

# **SHORT TENDER DOCUMENT**

**COMPLETE SOFTWARE SOLUTIONS FOR ON-LINE  
APPLICATION, EXAMINATION, COUNSELING &  
ADMISSION for RUPGCET 2020at**



**RAYALASEEMA UNIVERSITY**  
**Pasupala, Nandyal Road, Kurnool Dist, Andhra**  
**Pradesh**

**Tender No. RU/FINANCE/2020-2021/01 Dtd. 25<sup>th</sup> September 2020**

## **NOTICE INVITING TENDER**

Rayalaseema University, Kurnool invites Short Tender in sealed covers from registered suppliers for the following work:

Services	Complete Software Solutions for On-Line Application, Examinations, Counseling and Admissions for <b>Rayalaseema University Post Graduate Common Entrance Test-2020 (RUPGCET-2020)</b>
Adv No	<b>RU/FINANCE/2020-2021/01 Dtd. 25<sup>th</sup> September 2020</b>
Office Address	The Registrar, Rayaseema University, Kurnool, A.P – 518007
Tender Fees	Rs.2,500/- towards Tender Fees in the form of DD drawn in favour of Convener, RUPGCET, Rayalaseema University, Kurnool and payable at Kurnool
Amount of EMD	Bid should be accompanied with a sum of Rs.1,00,000/- towards EMD in the form of DD drawn in favour of Convener, RUPGCET, Rayalaseema University, Kurnool and payable at Kurnool
Date of Tender	<b>25<sup>th</sup> September 2020</b>
Closing Date & Time for Tender Submission at RU, Kurnool	<b>08<sup>th</sup> October 2020</b> at 04:00 PM
Date & time of Opening Tender at RU, Kurnool	<b>09<sup>th</sup> October 2020</b> at 10:00 AM
Bid Validity	The tender submitted should remain valid for 45 Days from the date of opening of bid.

Note: This Tender Document is not transferable.

**Sd/-  
REGISTRAR**

**RAYALASEEMA UNIVERSITY, KURNOOL**  
**Pasupala, Nandyal Road, Kurnool, Andhra Pradesh**

**RU/FINANCE/2020-2021/01 Dtd.**

**25<sup>th</sup> September 2020**

The tender document containing detail of scope of work, terms and conditions of the contract, etc., can be downloaded from website [www.ruk.ac.in](http://www.ruk.ac.in) from **25<sup>th</sup> September 2020**.

**ELIGIBILITY CRITERIA**

Bidders should meet the following eligibility criteria to qualify for the tender:

- (a) The bidder must be registered under appropriate authorities of GST, Income Tax.
- (b) The bidder should also have clearance from Service Tax / GST and Income Tax authorities for the preceding three years i.e. 2017-18 to 2019-20;
- (c) Average annual financial turnover of the bidder in providing Software services during the preceding three years (2016-17 to 2019-20) should be at least Rs. 20,00,000/-;
- (d) The bidder must have at least TWO years experience ending **25<sup>th</sup> September, 2020** of providing Software services to Central / State universities other than deemed universities in Andhra Pradesh with relevant nature of work.
- (e) The bidder must have successfully provided Software services over the preceding three financial years as below and be providing the same in the current financial year as well:
  - Three similar (Similar nature of work) executed projects costing Total not < Rs.20,00,000/- in last 2 financial years.
- (f) The bidder must not have been declared ineligible or blacklisted by any authority. A consistent history of litigation or arbitration awards against the bidder may also be treated as disqualification.
- (g) Only those bidders shall be treated as eligible to participate in the bidding process who, through their letter of submission of bid (Bid Cover Letter), declares as under:
  - No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offense shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
  - No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;

**PAYMENT TERMS AND CONDITIONS: PAYMENT WILL BE MADE  
AS PER FOLLOWING CONDITIONS**

1. 30% will be paid after completion of hosting hall tickets
2. 40% will be paid after completion of online entrance test and results
3. 30% will be paid after the completion of Web counseling 2 Phases and SPOT Admissions. (The all payments should be tax deduction as per Govt. of India norms)

**UNSATISFACTORY WORK CLAUSE**

If the university not satisfied with service given by the vendor, penalty may be levied depending upon the loss or damage occurred due to poor quality service rendered. The value of the penalty will be decided by the respective authorities in the university.

