

Gujarat University

Navrangpura

Ahmedabad-380009



e-Tender Reference Number : GU086_2018_05

Short Term e-Tender Notice
For
Inviting Tender for the Online Registration and admission process
in Various courses at its departments and affiliated Colleges/
Institutes
(Two Bid Offer)

Submitted By :

Tender Processing Fee: ₹ 1,000.00 (₹ One Thousand only)

A Tender Notification

Gujarat University, Ahmedabad is a leading university and imparts education in several disciplines including Science, Commerce, Arts, Education, Law, Management and Information Technology at UG and PG levels. In order to bring transparency in admission process as per Government and UGC directives, the University is planning to undertake following projects:

- 1 Development of Online Registration Modules as per eligibility criteria of various courses.
- 2 Online or Offline allotment/admission to students as per their merit, choices and eligibility criteria on the seats available at various Institutes/Colleges.
- 3 Collection of fees of admitted students.
- 4 Generation of Enrolment/Registration numbers as well as Examination form of Admitted students.

For all the above mentioned projects, the Gujarat University hereby invites Expression of Interest (EoI) in two bid system from experienced and long standing company that fulfil the specific norms as established by the University for the admission Services for the above projects.

e-Tender Form document may be downloaded from n-Procure website (www.nprocure.com) or Gujarat University website (www.gujaratuniversity.ac.in) by any interested eligible Agency.

Important dates and details are given below:

Tender Reference	GU086_2018_05
Name of the Project	Centralized Online/Offline Admission to Various courses of Gujarat University
Approximate Cost of Above Projects	RS. 30 (Thirty) Lakhs.
Tender Processing Fee (Non-Refundable)	Rs. 1,000/- (One Thousand only)
Earnest Money Deposit (EMD)	RS. 90,000/- (Ninty Thousand only)
Delivery Period	As per Tender
Publication and Downloading of tender document starts from	25 th April 2018
Last Date for downloading of tender documents	2 nd May 2018 12:00 Noon
Last Date for online submission of prices through n-Procure	2 nd May 2018 12:00 Noon
Last Date for submitting Physical Tender document, DDs and other documents	3 rd May 2018 12:00 Noon at General Section, Room No. 38, First Floor, Main Building, Gujarat University, Ahmedabad-380009
Date and time for Demonstration of modules	3 rd May 2018 17:00 hrs. At General Section, Room No. 39, First Floor, Main Building, Gujarat University, Ahmedabad-380009
Tentative Date and Time of Opening of Technical Bid	4 th May 2018; Room 39, University Office.
Validity of quoted Prices	90 Days
Gujarat University Website	www.gujaratuniversity.ac.in
Contact Numbers	Phone: +91 79 27912456, 2630 1331, +91 79 26303762

Please Note that COMMERCIAL RATES MUST BE SUBMITTED ONLINE THROUGH nPROCURE ONLY. It is also important to submit the duly filled-in tender document (WITHOUT COMMERCIAL RATES) along with DDs and supporting documents in a sealed envelope at Gujarat University.

Separate DDs in favour of “Registrar, Gujarat University” for Prescribed Tender Processing Fee and Earnest Money Deposit (EMD) must be enclosed with the sealed envelope as mentioned in this tender document. Offers received without DDs will be rejected.

Do not change this tender document. Any change/s made in the tender document by the Agency will lead to disqualification. Such offers will be rejected.

Tender for inviting Expression of Interest (EoI) for the Online Registration and further admission in various courses at its departments and affiliated Colleges/ Institutes

Introduction:

Gujarat University is established in the year 1949 and has developed now to be recognized as a premier University in India. It is an affiliating University for the under-graduate level while it is a teaching University at Post-Graduate level. It caters more than 3 Lac students per semester spread across various districts studying in more than 350 colleges. It is important to mention here that the University caters to regular as well as external students. It caters and imparts quality education in all faculties including Arts, Commerce, Science, Management, Law, Information Technology and Library Science. To bring Transparency in Admission to various courses as requested choice by students as per their merit, category, seat available in the courses.

Scope of work for Admission Process:

The scope for the entire admission process includes the following:

- 1 The Online Registration by Students to enter marks of qualifying exam either by students or uploaded by system on the basis of Databases in developed module link with University/Government/University Permitted Server with sufficient capacity.
- 2 In case of requirement during Online/Offline process, Instruments such as LCD Multimedia Projectors/Desktops/Laptops/Printers must be provided.
- 3 Registration of Participating Colleges/Institutes for admission in various courses (Commerce, Science, Education, Law & Arts) and uploading seat matrix of their courses.
- 4 Data, marks and other related documents verification by stake holders and agency.
- 5 Generation of merit of registered students on the basis of criteria decided as per admission rules by modules/system.
- 6 On site presence and services are required.
- 7 Seat allotment in preferred courses to student as per merit matched in that courses on line or offline by the system as per decided by University time to time.
- 8 Payment of fees at prescribe bank counter and online confirmation in Bank Modules by the Bank decided by Gujarat University.
- 9 Admission confirmation upon payment of fees and reporting to allotted courses of the college/institute through online confirmation by the college/Institute in Participating Institute modules without dependency by Bank Confirmation.

