fin 2 | Financial Proposal

Sl. No.	Particular	Rate
1	To carry out the entire activities related to examination on a turn-key basis such as setting up of regulations, preparation for coding of scripts, coding of scripts, data entry, result computation, result hosting on internet, printing of marks card, ledger and other reports on per student per exam basis	
2	Others (if any)	

Note: The above-mentioned prices should be inclusive of taxes as on date.

Place:

Date:

Signature

Name and Address of the Bidder with Seal



Annexure A

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GANDHINAGAR. GUARANTEE/BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTABLE.)

To,
Registrar,
Central University of Gujarat
Near Jalaram Mandir, Sector–29,
Gandhinagar – 382030.

LETTER OF GUARANTEE

WHEREAS Central University of Gujarat, Gandhinagar have invited Short-Term Tenders vide Tender No..... Dt. for End to End Entrance Test Management in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“Registrar, Central University of Gujarat, Gandhinagar”** in the form of Bank Guarantee for Rs. and valid till [90 (ninety) days beyond the date of completion of the work

We _____ its (name and address) Head Office at _____ (hereinafter referred to as the ‘Bank’, which expression shall, unless repugnant to the context or meaning thereof, include the successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the owner, on demand any and all money payable by the contractor to the extent of _____ as aforesaid at any time up to _____ (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the contractor. Any such demand made by the owner the bank shall be conclusive and binding notwithstanding any difference between the owner and contractor or any dispute pending before any court, tribunal or authority.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer failing to abide by any of the conditions referred in tender document / work order etc. this bank shall pay to Central University of Gujarat, Gandhinagar on demand and without protest or demur Rs. (Rupees.....).



The bank undertakes not to revoke this guarantee during its currency without previous consent of the owner and further agrees that the guarantee herein contained shall continue to be enforceable till the owner discharges this guarantee. The owner shall have the fullest liberty, without affecting in any way the liability of the bank under this guarantee, to postpone from time to time the exercise of any powers vested in then or of any right which they might have against the contractor, and to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any covenants, contained or implied, in the contract between the owner and the contractor or any other course of or remedy or security available to the owner. The bank shall not be relieved of its obligations under these presents by any exercise by the owner or by any other matters or thing whatsoever which under law would, but for this provision, have the affect of relieving the bank. The bank also agrees that the owner at its option shall be entitled to enforce this guarantee against the bank as a principal debtor, in the first instance without proceeding against the contractor and notwithstanding any security or other guarantee that the owner may have in relation to the contractors liabilities.

Notwithstanding anything contained:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date)
3. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only if you serve upon us a written claim or demand on or before(date). Other wise all your rights under this guarantee shall be forfeited and we shall be discharged from all liabilities under this guarantee.

The beneficiary undertakes to return the original bank guarantee to the bank on expiry of the guarantee period and /or simultaneously on payment of the guaranteed amount however all rights of the beneficiary under this guarantee shall cease on expiry of the guarantee period or earlier invocation whether or not original bank guarantee is returned to the bank.

Witness

Signature _____

Bank rubber stamp Office Address

Name _____

Designation with bank stamp
Attorney as per power of attorney

Date:_____



DECLARATION –NO BLACKLISTING

(Date)

To,

The Registrar
Central University of Gujarat
Near Jalaram Mandir,
Gandhinagar – 382030. Gujarat.

Dear Sir/Madam,

Ref: Tender for Selection of Students Information and Examination Process Management System (SI&EPMS) for CUG

In response to the Tender Document for Selection of Students Information and Examination Process Management System (SI&EPMS) for CUG, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Place:

Signatures_____

Date:

Name_____

Seal of the Organization_____

(To be notarised on Rs 100/- Stamp Paper)