**RECORDS TO BE MAINTAINED BY VENDOR**

The vendor should be maintain data backup in softcopy or hard copy (as and when required) at each and every stage of work to enable the university will be able to answer any query or complaint received from the public regarding online application, entrance examination and admissions process of RUPGCET-2020

**SCOPE OF WORK**

Enrollment of Online Application for RUPGCET-2020 with payment gateway integration for application fee and hosting of hall tickets for download Digitalization of question papers and providing technical support for Conducting Computerized Entrance Examination at notified centers by the convener. (Only software and manpower support for conducting examinations.) Web counseling for admission process those who qualified in the entrance test Detailed Description enclosed

**PERIOD OF CONTRACT**

From the Date of commencement of work to **12<sup>th</sup> October 2020**

**SUBMISSION AND OPENING OF BIDS:**

The two separate sealed covers containing technical and financial bids should be kept in a separate sealed big cover superscribed "BIDS TO PROVIDE SOFTWARE SERVICES FOR RUPGCET – 2020 AT RAYALASEEMA UNIVERSITY, KURNOOL" with the name and address of the bidder.

**SUBMISSION OF BIDS**

The bid shall be submitted to "The Registrar, Rayalaseema University, Kurnool" on or before specified date in schedule. Bids, sent by whatever means or dropped in the tender box kept at Rayalaseema University, must be received / dropped by the last date and time specified in schedule. Any bid received by the Client after the deadline as stipulated above on

whatsoever ground shall not be considered.

### **OPENING OF TECHNICAL BIDS**

The technical bids received by 25-09-2020 up to 04:00 P.M. shall be opened on 09-10-2020 at 10:00 A.M. at “ Registrar Office, Rayalaseema University, Kurnool” by the duly authorized Committee in the presence of such bidders who may wish to be present himself or through their authorized representatives.

In case, the date fixed for opening of bids is subsequently declared as holiday by the Government, the bids will be opened on next working date with time and venue remaining unaltered.

A letter of authorization shall be submitted by the bidder’s representatives before opening of the bids

Absence of bidder or their representative shall not impair the legality of the opening of bids.

All the bidders or their representatives present shall be required to sign the main bid envelope. Refusal to sign the bid envelope by the bidder or his representative may disqualify his bid based on the decision of the Tender Opening Committee.

After opening of technical bids, a preliminary scrutiny would be conducted to ensure that EMD of requisite amount and other documents as required are furnished. The bids found deficient in these requirements shall be declared invalid and such bids will not be considered further for technical evaluation.

The bidders whose technical bids are otherwise found valid shall be termed as responsive bidders. The detailed evaluation of technical bids of such responsive bidders will be carried out later.

### **TECHNICAL BID EVALUATION**

The technical bids shall be evaluated based on the available documents submitted by the bidders in totality as required above. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing.

If a bidder does not provide clarifications of its bid by the date and time set in the Client’s request for clarification, its bid may be rejected.

Client also reserves its right to seek confirmation/ clarification on the supporting documents submitted by the bidder from the agency (ies) issuing such document(s).

Notwithstanding all the requisite documents being made available by the bidders, the Client may, if required, visit the firms' offices to authenticate the veracity of information/ documents submitted by the bidders.