- 10 Reshuffling for Vacant seats as per detail furnished by College/Institute for the interested students given consent online as well as new Registered students (If University decides).
- 11 Online generation of various reports as per requirement by Admission Committee and University for Payment of Fees to Allotted College/Institute course wise student wise and details of fee differences paid by students during movement to various courses and details of payment of refund of fees to cancelled/withdrawn students.
- 12 Generation of Information/Enrolment/Registration forms and Examination forms as per the details decided by University from the admitted students data stored in modules.
- 13 Other students' related activities such as online tuition fee submission, ID card soft copy/print version, Exam admit card soft copy/print version.
14. Email & SMS confirmation to students at all stages of Registration & Admission process.

Eligibility Criteria:

1. The Agency must have its own office/infrastructure in Ahmedabad, Gujarat State to undertake this volume of project from the University. Site inspection can be done by the University to confirm the same.
2. The firm must have PAN, GST Registration.
3. Agency's annual financial turnover during each of the last three financial shall not be less than Rs. 60 Lakhs for Data Processing Activity. Certified copy from the Auditors/CA in this regard with a copy of Balance sheet and P/L Account must be submitted as proof.
4. The Agency should have minimum 3 years of past experience in similar activity, Online Admission/Offline Admission for Government/Academic institute/Semi Government/PSU (attach Proof) for minimum 5000 student per year since last three years. (Invoice or purchase order to be attached.)
5. The Agency must have completed minimum one completed Centralized Admission Cycle in Academic Institute (Starting from collection of data to reshuffling) Centralized Online/Offline admission process in last three years of minimum 5000 students in any single faculty.
6. The company/firm should not be debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / PSU / University etc. Enclose an Undertaking that the firm has not been debarred / blacklisted for any reason / period by any Central/State Govt. Dept. / PSU / University etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the order, but may also warrant legal action.
7. The agency/bidder has to give undertaking that they will not use the student this data/content of these for any other purpose and also will not share this data with any firm/company/organization/institution, *etc.* for any purpose.
8. The Agency may add his own details to the Technical Bid to make it attractive.

Evaluation Process:

The applicant must submit separate Demand Drafts (DDs) in favour of the "Registrar, Gujarat University", for the values as mention in this document as processing fee (non-refundable in any case) and as EMD along with the EoI response form.

The University shall evaluate the responses to the EoI based on the supporting documents. Inability to submit the supporting documents may lead to rejection of the EoI proposal. The University will rate the eligible Agency's technical capability by giving scores (out of 100) after evaluating the work by observing the Demonstration of Online/Offline Modules and data management.

The evaluation of the work at site visit will be done for following parameters:

Sr.	Parameter	Max. Score	Methodology	
			Value	Score
1	Admission Software and Modules (Input of Data of Applicants (Numbers) and Generation of Merit and Various Reports)	20	>= 75000	20
			>= 50000	15
			>=25000	10
			<5000	0
2	Experience in Centralized Online/Offline admission & allotment of Institution/University/Office (Years)	20	>=9	20
			>=7	15
			>=5	10
			<=3	0
3	Number of UG/PG Faculties included in admission process in a Single year	20	>=7	20
			>=5	15
			>=4	10
			<=3	0
4	Online and Offline Demonstration: Student Module, Admin Module, PI Module & Bank Module	20	Evaluation of Demonstration	--
5	Generation of Various Forms as per requirements in exiting module/Work	10	Evaluation of Demonstration	--
7	Module User Feedback (System Reliability / Flexibility/ Support)	10	Evaluation of Demonstration	--

The University will open the Commercial offers of only those Agencies whose total Technical Scores out of 100 as measured above is 60 or above.

The work order can be extended for two more years for L₁ bidder on mutual consent of University & bidder with same terms of tender.

Services through consortium are not permissible.