In addition to the minimum eligibility criteria as specified in tender document being fulfilled, a bidder shall be adjudged technically qualified who secures minimum 70 marks out of 100 distributed among the following parameters:

<b>Sl.No</b>	<b>Parameters</b>	<b>Maximum Marks</b>
i.	Experience of bidding company in providing Software services Beyond 03 years and up to 05 years -- 10 marks Above 05 years and up to 10 years -- 15 marks Above 10 years -- 25 marks	25 Marks
ii	Average Annual Turnover in excess of the minimum required Beyond Rs. 5 lakh and up to Rs.50 lakh -- 10 marks Above Rs. 50 lakh -- 15 marks	15 Marks
iii.	Past/ ongoing projects similar to Online Examination Upto 02 Universities/ Organizations -- 10 Marks More than 02 Universities/ Organizations -- 15 Marks	15 Marks
iv.	Availability of Manpower/ Technicians in Company/Firm ➤ Upto 20 Technicians -- 10 Marks ➤ Above 20 Technicians -- 15 Marks	15 Marks
v.	Continuity of the Company in providing Software services to the same client Having 03 or more years of continuity -- 15 marks Having continuity for 02 years -- 10 marks	15 Marks
vi.	Feed-back from existing clients of the Company Appreciation awards upto 02 Clients -- 10 Marks Appreciation awards more than 02 Clients -- 15 Marks	15 Marks

Marks on aforesaid parameters will be awarded to the bidder on physical verification of infrastructure etc. of the bidder's Company by a team of Rayalaseema University officers/ teachers, if required.

The responsive bidders who, as per their documents duly verified and found true as well as securing minimum qualifying marks as per above shall be declared as technically qualified.

Client shall intimate the technically qualified bidders through written communication/ phone the date, time and venue for opening of financial bids.

## **OPENING OF FINANCIAL BIDS**

The financial bids of all the technically qualified bidders shall be opened on the appointed date and time in the presence of the qualified bidders/ their authorized representatives, who choose to be present at the time of opening of the financial bids.

All the technically qualified bidders/ their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the authorization letter from their respective Companies and shall be asked to sign on all the sealed envelopes containing the Financial Bid.

Absence of bidders or their authorized representatives shall not impair the legality of the process.

The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot. However, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.

Mere becoming the lowest bidder on the basis of only opening of financial bids will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure including thorough scrutiny of all the financial bids.

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**PRICE SCHEDULE (FINANCIAL BID)**

**Form:**

The Price Schedule (Financial Bid) shall be submitted in the form prescribed at

**Other terms**

The contract shall be for the overall project.

No correction / overwriting should be made or eraser used in the financial bid.

The quoted price should be in Indian rupees only.

The rates quoted by the bidder shall be fixed for the duration of the contract and shall be included in the total price.

Price bids are to be essentially signed by the firm or the authorized person.

Each bidder should submit only one bid.

The operation and maintenance cost at Bidder's cost

All the essential equipment cost must be included in the price quoted.



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**TECHNICAL BID SUBMISSION FORM**  
(This should be submitted on Letter head of the Vendor)

<b>Sl.No.</b>	<b>Particulars</b>	<b>Information</b>	<b>Enclosure No.</b>
<b>01.</b>	Name of the Company/Firm		
<b>02.</b>	Year of establishment of the Company		
<b>03.</b>	Registered address of the Company along with Telephone/ Mobile No., e-mail ID, website address etc.		
<b>04.</b>	Owner(s) of the Company		
<b>05.</b>	For how long the Company has been in the operation of providing Software Services? (Experience in Years)		
<b>06.</b>	Name, designation and telephone/ mobile number of authorized person to be contacted		
<b>07.</b>	Total experience in providing software solution especially in Online admission process.		
<b>08.</b>	The Company must have handled at least 20 thousand applications in any institute / University in the online examination process during the previous year 2016-2020 (indicative of handling/server capacity)		
<b>09.</b>	Does the company have provided similar software solutions of online examination process for any state Universities (atleast 02 state universities and not for deemed universities)		
<b>10.</b>	Details of Software Products created by your Company, independently, If any		
<b>11.</b>	Does the company have experience in processing Online applications through "Payment Gateway"?		
<b>12.</b>	(a) PAN		
	(b) GST Regd. No. (GSTIN)		
<b>13.</b>	Details of Account Payee Demand Draft / BG submitted towards Bid Security (EMD)		
<b>14.</b>	Annual Financial Turnover of the Company in providing Software services (Please attach separate sheet if the number is large)		

Sl.No.	Particulars				Information	Enclosure No.
15.	Details of Software services provided to various organizations during the years 2015-16 to 2019-20 (Please attach separate sheet if the number is large)					
	Sl.No.	Client	No. of Software products/services provided	Contract Period	Total Value in Rs.	
16.	Details of current clients/ on-going contracts to whom Software services are being provided (Please attach separate sheet if the number is large)					
	Sl.No.	Client	No. of Software products/services provided	Total Value in Rs.	Contact Number	
17.	Total current strength of technicians on the payroll of the Company					
18.	Does the Company possess updated clearance in respect of Income Tax and GST ?					
19.	Does the Company has undergone any financial loss in the last 3 year financial years?					
20.	Has the Company ever been declared ineligible or blacklisted by any authority?					
21.	During the course of providing Software services to organizations in the past, how many times the Company has been involved in litigation or arbitration awards with the concerned organizations?					

Note:- Please attach self-attested documents in support of the information furnished above as required under the Tender Document.

**DECLARATION**

I / We hereby declare that the information furnished above are true and based on available documentary evidences. In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.

***SIGNATURE OF AUTHORIZED SIGNATORY***

Full Name & Designation  
Company's seal

Note:- Authorized person shall attached a copy of authorization for signing on behalf of Bidding Company.

# RAYALASEEMA UNIVERSITY

Pasupala, Nandyal Road, Kurnool Dist, Andhra Pradesh

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## **FINANCIAL BID SUBMISSION FORM**

(This should be submitted on Letter head of the Vendor)

S.No	Name of work (each candidate)	Quote in (Rs)
01.	<b>For Application Development &amp; Maintenance and Hall Ticket Processing</b> 5 GB website static space with 300 GB bandwidth, 4GB SQL server, R2 Database Space on shared dedicated server, Software development (online and offline data), Domain Name, Website Development, SMS support, offline Data Processing, Hall tickets Allotment ( Including GST)	
02	<b>Web application Development, Mock Test, Online Examination, Result Processing &amp; Maintenance</b> 5 GB website static space with 300 GB bandwidth for one year, 4GB SQL server data Base Space for one year ( For RUPGCET-2020 Mock Test examination Application), SMS gateway, Software development for online examination, Results Processing, technical Support at the time of examination, Question Paper Digitalization ( Including GST)	
03	<b>Online Web counseling, Onsite Maintenance, Scratch Cards and Collection of Fee and Allotment Generation</b> Online Web Server with 10GB Static Space with 300 GB Band Width, 4GB SQL server, Online web counseling and Online/offline Spot Admissions, Onsite Maintenance, SMS gateway, Scratch Cards for Web counseling, Collection of fee and maintenance of payment gateway, Generation of Allotment orders and for the academic year 2020-21. ( Including GST)	

**EMD particulars:**

EMD security amount of Rs. 1,00,000/- in the form of Demand Draft No..... Dated ..... drawn in favor of “The Convener, RUPGCET- 2020, DOA, Rayalaseema University, Kurnool payable at Kurnool”

**AUTHORIZED SIGNATORY  
OF THE FIRM/COMPANY WITH  
SEAL**

**Note:**

- a. Attach additional sheets giving full particulars (Name and address of the Firm, Name and Address of the proprietor).
- b. Tender forms without Xerox copies of all documents prescribed in qualification criteria under terms and conditions will not be considered.