The Technical Scores (of eligible Agencies only) will then be normalized with respect to highest score obtained by applying the formula:

$$(\text{Score Obtained} / \text{Highest Score Obtained}) * 100 = \text{say A}$$

The University will also rate the Agencies' commercial offer and normalize with respect to lowest offer by applying the formula:

$$(\text{Lowest Offer} / \text{Offered Rate}) * 100 = \text{say B}$$

The University will then convert these normalized values A and B by giving 60% weightage to Technical capability (A) and 40% weightage to commercial offer (B) by applying the formula:

$$(A * 60 / 100) + (B * 40 / 100) = \text{say C}$$

The highest C value obtained by an Agency will be awarded the contract.

The decision of the University in the evaluation of Tender shall be final. No correspondence will be entertained in this regard.

The University may ask for meetings with the Agencies to evaluate its suitability for the assignment.

Note: The University reserves the right to reject any or all proposals.

Online Admission – System with specifications:

PHASE I – Online Admission Form generation and submission

- 1 The online admission form should contain the details like name, date of birth, guardian's name, address, courses applied for etc. and all other usual details. Each course has different Criteria Hence Input field /data very accordingly.
- 2 A student can apply only as per eligibility criteria fixed by the University. Each applicant is to use separate Form for each course group. The online form submission shall be closed after a particular date, as to be fixed by the University.
- 3 The eligibility criteria fixed for each course by the University need to be strictly observed during the process of submission of forms itself. The criteria for each course (including criteria for reserved categories like SC/ST/SEBC/PH) will be notified in Booklet and shall be incorporated in the software.
- 4 A student should be able to take print out of submitted form and the prescribed challan any number of times. The Form No and the date of birth have to be keyed in to get the Print out of the form/ challan.

PHASE II – Merit List Preparation and publication

- 1 The merit list will be prepared based on the criteria specified by the University, which will be informed during the order process but without bypassing the University Norms (merit list published as Gen, SC, ST, SEBC, PH, Transgender automatically)
- 2 The Merit List will be published on a particular date and time, as specified by the University on admission website.

PHASE III – Online Counseling & Online Admission

- 1 The student should be able to provide their preferences/choices for subject/course/College.
- 2 Preparation of allotment list based on the preferences/choices, merit *etc.* Generation of allotment memo and Reporting status displayed.
- 3 If the student does not take admission after a particular time period (e.g. 2 days), his/her name will be struck off from the merit/College list.
- 4 When a student pays the admission fees, his/her seat should be reserved for that subject /course/College.
- 5 The College list should be dynamic to cater Reported/not-Reported candidates.

PHASE IV – Payment Status

- 1 The students should be able to pay online & offline admission FEES and can check their payment status within a stipulated time (e.g. 2 days after bank deposit) by logging into the system.
- 2 A Paid List may be generated to nullify the error margin.

PHASE V – College Reporting

After Successful seat allocation student has to Report their Admitted College within given time period otherwise his/her admission will be cancelled automatically.

PHASE VI –Re Shuffling (Optional depends on GUAC decision)

Students who like to change their college can apply for Reshuffling & can change their preferences/Choices from module and submit the application. After re shuffling, student has to report in newly allotted college.

NOTE

The Company/Agency/ Firm has to carry out the entire Installation Process etc. including domain and hosting on their own.

Design, Development and Installation customization time should be mentioned clearly.

The online admission website should be up and running for 24×7 and adequate bandwidth should be provided.

The online form should be compatible with all popular browsers like Firefox/ Google Chrome/ Internet Explorer/Opera etc.

The University should have an access to the overview of the submitted form details (form no, selection of course, student name, challan no) in xls/ cvs/ txt/ pdf format at any point of time during the admission process.

The Bidderr has to provide a backup of all the data submitted by the students (eligible and non-eligible, enlisted and non-enlisted) at the end of the session in xls/ cvs/ txt format.

Client list for experience is also required for selection.

PAN, VAT, Income-Tax documents are required.

Online Admission Software Module:

System is expected to automate the following process of our University: Online Admission Form Fill up
Dynamic PIN generation Module, Data Verification Module, Merit List Generation, Student Management System for Admin; Rich Bank Module with Various Reports, College Module with Various Reports, Reshuffling Module.

Admin Reports

College wise allotted list; College wise Reported list; College wise cancelled student list;

College wise allotted male/female fees.

Date wise fees collection; Fee Given to college (For Reported student); Faculty wise Fee collection.

Online Admission Integrated Student Management: Features

Student details capture from CD/DVD (Personal Profile and 10+2 Academic Records) for online Admission website. Detailed format will be different for different courses as per data available.

SMS alert for mobile verification & After Successful Registration.

Online/Offline Payment options.

User Manual for website navigation; Live Support for any Query.

Controlled Student admission based on seats availability

Create various Fees Structure for various courses

Student Scanned Photo & Signature Document Upload.

Course change and fees adjustment handling

Student Merit generation

Shift wise (Morning/Day/Evening) Hons. & General College Selection.