**COMPLETE SOFTWARE SOLUTIONS FOR ON-LINE APPLICATION, EXAMINATION,  
COUNSELING AND ADMISSIONS  
Proposed Process of RUPGCET-2020**

**Tenders are invited to suit the proposed process mentioned here under:  
Number of expected Applicants for RUPGCET-2020: 3500 to 5000**

**REQUIREMENTS**

1. Registering the website for counseling
2. Creation of website as per the counseling rules and regulations of the Directorate of Admissions (Referred as DOA).
3. Maintenance of website throughout the counseling process.
4. Supply and maintenance of server space with all security features i.e. Application Server and Database server
5. Providing internet connectivity to server with required band-width
6. Providing system software and application software with reporting tools for the server.
7. Providing software with reporting tools for the off-line data process done at DOA Office for verifying seat matrix and list of colleges and courses offered.
8. Development of off-line application software incorporating all the features required by the Director, Directorate of Admissions, RU. for special category candidates.
9. Testing and validation of counseling application software before hosting SSL Certification (For robustness & security through certification agency)
10. Providing technical manpower support for development and modifications as and when needed while site is running at different certificate verification centres.
11. Interacting with the bank officials for payment Gateway and other services for integration of different payment methods of counseling fee and course fee.
12. Updating challan /Transaction Details information from bank after course fee payment – daily
13. Maintaining student support help line with 2 mobile numbers for technical support i.e. supporting for problems faced by the applicants while filling and submitting the priority options for admission counseling process by online.
14. Monitoring, Editing and Validation and Purification of data submitted by applicants.
15. Co-ordination and user training for the DOA user personnel at certificate verification centers.
16. Providing Risk Management and data security with periodical backups from server
17. Providing secured password for the applicants after certificate verification for priority options entry.
18. Forwarding SMS alerts and Email alerts to the applicants depending on the need.

19. Processing applicants data and generation of admission lists based on the colleges & courses opted by the applicants as per the reservation rules and regulations of DOA.
20. Hosting of admission details in the web site for downloading fee challan/Transaction Details by the candidates.
21. Sending SMS alerts to the candidates with admission details for all successful candidates.
22. Sending Email alerts to the candidates with College name and course with last date for payment of course fee.
23. Preparation and printing of admission letters and hosting it on website.
24. Providing data backup to DOA office from On-line Server.
25. Providing admission reports to the Director, DOA, RU as per the required format with analysis reports as and when required to monitor the admission process.
26. Cancellation of seats allotted but not paid the fee for Phase-1
27. Preparation seat status (availability) report and hosting it on website for Phase-II.
28. Sending SMS alert to all the candidates for Phase II counseling details for certificate verification along with sliding options (those who want to change already admitted college and course)
29. Seat allotment process for Phase-II like Phase-I as per the DOA rules & regulations.
30. After completion of the last date for payment of course fee for phase-II, generation of seat vacancy position and host it on the website for Phase-III counseling.
31. Providing software support for Phase-III – Off-line counseling for filling vacant seats at DOA Office premises.
32. Preparation of seat status report for affiliated colleges for left over seats after Phase-II
33. Providing software support for updating college admissions (left over seats)
34. Generating financial reports for campus and colleges as per the DOA requirements.
35. Hosting of final admission lists certified by DOA
36. Generating Fees summary reports based on Server database.
37. Preparation of data backup after complete counseling process in Soft copy and Hard Copy.
38. Any other reports/software support required by DOA for execution of counseling process

#### **COMPUTERIZED ONLINE EXAM PROCESS - DESCRIPTION**

1. Five (5)GB Website Static Space with 300GB Bandwidth (Server will support ASP, ASP.NET, .NET and SQL Server 2008, Access, HTML, PHP, Java, XML, AJAX, Telric RAD controls with Reports and VB Script) for Mock Test
2. Two (2) GB SQL Server 2014 Database Space for One year (for RUPGCET 2020Mock Test Examination Application)

3. Student Registration with Personal and academic data
4. Provision for Entry of Questions for different subjects as question bank
5. Provision for conducting examination with random question order within the selected questions
6. Provision for Entering KEY for different subjects
7. Generating the result after completion of examination
8. Generating Ranks for subject wise as per the rules
9. Evaluation and results are automated and do not require any manual input

### **QUESTION PAPER DIGITALIZATION**

For uploading the question papers in to software database (SQL Server) either in Text format or Image format or both as per the subject and question description along with 4 answer options for the test. The question may be in English / Telugu or both the languages. Each Test contains 100 Questions with 4 answers each

***Note: Computers with network facility will be supplied by the University for Online Examination conducted at notified centers on scheduled dates.***

### **WEB COUNSELING PROCESS- DESCRIPTION**

1. Special category counseling at DOA office for all candidates of PH, CAP, SPORTS, ECA, NCC and NSS for Science, Arts and Commerce with spot allotment of seats to eligible candidates
2. General Category counseling through web options – Phase 1
3. Allotment of seats – Phase 1 as per options executed by the candidates in order of priority
4. General Category counseling through web options – Phase 2 with conversions
5. Allotment of seats – Phase 2 as per options executed by the candidates in order of priority
6. Phase 3- General Category counseling through Spot counseling at DOA

### **WEBSITE DEVELOPMENT / MAINTENANCE CHARGES WITH FOLLOWING FEATURES**

1. Filling up of Online Application form with complete details Personal and academic particulars after the fee payment.
2. Upload Scanned Photo and Signature along with application
3. All Applications registering through online (Received Status) from DOA Administrative office.

4. Hall tickets are provided through on-line by downloading / printing at any time directly by candidate. This process eliminates the clerical and printing work to the university.
5. On-Line Hall Ticket process also avoids the postal delay for delivering the hall tickets to the candidates.
6. List of Not Eligible Candidates list display through online.
7. On-Line Customer support by Phone (2 Phone Lines). (User Level Technical Support) for candidates who are applying application.
8. On-Line E-Commerce payment Challan/Transaction Details procedure is added for Fees payment through online directly to university account.
9. On line access for Rank cards and results
10. SMS Integration with online application
11. Sending Email (As PDF) after filling Challan/Transaction Details and Application
12. Sending Email after Hall ticket is generated
13. Sending Email after Ranks is generated.

#### **SMS GATEWAY - WITH HIGH PRIORITY GATEWAY**

Each SMS Unit is 180 chars only.

ON-LINE WEB SMS Gateway and integration charges

#### **FOR APPLICATION, HALL TICKET AND RANK CARD PROCESS**

1. SMS will be sent to candidates in the following instances
2. When Payment is made and confirmed.
3. When application is submitted with full details.
4. When Application is registered by the university.
5. When Hall Ticket no is allotted.
6. When Results / Ranks are processed.

#### **ON-LINE/OFF-LINE DATA PROCESS FOR THE FOLLOWING STEPS**

1. Validation and generating summary reports as per the registration status based on the applications received date.
2. Allotment of Examination Centers as per the DOA Rules.
3. Generation of Hall Tickets as per the university DOA norms
4. Generating Attendance galley and date wise, center wise nominal rolls as per specified format.
5. Results processing for scanned data
6. Generating reports required after ranking. Reports generation with A4 Size 70/80 GSM (Reports like Category wise / Test wise etc. required



**COMPUTERIZED ONLINE EXAM – LOCAL (CONNECTED BY LAN) SERVER BASED**

1. Student Registration with Personal and academic data
2. Provision for Entry of Questions for different subjects as question bank
3. Provision for conducting examination with random question order within the selected questions
4. Provision for Entering KEY for different subjects
5. Generating the result after completion of examination
6. Generating Ranks for subject wise as per the rules

Evaluation and results are automated and do not require any manual input

**DETAILED WORK DESCRIPTION FOR COUNSELING**

1. Certificate verification with eligibility at 4 to 6 centers
2. Allotment of password for options entry for the eligible applicants after registration with registration fee.
3. Options entry by the candidates for a period of 7 to 10 days. Each applicant shall be allowed to enter options for a period of 2 to 3 days depending on the eligible candidates.
4. The options allotment for multiple test eligible applicants shall be done in a single login. The candidate should inform to the admission RU authority while attending for certificate verification.
5. The order of options shall be entered in the order of priority with respect to Test, Course and Campus/College.
6. Sample options entry form is given as follows.
7. The web interface shall provide a simple options entry form as per the eligibility of the candidate depending on the degree elective subjects

Kurnool  
25-09-2020

Sd/-  
REGISTRAR