Automatic student fees charged based on subject/College combination selected

Course & Course wise admission criteria *i.e.* 10+2 subject grouping and marks setting for admission.

Define combination wise amount require for admission.

Set date allowed for form fill up And Last date.

Printout of application and challan on successful submission.

Duplicate printout of application and challan on successful submission.

Challan creation (1 Copy Student + 1 Copy University +1 Copy Bank).

SMS Intimation on publication of merit list, payment received, cancellation (if any) etc.

Category Certificate (SC/ST/SEBC & PH).

Editing option of the applicant till closing date by admin/College Module

Application Approve/Decline option. Admission cancellation

Modify any application.

Generate merit list for internal checking; Course wise Complete Merit List Generation.

Course wise Counseling list generation as First /Second/Third...n list for admission.

Set course and category wise seat availability and filled up.

Admission Payment Integration.

Real time course wise and subject wise seat availability.

Submission of Tender:

Eligible Agencies should read this document in detail and assess their qualification before submission of Tender form.

Interested Agencies may submit their Tender form by providing all required details as specified by the University in Tender form **(in Physical form)**.

The commercial offer should be submitted **(online only)** as an entry of a student detail till process of confirmation of admission through student module, help centre and admin module including data management through allotment, confirmation and reshuffling. Generation of various forms such as Enrolment/Registration and Examination form.

The University reserves the right to withdraw this form without any financial liability; if it is determined that such action is in the best interest of the University.

The physical tender document (only technical documents) should be submitted in a sealed cover along with DDs of processing fee and EMD and with an application duly signed by an authorized signatory and must reach the address mentioned in this document before the last date and time mentioned in this tender document. All pages submitted must be numbered, signed and stamped. Any submission beyond this stipulated time will be rejected. The University reserves the right to extend the time period of submission. Please note that no commercials should be included in the physical submitted documents.

Compliance to be provided by the Agency and minimum documents to be submitted

Write either Yes or No in both the columns of Compliance as well as Documents Enclosed and mention Page Number of the document in the Technical Bid Hardcopy submission for ALL the items in the below table.

Sr. No.	Item Description	Compliance (Yes / No)	Documents Enclosed (Yes / No)	Page No. of the Document
1	Tender Processing Fee DD is Enclosed.			
2	EMD DD is Enclosed.			
3	The Agency has an office in Ahmedabad for execution of these projects (Submit office ownership / rent proof) OR the Agency is willing to establish an office in Ahmedabad for execution of these projects (Submit an affidavit showing willingness to start office in Ahmedabad).			
4	The Agency has at least 03 years of experience of Online/Offline Module development for admission and other related activities.			
5	The Agency has PAN registration (Submit necessary documents).			
6	The Agency has completed at least one such project with Government or Grant-In-Aid Institute for multiple courses. (Submit necessary documents).			
10	Demonstration of the Ongoing and developed Project/module of such purpose to committee members decided by the University.			

Tender EoI Response Form

Note: Details filled must be accompanied by sufficient documentary proof in hard copy.

Sr. No.	Description	Details
1	Name of the Bidder/Agency	
2	Office Address	
3	Phone No. Office	
4	Phone No. Mobile	
5	e-Mail address	
6	Alternative e-Mail address	
7	PAN Card No.	
8	Work Experience for such project	
9	List of Projects Completed	
10	List of Projects.	
11	Any other point Agency wishes to include.	
12	Processing Fee DD No., Date & Bank	
13	EMD DD No., Date & Bank	

Additional pages may be enclosed, if required.

Date :

Place : Signature of the Authorized Signatory And Agency Stamp/Seal

GUJARAT UNIVERSITY
BoQ
TO BE SUBMITTED ONLINE ONLY
NOT TO BE ATTACHED WITH TECHNICAL BID

Item Number	Item Description	Approx. Quantity	UNIT
1	Online Registration of Students and Colleges by accepting students details, marks etc. and College details and creation of complete database, email, SMS confirmation, Generation and printing of various reports, Generation of information/Enrolment Forms etc. as per the detailed scope of work mentioned in the tender document. (Give rate per student)	75000	Nos
2	Generation of Merit of Registered Students, Choice Filling etc. as per the detailed scope of work mentioned in the tender document. (Give rate per student)	60000	Nos
3	Counselling and online/offline Seat Allotment, Fee Payment, admission confirmation and reporting of students by colleges, Reshuffling rounds for vacant seats, Generation and printing of various reports, Generation of information/Enrolment/Exam Forms etc., email, SMS confirmation at all stages and other students related information/activities as per the detailed scope of work mentioned in the tender document. (Give rate per student)	60000	Nos